

# MT. COMFORT

ELEMENTARY SCHOOL



2020-2021

## Student Handbook

5694 West 300 N  
Greenfield, IN 46140

317-894-7667  
[mce.mvcsc.k12.in.us](http://mce.mvcsc.k12.in.us)

## Mt Vernon Community School Corporation 2020-2021 School Calendar

<p>4 Independence Day</p> <p>16 Centralized Registration</p> <p>23-24 New Teacher Orientation</p> <p>27-28 Teacher Days</p> <p>29 1<sup>st</sup> Student Day (No Delayed Start Wednesday)</p>	<p style="text-align: center;"><b>JULY 2020</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<p style="text-align: center;"><b>JANUARY 2021</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<p>1 Winter Break</p> <p>18 M.L. King Day (No School)</p>
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*Engage, Educate & Empower Today's Students*  
[www.mvcsc.k12.in.us](http://www.mvcsc.k12.in.us)

Dear Parents,

The following form is important and serves several purposes. Please read the form carefully, then sign each item and return it to Mt. Comfort Elementary School by July 29, 2020

In accordance with Indiana Law HEA P.L. 16-1990 IC 20-8.1-5-3 we are asking you to take a few minutes to read our Mt. Comfort Elementary School Handbook which is located on the school website at <http://www.mce.mvcsc.k12.in.us>. It is very important that you complete the form and return it to school with your child. We appreciate your help with this.

Sincerely,  
Alissa Lockwood, Principal

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**1) STATEMENT OF PARENT/LEGAL GUARDIAN**

THIS IS TO ACKNOWLEDGE THAT I HAVE READ AND AGREE TO ABIDE BY THE POLICIES IN THE STUDENT HANDBOOK OF THE MT. COMFORT ELEMENTARY SCHOOL FOR THE SCHOOL YEAR 2020-2021. THESE HANDBOOK POLICIES INCLUDE HOW THE STUDENT'S "DIRECTORY INFORMATION" CAN BE UTILIZED BY/THROUGH MVCSC. THE HANDBOOKS CAN BE FOUND ON OUR <http://www.mce.mvcsc.k12.in.us>.

\_\_\_\_\_  
(Signature of Parent/Guardian)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Name of Student)

\_\_\_\_\_  
(Grade/Teacher's Name)

---

**2) FIELD TRIP PERMISSION**

I GIVE PERMISSION FOR MY CHILD TO PARTICIPATE IN MT. COMFORT ELEMENTARY SCHOOL CLASS FIELD TRIPS FOR THE 2020-2021 SCHOOL YEAR. I UNDERSTAND THAT MY CHILD'S TEACHER WILL NOTIFY PARENTS OF UPCOMING FIELD TRIPS IN ADVANCE OF THE TRIP.

\_\_\_\_\_  
(Signature of Parent/Guardian)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Name of Student)

\_\_\_\_\_  
(Grade/Teacher's Name)

# MT. COMFORT

## ELEMENTARY SCHOOL

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# WELCOME

This handbook contains information for students and parents of Mt. Comfort Elementary. In this handbook are answers to many questions students and parents ask. Also, many items of information which will help students and parents develop a better understanding of the operation of the school are included in this handbook.

Our school is just as good as our students help make it. The benefits of public education are available to all students, but to acquire these benefits the individual must accept responsibilities. It is our hope that each of you learns to accept your responsibilities to your community, to your family, to your classmates, to your school, and most of all, to yourself.

Mt.Comfort Elementary has received full accreditation by AdvancED

Principal.....Alissa Lockwood  
Assistant Principal .....Garrie Woods  
School Counselor.....Teran Strickland  
Secretary.....Dianna McCarty  
Treasurer.....Teresa McGow-Russell  
Nurse.....Tracy Hoyt  
School Colors.....Black & Gold  
School Nickname.....Buccaneers

## SCHOOL HOURS

Office hours are 7:00 a.m. - 3:00 p.m., Monday through Friday.

Student hours for K-5 are 7:45 a.m. - 2:15 p.m., Monday through Friday.

School Phone .....(317) 894-7667  
FAX.....(317) 894-7702  
Web Page Address..... <http://mce.mvsc.k12.in.us/>

# MT. COMFORT SCHOOL PLEDGE

I pledge my loyalty to Mt. Comfort Elementary School and to everyone who is a part of it. Today I will be truthful and trustworthy. I will use active listening, give no put downs, and show my personal best in all that I do as together we prepare for tomorrow.

## Mission Statement

*Mt. Vernon Community School Corporation will  
**Engage, Educate and Empower**  
today's students to seize tomorrow's opportunities.*

*MV=E3*

## VISION STATEMENT

Mt. Vernon Community School Corporation is where parents choose to send their children, students are successful, highly qualified personnel desire to work, and the community is proud to support. We are committed to serving a diverse population in a safe, secure, and challenging learning environment where students are engaged in rigorous, relevant and technologically-enhanced curriculum. Student success is nurtured through diverse instructional methods enabled by partnerships fostered between students, parents, school, and community. A strategic and fiscally responsible approach ensures a sustainable, highly effective learning experience inside and outside the classroom. We respect the uniqueness of each student as we engage, educate, and empower them to seize their futures as responsible members of society.

## **ADMISSION**

Pupils entering school for the first time must present proof of residency, immunization records and birth certificate. **If a child is in 4<sup>th</sup> grade they must also show evidence of passing the IREAD 3 State test.** Parents are asked to pre register online at MVCSC website or call the school for assistance with enrollment at Mt Comfort Elementary at 317-894-7667. Please notify the school office when there is a change of address or phone number or edit your school Skyward account.

To enter kindergarten, a child must be **five (5) years of age on/or before August 1.** Parents must present a certificate of birth, immunization records, and proof of residency. Immunization records must be up to date according to state guidelines.

## **ASBESTOS**

The Mt. Vernon Community School Corporation has complied with the AHERA regulations 40 CFR Part 763 with the completion of the management plan, tri-annual and periodic inspections for asbestos as required by the Act. These reports have been filed with the E.P.A. designee, the Indiana Department of Environmental Management. The report is on file in the Administration Building and available for public inspection during normal business hours.

## **ATTENDANCE**

The Mt. Vernon School Corporation stresses that regular attendance in school is considered vital for the growth and progress of each child. A student's presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. In accordance with Board Policy valid reasons for **excused** school absences are as follows:

- A. Service as a page for or as an honoree of the general assembly
- B. Serve on a precinct election board or as a helper to a political candidate or to a political party on the date of each general, city, or town, special, and primary election at which the student works
- C. Subpoena to appear in court as a witness in a judicial proceeding
- D. Ordered to active duty with the Indiana National Guard for not more than ten (10) days in a school year.
- E. Member of the Indiana wing of the civil air patrol who is participating in a civil air patrol for not more than five (5) days in a school year
- F. "educationally related non classroom activity" as defined in I.C. 20-33-2-17.5
- G. Illness verified by a note from a physician
- H. Professional appointments – Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc.
- I. Death in the immediate family or of a relative
- J. Observation or celebration of a bona fide religious holiday
- K. Maternity
- L. Military connected families' absences related to deployment and return
- M. Such other good cause as may be acceptable to the Superintendent or his or her designee or permitted by law



**Note: Quarantine, Exclusion because of exposure to contagious disease, & certain emergencies as interpreted by the principal will also be considered. All other cases of absence will be considered unexcused.**

NOTE: When a student has been absent, he or she must have a note from the parents/Doctor explaining the reason for the absence or the parents may phone, email or fax the school office or teacher with the information. **The excuse must be presented within three (3) school days of the absence.** The student has **one (1)** day per each day missed to make up work after he or she returns to school. Students who have been absent due to illness should not return to school until they are **fever free for 24 hours** without the use of fever reducing medication such as Tylenol.

Students must be in attendance at school the day of an activity in order to participate in that day's activities or evening school-sponsored events.

## **CONSEQUENCES OF ABSENCES**

### **Hancock County Attendance Policy**

Good school attendance is the most crucial component in the formula for academic success. Indiana's Compulsory Attendance statute, IC 20-33-2 requires students to attend school. Indiana K-8 schools are required by the State's School Accountability Plan to maintain a minimum of 95% attendance.

- **Students who have accumulated 4 unexcused or 8 total absences (any type) will be monitored by an administrator, who will review the student's attendance pattern and contact the parents or guardians via letter (letter 1).**
- **Students who have accumulated 6 unexcused or 10 total absences (any type) will receive a letter of warning regarding attendance (letter 2).**
- **Students who have accumulated 8 unexcused or 12 total absences (any type) will be placed on an attendance contract and parent meeting will be held (contract & parent meeting) (letter 3).**
- **Students who have accumulated 10 unexcused absences could be sent to Hancock County Probation for review (letter 4).**
- **Students who have accumulated 16+ total absences (any type) could be reported to probation and decision formulated as to next steps in their office.**
- Students, who in previous years demonstrated attendance inconsistencies, will be monitored after 5 absences or per their attendance contract. Should there be questionable absences, a problem with make-up work, attitude, or effort, the student may have certain restrictions or conditions placed on him or her. Doctor's notes verifying illness, parent conferences, detention, Saturday school, and the notification of legal authorities, are examples of restrictions, which may be used.

## **UNEXCUSED ABSENCES K-5**

A student is assigned an unexcused absence when it is determined that the student missed school for a reason other than those identified as excused in the Mt. Vernon Community School Corporation policy and rules dealing with student absences. Additionally, **students will receive an unexcused absence if a parent has not contacted the school or provided a written medical excuse to verify a legitimate absence within three (3) days of the student's return to school.** Students who leave the building during the school day without getting approval from an administrator will also receive an unexcused absence regardless of the reason.

Students who receive an unexcused absence will be required to complete the class homework and assignments for the unexcused days. Students get one (1) day for each day missed to submit their work. The homework and assignments will be subject to the following penalty:

### **PRE-ARRANGED EXCUSED ABSENCES FOR A FAMILY TRIP**

updated 5/20/13

When a student is going to be out of school for a family trip, he/she must have a parent contact the school and turn in a completed Pre-Arranged Excused Absence form to the school. Under normal circumstances the contact must be at least two days in advance of the absence. One week notice is preferred. Final approval of the absence will be determined by the principal/designee. The student will be responsible for requesting make-up assignments. If no student or parent contact is made prior to the absence, the absence will be unexcused. All make-up work missed is due the day the student returns from the absence. (This program is not available during the summer school program.)

**No pre-arranged excused absences for a family trip will be granted during the last five days of any nine-week grading period, during state mandated testing, when a student has accumulated ten (10) or more absences in a school year, or when the requested day(s) would exceed that number.** A student may accumulate no more than 3 pre-arranged excused absences during a school year. Any days in excess of this will be considered unexcused absences. The student must be accompanied on the trip by a parent/guardian or grandparent.

**Pre-arranged excused absence days may not be taken during snow make-up days**, and any student who has an unexcused absence is not eligible for these days. Pre-excused absence days that exceed the maximum number of excused absences during a school year (10) may be considered unexcused absences.

A separate application must be filed for each student. If you have not received a response from the building principal or the principal's designee within five (5) days of filing this application, please contact the principal/designee.

The principal's determination is final.

## **DENTIST AND DOCTOR APPOINTMENTS**

Dentist and doctor appointments are considered valid reasons for children to be absent from school provided that only the time needed for such an appointment is used; school attendance should be expected before and after the appointment, depending on the appointment time. A note from the parent or guardian shall serve as sufficient notice, providing the time and date of the appointment are

stated. Parents should come to the school office to have the child called from the classroom when picking him/her up for an appointment.

**When your child returns to school, please present the office with a note from the doctor verifying the appointment.**

## **TARDINESS TO SCHOOL**

In order to achieve our goal of “Excellence In Education” we continue to stress good attendance habits. Students need to be in their classrooms by 7:45 a.m. or they could be counted “tardy”. A “tardy” is equal to any time away from school less than a ½ day or approximately 11:15. This means arriving after 7:45 a.m. or leaving before 2:15 p.m. **A tardy is unexcused; however a child with a Dr. Appointment will receive a check-in or check-out with a note and not be considered tardy.** Children who arrive at school after 7:45 a.m. must stop by the office and sign in before going to class. **Parents must come into the office to sign a student in or out of school when tardy.** Children who arrive on late buses are not counted tardy. **When a student receives his/her fourth tardy in a nine weeks period, he/she will be assigned a detention.** Detention is held on Continuous tardiness may result in a consequence determined by the principal such as Saturday School or School Suspension. **More than 8 unexcused tardies are considered excessive**

## **TAKE YOUR DAUGHTER OR SON TO WORK DAY**

If a parent or guardian wishes to take a child to work with them on a designated “Take your daughter or son to work day,” the parent or guardian should apply for a pre-arranged absence

## **BOOK & TECHNOLOGY DEVICE RENTAL INFORMATION**

### **Mt. Vernon Community School Corporation TEXTBOOKS, WORKBOOKS AND FEES**

All classroom textbooks and devices are the property of Mt. Vernon Community School Corporation and on a rental plan. Fee statements for book/device rental, lab fees, and workbooks will be sent out by the end of July and payments will be due by the end of August. You may pay by cash, check, or credit card in the school office or you can pay by credit card online with the link available on the schools website ([www.mvcsc.k12.in.us](http://www.mvcsc.k12.in.us)). Payment options are available for those who cannot pay in full.

Please contact the school treasurer to discuss the payment options that are available. Parents who fail to set up a payment plan or make a full payment prior to the due date will be notified regarding their failure to comply.

Mt. Vernon Community School Corporation has engaged Kinum Collections Agency to assist us with the collection of book rental fees that we do not receive and for which payment plans have not been arranged. The measures Kinum Collections Agency may take include, but are not limited to; mailing of notification letters of overdue fees, action in small claims court, and reporting to credit rating agencies.

Students will be issued textbooks and devices the first week of school. Lab fees are charged in those classes where school furnished supplies are used. Workbooks are consumable and, therefore,

purchased outright by the student. Students are expected to maintain reasonable care and upkeep of their textbooks and devices. Damaged or lost books and devices should be reported to the main office immediately. Students will be responsible for the cost of replacing lost or damaged books and devices. Mt Vernon does offer insurance for devices that can be purchased within the first 30 days of your child starting school. The protection plan must be paid in full prior to the coverage being effective. If the plan is not paid in full prior to the first 30 days of your child starting school then your child will not be covered for the plan period. Students withdrawing during the school year must turn in all books and devices to the main office before a refund can be determined. A refund will not be issued for the protection plan or consumables.

Parents are financially responsible for book rental fees and student activity fees, and any other charges the school may assess for, but not limited to, lost books or devices, cafeteria fees, library books, extracurricular activities, fund raising, and tuition. Parents are also responsible for all reasonable cost of the collection of their 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 balances.

## **BOOKSTORE**

A school bookstore is provided for student supply needs. A variety of supplies are available for students to purchase for their classroom work.

## **BUS CONDUCT RULES**

Safety in the transportation of our students is a paramount concern. Consequently, strict adherence to rules and procedures is expected from students aboard our buses at all times. A school bus is an educational setting and the grounds for suspension and expulsion listed on pages 21-24 of this handbook apply to discipline situations aboard buses and at bus stops as they do in a school's classroom. Students may be suspended or expelled from school as a consequence of their behavior aboard a bus or at a bus stop. In addition, Indiana Code provides that upon the recommendation of the bus driver, school authorities may deny the privilege of riding a bus to any pupil whose deportment so warrants. All students are expected to abide by the following rules on the school bus:

- A. Each pupil shall be seated immediately upon entering the bus in the place designated by the driver.
- E. No pupils shall stand or move from place to place when the bus is in motion, and no pupils shall have arms, head, or any object out of the window on a bus.
- C. Indecent conduct and loud/boisterous/profane language shall not be tolerated.
- A. Pupils shall not be allowed to tease, scuffle, trip, hold, hit or use their hands, feet or body in an objectionable manner.
- E. No windows or doors will be opened or closed except by permission of the bus driver.
- A. Water guns and other similar objects shall not be allowed on the buses.
- B. Pupils shall not enter or leave the bus while it is in motion; pupils shall wait for a signal from the driver (usually the opening of the entry door) before leaving their seat to exit the bus.
- C. The child should be waiting at the boarding station when the school bus arrives.
- D. No pupil should eat, drink, chewing gum or have candy on the bus.
- E. No pupil should litter on the bus.

- F. All elementary pupils should bring toys in a bag, including balls of any kind.
- G. Pupils shall not use lighters, aerosol type containers, tobacco, or any other object or substance deemed undesirable on the school bus as related to student behavior in our corporation policies.
- H. Pupils should not deface or destroy the school bus. If a pupil causes damage, the student will pay for damage in addition to receiving appropriate discipline.
- I. A child may only ride another bus with a signed "Bus Change Form" by his or her parents and initiated by the principal or designated person.

The following sequence of events may be expected for children who commit **minor** infractions of rules or acceptable standards of behavior while aboard a bus:

- First Offense:** Driver-Student conference.
- Second Offense:** Parents notified by phone or postcard.
- Third Offense:** Referral to school administration. Referral to the school administration may result in a warning and/or suspension of bus riding privileges.
- Fourth Offense:** Suspension of bus riding privileges for 1 to 3 days.
- Fifth Offense:** Suspension of bus riding privileges for a minimum of 3 days
- Sixth Offense:** Suspension of bus riding privileges for 30 days or the remainder of the current semester, whichever is longer.

Minor offenses of student discipline aboard buses include, but are not limited to:

1. Failing to be seated properly while the bus is in motion.
2. Using loud, boisterous, or profane language.
3. Using hands, feet, or body in an objectionable or aggressive manner.
4. Possessing nuisance materials and objects, such as radios, toys, pets, balls, aerosol containers, etc. (students may carry such objects and materials to and from school with the driver's permission, provided that the driver's instructions for doing so are followed closely).
5. Opening of windows without permission.
6. Other violations of the school discipline code and rules of conduct, or the laws of the State of Indiana.
7. Eating or drinking on the bus without the driver's permission.

The following sequence of events may be expected for children who commit **major** infractions of rules or standards of acceptable behavior while aboard a bus:

- First Offense:** Suspension of bus riding privileges for a minimum of 1 day. At the discretion of the school administrator, the period of suspension may be longer.
- Second Offense:** Suspension of bus riding privileges for a minimum of 3 days. At the discretion of the school administrator, the period of suspension may be longer.
- Third Offense:** Suspension of bus riding privileges for 30 days or the remainder of the current semester, whichever is longer.

## **GENERAL TRANSPORTATION INFORMATION**

A student may ride a bus to which he/she is not assigned only by presenting the school and driver with a Bus Change Form signed by his/her parent and signed by a school administrator.

**There is a 1:00 pm deadline for parents notifying the school of bus changes for students.**

If a child rides the wrong bus, the bus will return the child to the school at the end of the bus route for parent/guardian pickup.

Students are expected to be waiting at their designated boarding station when the bus arrives. Bus drivers will strive to keep a consistent day-to-day schedule; however, snow, or other circumstances beyond the driver's control, may affect pick-up times. Drivers cannot be expected to wait or blow their horns for students.

Parents are encouraged to alert drivers if they know their child will not be attending school or riding the bus on a given day. **If you have questions or concerns about bus transportation please call 482-4123 or 485-3100.**

**NOTE: No one will be permitted on a school bus during normal daily bus routes other than students, authorized school personnel and law enforcement. Bus drivers are directed not to open their door to anyone else while the bus is on its route. Parents/guardians must call their student's school and request to talk to a bus driver, or they may call the driver at the number the bus driver has provided to them.**

## **CAFETERIA**

### **LUNCH/BREAKFAST**

Breakfast and a hot lunch are served daily at the Elementary Schools. Extra milk is available. Please send in your child's cafeteria money on Mondays. Our computerized accounting system allows parents to pay as far in advance as they like. Please either send money to school in a sealed envelope with the child's name, teacher's name, and amount of check or cash inside, or enroll in our School Pay program.

Mt. Vernon Community Schools have enrolled in an internet-based service called School Pay. This service is a website where you can pay for your child's breakfast, lunch and snacks using your debit or credit card. Participation in this service is voluntary; you may enroll at any time. Also, please note that you will be charged a convenience fee of **\$1.95 per transaction per family**. Transactions made through School Pay are available to students immediately.

Students should NOT bring carbonated beverages or drinks in glass bottles in their lunches.

**LUNCHROOM EXPECTATIONS:** Children are expected to behave in the lunchroom in the same courteous manner as they would at home or in a restaurant. Theft from the cafeteria lunch/breakfast line will not be tolerated. Students who steal from the lunch line will be subject to school discipline.

**STUDENT ID BADGES:** Children are expected to use their student ID badges to receive a lunch and/or breakfast. For the safety and health of students and staff we will not use the keypads to enter their ID numbers associated with their food accounts. **All students will be required to scan their student ID badges.**

MVCSC participates in the National School Lunch/Breakfast Program. Students who qualify must submit an application to the school. Applications are available online on the MVCSC website.

## **SCHOOL PAY**

Mt. Vernon Community Schools has enrolled in an internet-based service called School Pay. This service is a website where you can pay for your child's lunches and snacks using your debit or credit card.

Participation in this service is voluntary; you may enroll at any time. Also, please note that you will be charged a convenience fee **of \$1.95 per transaction per family**. Transactions made through School Pay are available immediately. School Pay is linked to your Skyward Family Access Account. You can monitor your child's balance by clicking the food service tab on your Family Access homepage. There is also an option that allows families to set up payment reminders and automatic payments to ensure your child always has sufficient funds for lunch.

## **PARENTS VISITING FOR LUNCH**

At MCE, we believe it is good for parents to visit our school and eat lunch with their children. We encourage you to eat a school lunch with your child. Out of courtesy to our kitchen, please don't just "drop in" at lunchtime. Certain meals require more planning and our kitchen staff needs to know early in the morning how many lunches to prepare each day. Please send a note to your child's teacher by the morning of your visit allowing the teacher to inform the cafeteria of your desire to eat a school lunch that day. Also, if you choose not to eat a school lunch, but want to bring in restaurant food, we will provide a quiet and separate place for you to eat with your child.

## **CANDY AND GUM**

Candy, gum, etc. will not be allowed in the school or bus except by special permission of the student's teacher or bus driver.

## **TREATS AT SCHOOL/TREAT LIST\***

Due to an ever increasing number of student allergies, we simply must strictly adhere to the baked goods and class treat list policies. Home baked goods are not permitted. If sending in treats for a class party, please only send in "Safe Snack" approved pre-packaged purchased items. A complete list of school approved snacks can be located on [www.snacksafely.com](http://www.snacksafely.com) and on the MVCSC Health Services webpage.

Parents will be required to sign a permission slip for students to participate in food related activities and special occasions. If you have further questions regarding safe snacks, you may also contact your health room assistant/school nurse.

## **CELL PHONE CONTENT AND DISPLAY**

### **Important Notice to Students and Parents Regarding Cell Phone Content and Display**

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.
- It is “child exploitation,” a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.
- It is “child pornography,” a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.  
10
- “Sexual conduct” is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.

Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

## **CHARACTER EDUCATION PROGRAM**

Mt. Comfort Elementary School is proud to offer a school-wide character education program that incorporates two research based programs, Character Counts and Project Wisdom. These programs’ strong ties to academic success have proven to improve academic performance and decrease discipline referrals, suspensions, and expulsions over two to three year spans. Character Counts is an approach to character education based on six ethical values: trustworthiness, responsibility, respect, fairness, caring, and citizenship that are believed to build the foundation of good character. They are referred to as the six pillars of character. To reinforce the monthly and annual lessons founded in the character pillars, we provide daily character education through Project Wisdom. Each morning students receive a message tied to the importance of their character as it relates to academic success, friendship building, and more. Both Character Counts and Project Wisdom can also be used in the classroom with follow-up activities. Thank you for discussing the importance of these character pillars and life skills at home with your child.

## **CHILD CARE PROGRAM THROUGH YMCA**



After school child care is available at school through the YMCA. The hours for this program are after school until 6:00 p.m. Program hours include 2 hour delays and early dismissals. If emergency closings are called by the MVCSC superintendent, the YMCA will notify parents. Special "schools out" holiday camps will be available. Registration information is available in the office.

## **CLASS PLACEMENT**

Classroom placement is the sole professional decision of the principal and classroom teachers based on the educational and emotional needs of each child.

## **COMPUTER TECHNOLOGY AND NETWORKS POLICY**

The School Board is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of corporation operations. It also recognizes that safeguards have to be established to ensure that the corporation's investment in both hardware and software is achieving the benefits of technology and inhibiting the negative side effects.

Students will receive an account on the school's computer network. With this educational opportunity comes the responsibility to use these networks in a productive and ethical manner. When your child receives an account number and password, it is extremely important that he/she abide by the Network & Internet Access Agreement for Students (refer to pages 29-31 of this handbook). Any inappropriate use of the computer networks will result in a loss of the privilege to use this educational tool with the possibility of disciplinary action. Since parents are legally responsible for their child's actions, parents may want to stress to their child the importance of using only his/her own account number and password and the necessity of guarding against their use by others. Under no circumstances should a student give his/her account number and password to another student.

### **STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Access to the Internet enables students to explore thousands of libraries, databases, and other resources. The corporation expects faculty to blend thoughtful use of the Internet throughout the curriculum and provide guidance and instruction to students in its use. Access to Internet resources will be structured in ways that point students to those evaluated prior to use. However, students will be able to move beyond those resources to others not previewed by staff. Outside of school, families bear responsibility for the same guidance of Internet usage as they exercise with other information services.

Students utilizing corporation provided Internet access must first have the permission of and must be supervised by Mt. Vernon Community School Corporation's professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

The purpose of corporation-provided Internet access is to facilitate communications in support of research education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of Mt. Vernon Community Schools (MVCSC). Access is a privilege, not a right. Users should not expect that files stored on school-based computers would be private. Electronic messages and files stored on school-based computers may be treated like school lockers.

Administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.

The intent of this agreement is to ensure that students will comply with all Network and Internet acceptable use policies approved by the Corporation.

In exchange for the use of the Network resources either at school or away from school, the student understands and agrees to the following:

- A. The use of the Network is a privilege, which may be revoked by the Corporation at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to; altering system software, placing unauthorized information, computer viruses or harmful programs on or through the computer and/or network. MVCSC reserves the right to log computer use, monitor file server space, remove files, limit or deny access, and refer the student for other disciplinary actions.
- B. The Corporation reserves all rights to any material stored in files and will remove any material which the corporation, at its sole discretion, believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. Students will not use their corporation-approved computer account to obtain, view, download, or otherwise gain access to, distribute, or transmit such materials.
- C. All information and services and features on Corporation resources are intended for the private use of its registered users and any use of them for commercial-for-profit or other unauthorized purposes (i.e. advertisements, political lobbying) is expressly forbidden.
- D. The Corporation resources are intended for the exclusive use of their registered users. The student is responsible for use of his/her account and password and privileges. Any problems arising from the use of the student's account are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and may be grounds for loss of access privileges.
- E. Any misuse of the account will result in suspension of the account privileges and/or other disciplinary action determined by MVCSC. Misuse shall include, but not be limited to:
  1. intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users;
  2. disrupting the operation of the Network, Internet, or any other computer system through abuse of or vandalizing, damaging, or disabling the hardware or software;
  3. malicious use of the network through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks;
  4. interfering with others' use of the network or accessing the materials, information, or files of another without their prior approval;
  5. Students shall not access social media for personal use from the Corporation's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use. Responding to unsolicited online contact is strictly prohibited for student safety.
  6. unauthorized installation, down-sizing, copying, or use of licensed or copyrighted software or plagiarizing materials;
  7. misrepresenting others on the network or allowing anyone else to use an account other than the account holder;
  8. accessing, uploading, downloading, or distributing pornographic, obscene, or sexually explicit material;
  9. violating any local, state, or federal statute.
- F. Corporation and network resources are to be used exclusively for the support of the academic

program, not for entertainment.

- G. Students bringing data files into the system agree to check the file with a virus- detection program before opening the file for use. Should the student deliberately or maliciously infect the network with a virus or cause damage through other vandalism, the student will be liable for any and all repair costs to restore the network to full operation and will be subject to additional disciplinary measures.
- H. The student may only log on and use the network under the immediate supervision of a staff member and only with the student's authorized log-in.

Violation of Corporation policy and rules will result in appropriate suspension of computer access to be determined by MVCSC staff. Additional disciplinary action will be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When or where applicable, law enforcement agencies may be involved.

MVCSC makes no warranties of any kind, neither expressed nor implied, for the network/Internet access it is providing. The Corporation will not be responsible for any damages users suffer, including-but not limited to-loss of data resulting from delays or interruptions of service. The Corporation will not be responsible for the accuracy, nature, or quality of information.

MVCSC will make all reasonable attempts to prevent inappropriate access to students' personal information through the Internet. The Corporation's intent is to make Internet access available for educational goals and objectives. However, students may find ways to access other materials as well. Even though the Corporation institutes technical methods or systems to regulate students' Internet access, these methods cannot guarantee compliance with the Corporation's acceptable use policy. MVCSC believes that the benefits to students of access to the Internet exceed any disadvantages. The Corporation is committed to helping students use the Internet responsibly, but it is not possible to monitor student usage at all times. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information. Therefore, MVCSC will provide parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

Parent refusal to allow students to make use of the Internet does not prohibit students from taking part in state and locally mandated testing and evaluation on the computer or through the network (e.g. ILEARN, Core 40 exams, and NWEA testing).

In order to use MVCSC computers, network and Internet resources, parents must sign the front page of the handbook. The student and family for future reference should retain the above rules.

## **CONCERNS – WHO TO CALL?**

It is very important that a parent who is concerned about an academic or behavior problem contact the school so that the problem can be resolved. **First, contact the teacher.** No problem can be solved without the combined efforts of the parent and the teacher. If a parent still has concerns, the next step would be to contact the school principal. The school number is (317) 894-7667. If the issue is a Bus transportation concern you may call Transportation at 482-4123.

# **CORPORATION NONDISCRIMINATION POLICY**

It is the policy of the Mt. Vernon Community School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, or handicap in its educational programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9-1), I.C. 20-8.1-2, Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Education Amendments), Section 504 of the Rehabilitation Act of 1973, and Title I and Title II of the Americans with Disabilities Act of 1990.

Inquiries regarding compliance with Title IX, Section 504, and the Americans with disabilities Act, should be directed to the assistant superintendent of the Mt. Vernon Community School Corporation, 1776 W. St. Rd. 234, Fortville, Indiana 46040 or to the Office for Civil Rights, U.S. Department of Education, Washington, D.C.

## **DAILY SCHEDULE**

Classes will start each morning at 7:45AM (Students must be in their classroom at 7:45, not coming in the door) and will be dismissed at 2:15 PM. **All classrooms are closed from 2:15 pm until 7:30 am.** Students are not to be in the building before 7:25 AM, unless participating in a school sponsored/and/or approved (YMCA, Boy Scouts, Girl Scouts, Optimist etc.) activity. If you are dropping off your child, use the Main Front doors. **Please do not park in the bus unloading zones in the back.**

## **DESKS AND COAT CLOSETS**

All desks and coat closets are the property of the Mt. Vernon Community School Corporation. The school reserves the right to search and inspect any desk or coat closet at any time. Students are not permitted to bring anything to school that may be considered dangerous or that may disrupt the educational process. Toy guns and toy knives should not be brought to school.

## **DEVELOPMENTAL COUNSELING PROGRAM**

At Mt. Comfort Elementary, we are not only interested in our students' academic development, but we are also concerned about their social and emotional growth. The school counseling program is an integral part of the whole education process. Our developmental school counseling program is structured to address the needs of students in a variety of ways. Activities of the school social worker include: (1) overseeing the delivery of or directly delivering classroom guidance lessons to teach state-recommended student competencies in the areas of organizational skills, self-concept, emotional awareness, social skills, life skills, career education, and drug abuse prevention awareness; (2) individual and group counseling for specific concerns (written parent permission will be obtained for ongoing counseling); (3) consultation with teachers, parents, and others working with children; (4) chairing the Child Assistance Team (CAT) to develop interventions for students in need of academic or emotional support; and (5) coordination of other activities throughout the year to help make the school experience as happy and pleasant as possible.

**While the school guidance counselor is a licensed professional, parents should be aware that the services of the school guidance counselor should not be substituted for mental health**

**therapy in situations where such services are needed.** The school guidance counselor will be happy to provide families with information on appropriate service providers in the area. In addition, the school guidance counselor encourages communication between the school and outside service providers and will serve as a liaison between the school and other agencies involved with the student in order to support the work of these outside agencies.

## **DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (“FERPA”) ensures that personally identifiable information of students in school records are kept confidential. The law specifies, however, that certain non-sensitive “Directory Information” may be released for any purpose at the discretion of the school corporation, with general notification of such intent. Please consider this notice as a general notification for this school year.

The Mt. Vernon Community School Corporation board considers students’ directory information as: the student’s name, address, telephone number, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight, if a member of an athletic team, dates of attendance, date of graduation, awards received, honor roll listing, and any scholarships received.

This information will not be given to any organization for profit-making purposes. News media and local broadcasting are not deemed as a profit-making purpose.

This directory information may be given to organizations to make students aware of educational or occupational options. Also, please note that United States armed forces recruiters also have a right to a student’s name, address and phone number unless the student’s parent/guardian/adult student specifically requests in writing that this information is not released to the armed forces recruiters.

This “Directory Information” is used for a variety of purposes such as: yearbook or student newspaper, student-run television or radio programs, television/radio stations in partnership with the corporation, printed programs for extracurricular activities, news releases to the local media, corporation or education foundation publications, and interviews with local news media. It can also be used on the corporation or education foundation website, corporation or education foundation videos, podcasts, the school corporation’s or education foundation’s social media channels, broadcast on TV or radio and their stations’ websites, or for print in newspaper publications and their websites. In the case of high school students, information can be released to colleges.

Please know that you have the right to request that the school not disclose any or all directory information. Please consider very carefully this decision as this information is typically used in news stories about our students’ achievements and classroom activities, honor roll lists, the yearbook, and school directories, and corporation/school newsletters and websites. Should you deny permission for the release of information, any future requests for such information from news media and other individuals will be refused for the duration of the school year.

The parent/guardian/adult child may request that the student’s directory information not be released upon written notification to the Corporation within ten (10) days after receipt of the

annual public notice. Otherwise, the directory information of the student or former student may be released without further permission.

## **DISMISSAL**

Any time that your child goes home other than on his/her regular bus, you **must** complete a “Bus Change Form” specifying the change. It is important that you send the change on this form. These special arrangements need to be made ahead of time to avoid confusing the child and to avoid other problems. **Do not phone the school about these changes except in an emergency situation.**

If you come to school to pick up your child during the school day, or prior to 2:15 pm dismissal time, you need to come into the school building to sign him/her out in the office. Come into the office using the front doors. Once you’ve signed out your child, we will page your child and have him or her sent to the office. Please exit the building through the front (main) doors.

If you are planning on picking up your child on a regular basis, you need to fill out a dismissal form and turn it into the office. You will be assigned a pick up number and can then enter the car pick up line area no earlier than 1:45 pm.

## **DROPPING OFF OR PICKING UP YOUR CHILD**

If you arrive prior to 7:45 a.m., for the safety of our parents, students, and staff we ask that **all students** being dropped off at school use the car line. The only exception to this is if students need help bringing in a school project or you are here to attend a school meeting, then you may park and walk in with your student.

### **Before-School Drop Off**

- Please enter the south parking lot and proceed around the perimeter of the east side of the lot.
- Please have your student **ONLY** exit the car on the right side (sidewalk side).
- Students should only exit their cars in the drop off zone (between the two orange cones).
- Please be conscious of the crossing area so that students and guests can safely cross. A staff member will be present to assist in holding traffic to allow everyone to cross safely.
- Once your student has exited the car, please proceed around the perimeter of the west side of the lot to the exit.
- If the line of cars extends out onto 300 N, please be conscious to not block the bus lane on the west side of the building.
- Cars will only be permitted to make a right turn onto 300 N when exiting the parking lot. This is to ensure that we can maintain a steady flow of traffic so that all students can be dropped off efficiently and safely. If you need to go east on 300 N, we recommend proceeding to the roundabout at 300 N & 600 W and then heading back east.

### **After-School Pick Up**

- Please enter the south parking lot and proceed around the perimeter of the east side of the lot to line up. Car rider students will exit the doors under the east awning. Please do not begin lining up any earlier than 1:45 pm. Dismissal will begin at 2:10 pm.
- If the line of cars extends out onto 300 N, please be conscious to not block the bus lane on the west side of the building.
- Please be sure to have your car rider number displayed where it can be easily seen in your

vehicle. If you need to pick up a car rider number, please contact the main office.

- Students will be escorted to the car by staff members.
- Unfortunately, with changes to our safety protocols, we can no longer permit parents & guardians from parking in the lot to come in, sign out their child, and wait for them in the cafeteria at the end of the day as we have in the past. If you plan to pick up your child at the end of the day on a regular basis, you will need to contact the office to obtain a car rider number. We apologize for any inconvenience this may cause. If you need to pick up your child early for an appointment or other similar reason, you can still come into the office to sign out your child.
- After picking up your child, please proceed around the perimeter of the west side of the lot to exit.
- Cars will only be permitted to make a right turn onto 300 N when exiting the parking lot. This is to ensure that we can maintain a steady flow of traffic so that all students can be dropped off efficiently and safely. If you need to go east on 300 N, we recommend proceeding to the roundabout at 300 N & 600 W and then heading back east.
- If there is going to be a change in your child's regular pick up schedule, please make sure to contact the office with that change no later than 1:30 pm.

**If you arrive after 7:45 a.m. or if you pick up your child prior to 2:00 p.m. dismissal, please come in the main entrance to sign your student in or out. All other doors will be locked at 7:45 a.m.**

REMINDER: Students are considered TARDY if they are not in their classroom at 7:45.

## **EARLY RELEASE WEDNESDAYS**

Early Release Wednesdays will be shortened 45 minutes and bus routes will depart 45 minutes earlier

- The first and last Wednesday of the year will be a regular release (no Early Release Wednesday).
- 2-Hour Delays on a Wednesday would have a regular release (no Early Release Wednesday) on that day.
- After-School care through the YMCA will be offered at all elementary schools and our middle school.
- Buses will run their regular routes only 45 minutes earlier on Early Release Wednesdays.

Here are the proposed release times:

<b><u>Mon, Tues, Thur, Fri</u></b>		<b><u>Wednesday</u></b>	
Students Dismissed	Bus Depart	Students Dismissed	Bus Depart
2:10 p.m.	2:17 p.m.	1:25 p.m.	1:32 p.m.

## **MVCSC VEHICLE IDLING POLICY**

Indiana Indoor Air Quality rule IAC 33-4-3 requires every school to limit all public and private vehicle emissions that might be brought into school buildings. Limiting emissions will improve the health of students and staff through reduced exposure to these emissions. Therefore our school has signs posted to denote that idling is prohibited around the school. Drivers of

vehicles are to turn off the engine to their vehicle if it is to be stopped more than five (5) minutes around the school. Any complaint of non-compliance needs to be filed with the Superintendent's office. Non-compliance will be reviewed and action taken as necessary

## **EMERGENCY PREPAREDNESS AND CRISIS INTERVENTION**

In compliance with Indiana Code 6.1-2-2.5, Mt. Vernon Community Schools have developed and implemented Comprehensive Safety and Crisis Intervention Plans at the district level and for each individual school. Mt. Comfort Elementary has established procedures for dealing with a wide range of crises and emergency events. Routine drills and practice sessions are intended to teach students proper behavior and appropriate responses in an emergency situation. Students are expected to listen closely to adults and to follow their directions quickly during all emergency drills.

## **EXTRACURRICULAR ACTIVITIES**

Our school has many activities in which the students enjoy participating. These activities begin before school and last until past regular school hours. The following is a list of many of these activities that are offered if funding is available: Math Pentathlon, Stretch (tutoring), MCE Choir, Art Club, Writing Club and Student Council.

We have a morning and/or afternoon in house television production called KIDS News. The students broadcast the news of the day, congratulatory messages, weather, Life Skills and other announcements.

In order for these activities to be enjoyable for all, there are few guidelines, which need to be stated:

- Parents need to make arrangements for students to be transported to from activities in a timely manner.
- Since participation in these special activities is a privilege, the sponsoring adult may deny any student the privilege to participate if a problem occurs.

## **FIELD TRIPS**

Field trips of an educational value are lasting learning experiences for children. Sometimes during the year an occasion arises when a class or classes plan to take a field trip. Parents must sign a permission slip for each such activity. Your cooperation in signing these slips and returning them to the classroom teacher will be appreciated.

All students are required to ride a Mt. Vernon Community School Corporation school bus to and from the field trip destination unless special medical circumstances apply. These exceptions must be pre-approved by the school principal.



## HEALTH SERVICES

For information regarding our Corporation's student health services, visit our **Health Services Handbook** at <https://www.mvcsc.k12.in.us/healthservices>. By agreeing to the student handbook, students and parent/guardians also agree to the policies listed in the Health Services Handbook.

Items addressed include: student passes for health room visits, immunizations, parent notification, student exclusion for illness, picking up ill or injured students, contagious illnesses, emergency medical authorization and contacts, allergies, latex precautions, medication administration, emergency medications, sending medication to school, medication changes/ discontinuation, release of medications, medication disposal, and student accidents. For additional questions please contact the Corporation Nurse.

## HOMework

We feel it is extremely important that a child learn the responsibility of completing classroom assignments on time.

1. Assigned work is due the next school day at the beginning of that subject. (Unless stated otherwise by the teacher.)
2. Work not finished will be graded "as is".
3. Unfinished ("as is") assignments will still require completion or parental conference is suggested.
4. When a child is absent, excused or unexcused, one **(1) day** will be allowed for each day the child was absent to make up assigned work.
5. A child who does not complete assigned work on a regular basis may have to attend detention or Saturday school at Mt. Vernon Middle School.
6. Students must ask for assignments prior to departing for pre-arranged absences. Work will need to be turned in on the day the student returns.

## HOMework REQUEST PROCEDURE

Parents, if your child is ill and you wish to have homework sent home with a brother or sister, or a neighbor's child, you need to send a note with the sibling or phone the request **before 9:00 AM**. This allows the classroom teacher enough time to get all necessary books and papers together.

## **IREAD 3 (FOR 3<sup>RD</sup> GRADE STUDENTS ONLY)**

Dear Mt Vernon Community School Corporation Third Grade Parent/Guardian:

During the 2010 Indiana General Assembly session state lawmakers passed Public Law 109 requiring all third grade students to take a reading test beginning with the 2011-2102 school year. The test was mandated by law to ensure that all students have the opportunity for future success in school. The new third grade reading test is called IREAD3 and will be administered to our students during the state's testing window, which is in March.

Public Law 109 mandates that students who do not pass IREAD3 will be required to retake the test during the summer testing window. We will establish our testing window once we have the result back from the March testing and know how many students will be required to be retested. Parents of students who must be retested will be notified of the summer testing dates and times. Additionally Public Law 109 mandates that students who do not pass IREAD3 will be required to be placed in third grade reading and take the third grade ILEARN exam and the IREAD3 test again next year. Public Law 109 does give exemptions for any student who has been retained twice already before grade four and for any students whose Individual Education Plan dictates that he or she be exempted from passing IREAD3.

Based on the mandates of Public Law 109 the **Mt Vernon Community School Corporation School Board has adopted a retention policy that mandates a student who does not pass IREAD3 will be retained in the third grade for the following school year except for the students who qualify for the state exemption as noted above.** Students who are retained will be given reading remediation geared towards their individual needs in order to better prepare them for passing IREAD3. Research clearly indicates that students who are not reading at grade level by the end of the third grade have a significantly higher rate of school failures and dropouts in future years. Mt Vernon will continue to endeavor to give all students the best chance for academic success.

## **LEAVING ITEMS AT SCHOOL**

For your child's safety, and to teach responsibility, **children are not allowed to return to empty classrooms for forgotten items or school supplies after dismissal.** Children should remain on their bus once they have boarded. Also, parents are encouraged not to bring children back to school to obtain forgotten items.

## **LOST AND FOUND**

In order to avoid loss and confusion about clothing items children bring to school, **please put the child's name on all personal belongings such as lunch boxes, coats, hats, boots, gloves, umbrella, and school supplies.** A lost and found is located at the main entrance. For their safety and benefit please don't allow children to take expensive and valuable toys and items to school. All unclaimed items will be donated to a charitable organization of our choice at the end of each school year.

## **MEDIA CENTER**

Mt. Comfort Elementary School students have an opportunity to check out books from the media center during their regularly scheduled visits with their homeroom. The loan period is one week. A book may be renewed for one week at the discretion of the library staff according to need, subject matter, reading level, or book condition.

Students are not allowed to check out books that are returned during their class library period. This policy allows other classes the opportunity to borrow the more popular books and allows library staff to remove books from circulation for needed repairs.

Encyclopedias and dictionaries may be checked out for classroom use, but must be returned to the media center by the end of the school day.

Lost Books-Any student who loses a library book will be expected to pay **the full replacement cost including shipping and processing**. Please be aware that if the lost book is found after payment is made, the money cannot be refunded. Any student who loses a book will be denied borrowing privileges until the book has been found or paid for.

Damaged Books-Charges for damaged books will be handled in the same manner as lost books. Any student who brings back a damaged book will not be allowed to check out another until the damaged book has been paid for.

Any student who loses or damages two books in one year or who habitually brings back soiled books will not be allowed to take library books home.

## **PARENT PARTICIPATION IN STUDENT DISCIPLINE**

A parent (including a guardian and custodian) of a dependent student shall be required to participate in any disciplinary action authorized under the Student Due Process Code, I.C. 20-8.1-5.1, as well as the student discipline handbook of this school corporation, at the discretion of and upon proper notice by a school official.

Parent participation includes, but is not limited to, meetings, conferences, hearings, supervision of after-school-home-study time, reviewing homework, and ensuring regular school attendance and attendance after school if necessary. When a school official deems it necessary to require parent participation to resolve behavioral problems of a student, the parent shall be notified in the following manner: Written or telephone contact by a school official in advance of the meeting, conference or hearing, followed by a letter of confirmation.

*Upon receipt of proper notice, any parent, guardian or custodian who fails to comply with the requirements of a school official to participate in the resolution of behavioral problems of a student whose conduct is repeatedly or seriously disruptive to the student's own educational progress or to the progress of others, may be referred to the Hancock County Office of Family and Children and the child may be considered to be a "child in need of services" in accordance with I.C.31-6-4-3(a)(7).*

## **PARENT/GUARDIAN VISITATION AND CONFERENCES**

School safety is a top priority. In order to provide a SAFE environment for our staff and students we must closely monitor movement within our school each and every day. To maximize quality instruction to our students we must protect instructional time. The following key policies have been put in place to ensure the safety of your child as well as provide quality instruction to all students and provide effective communication opportunities' for our parents.

- All parents/visitors will report to the front office as they enter the school building.
- All parents/visitors **must** sign in using Lobby Guard and wear a visitor's sticker provided by the front office.
- Parents will not be allowed to go to a teacher's room unless a meeting time has been previously scheduled with the teacher and it is during a non-instructional time.
- All teacher parent conferences will be scheduled for non-instructional times agreed upon by both parties. This allows for a quality meeting to address any questions that a parent has.
- All phone calls to a teacher will be sent to voicemail unless it is an emergency. Calls will be returned during non instructional time.

Visitation or conference times can be arranged by contacting the teacher during the hours of 7:30 AM - 3:00 PM or sending a note. Parent-Teacher conferences are scheduled in the fall. Dates and times will be announced.

## **PETS**

Pets are NOT to be brought to school without the prior consent of the student's parent and teacher.

## **PESTICIDE POLICY**

In accordance with 357 IAC 1-16 parents who wish to be notified prior to any pesticide application done in our school may contact the building principal in writing that they want to be notified. Parents wanting notification should include contact information such as phone numbers and/or email addresses. This is strictly voluntary and offered so that parents who wish to be notified will receive that at least 48 hours before any pesticide application.

## **PROCEDURES FOR STUDENTS**

In order to maintain a safe and orderly environment for children, we have established procedures for five areas of the school. We ask all students to follow these procedures:

### **RECESS PROCEDURES**

Walk to and from the recess area quietly. Play fairly and safely and follow the playground rules. Follow the directions of the adults in charge. Listen for the long whistle and line up and enter the building quickly.

### **LUNCHROOM PROCEDURES**

Stand quietly while waiting in line. Show respect to the lunch supervisors and each other. Use good manners. Talk in a soft voice without yelling. Raise your hand if you need help. After being dismissed from your table, wait quietly to go to recess.

### **RESTROOM PROCEDURES**

No playing, running or loud talking in the restroom. Show respect for others and for school property. Wash your hands and leave the restroom neat. Return quickly and quietly.

### **DRINKING FOUNTAIN PROCEDURES**

Please be patient and quiet while waiting in line. Show respect for others and for school property. Limit your time. Keep hands, feet and belongings to yourself.

### **HALLWAY PROCEDURES**

Always walk in the halls. Voices should be quiet. Walk on the right side of the hall. Keep your hands to yourself. Walk facing forward.

### **ASSEMBLY PROCEDURES**

Enter quietly. Walk up the stairs when sitting in the bleachers and walk down when leaving. Show

respect to presenters at all times. Keep your hands and feet quiet.

### **ARRIVAL PROCEDURES**

Enter the school quietly. Walk in the halls. Keep your hands, feet, and belongings to yourself. Go straight to your classroom.

### **DISMISSAL PROCEDURES**

Make sure you have everything you need to take home packed in your backpack. Sit quietly and listen carefully to the announcements. Follow hallway procedures. Go straight to your bus or to your pick-up spot. Keep your hands, feet, and belongings to yourself.

## **RECESS AND PLAYGROUND**

The children are expected to be on the playground during normal playground activities, such as recess. Children will not be sent to the playground during inclement weather. Fresh air and exercise are good for children when they are properly dressed. For safety, children should not wear loose fitting sandals (flip-flops) on the playground. Sandals must have a strap securing the heel. When a student has been absent from school due to illness, they may be excused from outside recess for not more than two (2) days, if the school receives a note from the parents. If the parent desires that they stay inside longer than two (2) days, then a Doctor's written request is necessary. This rule applies to each illness of the student.

## **PLAYGROUND SAFETY RULES**

### **Playground Rules:**

1. Obey adult supervisors at all times.
2. Share equipment.
3. Stay in the playground area.
4. Do not play running or tag games on any playground equipment.
5. Use only approved playground equipment. (Check with the adult on duty if you are unsure. No footballs, softballs or baseballs are allowed.)
6. Do not tackle, push, shove, or grab at recess. No tackle football.
7. Line up quickly and quietly when your whistle blows.
8. Remember to treat people as you would want to be treated.
9. Use common sense and play safely on all playground equipment

## **USE OF SECLUSION AND RESTRAINT WITH STUDENTS**

### **Seclusion and restraint are to be used only:**

- 1) as a last resort safety procedure employed after another, less restrictive procedure has been implemented without success; and
- 2) when there is an imminent risk of injury to the student, other students, school employees, or visitors to the school.

**“Physical restraint”** means physical contact between a school employee and a student in which the student unwillingly participates and that involves the use of a manual hold to restrict freedom of movement of all or a part of a student’s body or to restrict normal access to the student’s body. **The term does not include:**

- 1) briefly holding a student without undue force in order to calm or comfort the student or to prevent unsafe behavior, such as running into traffic or engaging in a physical altercation;
- 2) physical escort; or
- 3) physical contact intended to gently assist or prompt a student in performing a task or to guide or assist a student from one (1) area to another.

**“Seclusion”** means the confinement of a student alone or in a room or area from which the student physically is prevented from leaving. The term does not include a supervised time-out or scheduled break, as described in a student’s individualized education program, in which an adult is continuously present in the room with the student.

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.

## **RIGHTS CONCERNING EDUCATIONAL RECORDS**

Educational records are governed by federal and state laws and regulations. The requirements of these laws and regulations are contained in School Board Policy #8330, entitled Educational Records. Generally, for elementary students, this policy provides for the following:

1. Records are confidential and may be disclosed only as provided in the policy.
2. Parents have a right to examine their student’s educational records at reasonable times.
3. Before educational records are disclosed to a third party, the school requires a signed and dated written consent of the parent or guardian.
4. Certain persons may examine educational records without a parent’s or guardian’s consent. These include school officials who have a legitimate educational interest, officials of another school or School Corporation where the student seeks to enroll, officials of another school or school corporation or other educational agency in which the student is enrolled or receiving services. This school corporation forwards educational records to these agencies without prior notification to the parent or eligible student.

## **REPORT CARDS**

Report cards will be on-line through Skyward after each nine (9)-week-grading period. Hard copies of report cards will be sent home after 1<sup>st</sup> semester and end of the year.

Kindergarten & 1<sup>st</sup> Grade Standards Based Grading  
Spelling, Reading, Language Arts, Math, Handwriting, Motor Development, Work Habits

Please see Student report Card for specific Standards

**CORPORATION GRADING SCALE**  
(Grade Scale for letter Grades 2-12)

<u>Letter Grade</u>	<u>Percent</u>
A+	100
A	95-99
A-	90-94
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	59 and below

<b>Grading Scale for Grades 2-5</b> (Art, Music & Physical Education)	
S+	Above Satisfactory
S	Satisfactory
S-	Below Satisfactory
U	Unsatisfactory

<b>Grading Scale for Grades 2-3</b> <b>Social Studies and Science</b>	
S+	Above Satisfactory
S	Satisfactory
S-	Below Satisfactory
U	Unsatisfactory

<b>Grading Scale for Grades 4 &amp; 5</b> <b>Social Studies and Science</b>
Corporation Grading Scale Applied

**HONOR ROLL**

We encourage scholarship at Mt. Comfort Elementary. Honor Roll recognition is for grades 4 and 5. There are two separate achievements: "A" HONOR ROLL – All A's & "A/B" HONOR ROLL - No C's, all A's and/or B's

The School Board Scholars Award will be given during the summer to all 4<sup>th</sup> & 5<sup>th</sup> grade students who made the all "A" Honor Roll both semesters. (note students must make a A+ or and A in all subject areas. A- does not count)

**RESPONSE TO INTERVENTION (RTI)**

**MISSION STATEMENT**

MVCSC is committed to providing high quality instruction to all students; therefore, we utilize a general education initiative called Response to Instruction. RtI represents a systematic method for evaluating the needs of all students and for fostering positive student outcomes through carefully selected and implemented interventions.

RtI is a framework that is to be used for every student in a school, from the low achieving to the high performing students and everyone in between. This implies that high achieving students may be "at risk by not reaching their full potential in a particular area. Thus, "at risk" is not a terminology that is used solely with students who are considered to be low performers: rather it is a term that may be applicable to any student. The IDOE (2009) defines all learners to include: low incidence students, high ability students, minority students, English language learners, children of poverty, students who may be disproportionately placed in special education, as well as those students who do not hold unique characteristics and perform at grade level in the regular classroom.

## **SKYWARD FAMILY ACCESS**

MVCSC has the Skyward Family Access online system. Skyward Family Access allows students' families the ability to access important information about their student directly from a computer, anytime, anywhere. Parents and students can view grades, class schedules and attendance records. PIN numbers will not be given over the phone. Lost PIN slips can be requested by calling each school's main office. PIN numbers will not be given over the phone. **PIN numbers do not change from year to year. It is very important to make sure that you update your skyward information should you have any changes to address, phone or living arrangements.**

## **SERVING THE SPECIAL NEEDS**

Mt. Comfort Elementary offers a wide variety of programs to serve the special needs of many of our students. Each year extensive screening takes place to determine if students qualify for help in our Speech, Language, and Hearing Pathology, Multicategorical Resource Program (a pull-out program for learning disabilities and emotional handicaps) and our program for the visually impaired. We also offer special education preschool at the MVCSC Administrative Service Center and programs for children with mild mental handicaps. Please contact the building principal for questions regarding special education.

## **SPEECH-LANGUAGE PATHOLOGY PROGRAM**

Our school has a speech-language pathologist (SLP), who identifies and provides intervention services for students with speech and/or language impairments. The SLP works with students with difficulties in areas of articulation, voice, fluency/stuttering, language comprehension, and/or oral expression. MVCSC Administration Service Center also has a preschool speech-language pathologist who evaluates and works with 3-5 year olds.

The speech-language pathologist also completes hearing screenings for all 1<sup>st</sup> and 4<sup>th</sup> graders, students new to our school district, and also any students referred by their teacher or parent. If you do not wish for your child's hearing to be screened, please provide a written statement to the school nurse.

## **STUDENT DRESS AND APPEARANCE**

Mt. Comfort Elementary students are expected to dress in clean neat clothes worn in a manner that will not distract from the learning experience. Students are expected to adhere to health and safety standards in their mode of dress. Clothing and appearance that calls undue attention to a student and serves to disrupt the educational function and process of the school is considered inappropriate. Hats, scarves (unless worn for religious purposes), visors, or other hat-like "head wear" should not be worn in the building. Footwear should not be overlooked. It should be comfortable and such that is easy to walk and run in during recess and physical education classes. For safety reasons, students should not wear loose fitting sandals (flip-flops) or shoe skates, (Heelys).

Mt. Vernon Community Schools strives to teach students good morals, appropriate decision making, and the dangers of alcohol, drug and tobacco usage. To endorse or tolerate school dress, which promotes negative values, would be counterproductive to the school goals. The following is a list of guidelines for student dress:



- Clothing with objectionable, offensive, obscene, or indecent language or drawing should not be worn.
- Clothing which advertises or promotes alcohol, sex, violence, drugs, tobacco, or any other inappropriate message for school, should not be worn.
- Apparel which is found to degrade, discriminate, or disrespect any individual or group is prohibited. Clothing of abbreviated and/or revealing style should not be worn, i.e. bare midriff, sleeveless baggy T-shirts, biker's shorts, tank tops which are revealing.
- Students should refrain from wearing warm weather clothing except during the months of August, September, April, and May.
- Shorts should only be worn during warm weather. We feel it is reasonable that a child's shorts be at least as long or longer than his or her fingertips when standing up straight. Short-shorts are not allowed.

Note: Parents will be contacted and asked to bring appropriate clothing for those students who choose not to follow these guidelines. Students will not be allowed to remain at school if they cannot change into suitable clothing.

## **STUDENT CONDUCT**

The student is responsible to the school for his/her actions from the time he/she leaves home in the morning until he/she returns home after school. Principals and teachers are expected to maintain discipline since they stand in place of the parents during the school day. Observance of the laws of good citizenship shall be required of all Mt. Comfort Elementary students. Classroom aides, lunch aides, and school bus drivers have the same authority as a classroom teacher.

The behavior and conduct of students attending the Mt. Vernon Community School Corporation shall reflect the standards of good citizenship, high morality, self-discipline, and responsibility for one's own actions, which should characterize all members of our democratic society. To this end, positive discipline is a necessary element and provides all students with a healthy learning environment. The Board of School Trustees of the Mt. Vernon Community School Corporation has declared certain student misconduct as grounds for suspension or expulsion from school. Said misconduct shall include, but not be limited to the following acts:

**A. Student Misconduct and/or Substantial Disobedience** - The grounds for suspension or expulsion listed below apply when a student is on school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group. The grounds also apply if a student is off school grounds at a school activity, function, or event. Also, while traveling to or from school or a school activity, function, or event; or during summer school.

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
  - a. Occupying any school building, school grounds, or parts thereof with intent to deprive others of its use.
  - b. Blocking the entrance of exits of any school building or corridor or room therein with intent to

- deprive others of lawful access to or from, or use of the building, corridor, or room.
- c. Setting fire to or damaging any school building or property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or any meeting or assembly on school property.
  - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property. For damage to school property, a fine may be assessed.
  3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
  4. Causing or attempting to cause physical injury or behaving in such a way that could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not constitute a violation of this rule.
  5. Threatening or intimidating any person for any purpose, including obtaining money or anything of value from the student.
  6. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
  7. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon, including toy guns, knives, or similar objects.
  8. Possessing, using, transmitting, or being affected by any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event. Prescribed use of a drug authorized by a medical prescription from a physician is not a violation of this rule.
  9. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
  10. Possessing, using, transmitting, or being affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
  11. Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other persons or constitutes an interference with school purposes or an educational function.
  12. Failing in a number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
  13. Falsely accusing any person of sexual harassment, or violating a school rule, and/or a state or federal law.
  14. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
  15. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
  16. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
    - a. engaging in sexual behavior on school property;
    - b. disobedience of administrative authority;
    - c. willful absence or tardiness of students;
    - d. engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes;
    - e. failing to tell the truth about any matter under investigation by school personnel;

- f. possessing or using a laser pointer or similar device.
- 17. Accessing and/or using a non-school issued device such as a wearable texting/phone device (such as smart watches) or any other cellular device on school property in a situation not related to a school purpose.
- 18. Possessing, using or transmitting on school grounds during school hours any tobacco products such as cigarettes, cigars, or chewing tobacco.
- 19. Bullying: No student shall bully another student on school grounds, immediately before, during or after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function or event; traveling to or from school or a school activity, function, or event; or using property or equipment provided by the school. Bullying is defined as overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate or harm the other student.
- 20. Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device.

## B. BULLYING

No student shall bully another student on school grounds, immediately before, during or after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function or event; traveling to or from school or a school activity, function, or event; or using property or equipment provided by the school.

Bullying is defined (IC 20-33-8-2) 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 other 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.

An on-line reporting process is available for each MVCSC school on their individual website. Harassment and Bullying are taken very seriously at MVCSC. Investigations will be done to determine if an incident will be considered bullying and disciplinary actions will be taken by school personnel.

### CONSEQUENCES FOR VERIFIED BULLYING INCIDENTS

- 1<sup>ST</sup> Offence – Verbal Warning- Consequence & Parent notification
- 2<sup>nd</sup> Offence – Written Warning- Parent letter, Consequence (ex: detention, Saturday school, school suspension)
- 3<sup>rd</sup> Offence- Suspension- Parent contact
- 4<sup>th</sup> Offence- Suspension and possible recommendation for expulsion

**Note: All incidents are thoroughly investigated by the administrative staff to determine if the incident is verified. As a reminder school staff cannot share any information regarding discipline of another child with anyone other than his/her parent or Guardian. If the verified incident is deemed to be severe then the administrator has the right to bypass steps for the consequence.**

### **C. POSSESSING A FIREARM**

1. No student shall possess, handle or transmit any firearm on school property.
2. The following devices are considered to be a firearm under this rule:
  - a. any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
  - b. the frame or receiver of any weapon described above.
  - c. any firearm muffler or firearm silencer.
  - d. any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
  - e. any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
  - f. any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
  - g. an antique firearm
  - h. a rifle or a shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes.
3. The penalty for possession of a firearm: Law enforcement will be notified. The student will receive suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion, if the circumstances warrant such reduction.
4. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

### **D. POSSESSING A DEADLY WEAPON**

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons as defined in IC 35-41-1-8: \*a weapon, laser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
3. The penalty for possession of a deadly weapon: suspension up to 10 days and expulsion from school for a period of up to one calendar year.
4. The superintendent shall notify the county prosecuting attorney's office when a students is expelled under this rule.

### **E. UNLAWFUL ACTIVITY**

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

### **F. LEGAL SETTLEMENT**

A student may be expelled or excluded if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

Violation of any of these rules of conduct could result in disciplinary action being taken against the offending student. Such disciplinary actions could include, but are not limited to: conference with the student, parent conference, exclusion from class for up to five days, assignment of extra work, restriction of privileges, restriction of extracurricular activities, detention, in-school suspension, Saturday School, out-of-school suspension, or expulsion.

Repeated violation of these rules could result in expulsion from school. Students who are suspended (in school or out-of-school) are excluded from participating in or attending all school activities, on the day(s) that the suspension occurs.

## **G. SEXUAL AND OTHER FORMS OF HARASSMENT**

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature. Other prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment on the basis of gender, religion, race, color, ethnicity, age, and/or disability.

Incidents of suspected harassment should be reported to the child's teacher and/or the principal. Any student who has been found to have harassed a fellow student will be subject to discipline in accordance with law and the Code of Conduct.

Note: For further clarification of student conduct refer to policies included in section 5000 of the Bylaws and Policies of the School Board.

## **DUE PROCESS**

All students attending Mt. Comfort Elementary shall be afforded the right to due process regarding suspension, expulsions, and exclusions as outlined in House Enrolled Act No. 1279 as enacted by the General Assembly in 1995. Such right entitles the student and his/her parents to a hearing as outlined by the statute in the case of an expulsion or exclusion, which is a period of time exceeding ten days. A suspension shall be denying the student the right to attend school for a period of time up to ten (10) days. The Board of School Trustees of the Mt. Vernon Community School Corporation in conjunction with the Indiana Code have adopted and listed those reasons, which could result in the suspension, expulsion, or exclusion of a student from school.

## **POSSIBLE DISCIPLINARY ACTIONS**

**DETENTION** - Detention is used for relatively minor violations of school rules. Detention is a before or after-school study period. Students are supervised during detention by a teacher or administrator. Students are required to bring materials to read or study. Parents are to provide transportation.

**SATURDAY SCHOOL** - The Saturday School program is offered by the school to keep students in school, and to provide study assistance and personal guidance. A staff member supervises Saturday School. Saturday School meets at Mt. Vernon Middle School from 8:00 a.m. until 11:00 a.m. (1862 W. State Road 234, Fortville, IN 46040) It should be clearly understood that students face immediate out-of-school suspension, for up to ten days, if they are guilty of any of the following:

1. Being tardy to Saturday School. The main entrance of the Middle School is locked promptly at 8:00am.

2. Failure to attend Saturday School.
3. Misconduct during Saturday School.
4. Failure to come to Saturday School fully prepared with books and supplies.
5. Failure to complete assignments during Saturday School.

***IN-SCHOOL SUSPENSION*** – In-school suspension was created as an alternative to out-of-school suspension. If a student is assigned to in-school suspension, he or she is isolated from the rest of the students and is required to complete written assignments from each of his teachers. A school staff member supervises in-school suspension.

Students assigned to in-school suspension are not allowed to participate in any extracurricular activities on the days they are assigned. All work done in in-school suspension may be turned in for a grade.

***OUT-OF-SCHOOL SUSPENSION*** - Out-of-School Suspension is used where a student is guilty of a major violation of school rules or where a student is guilty of repeated violation of school rules.

***EXPULSION*** - Expulsion is the removal of a student for more than 10 school days. (See section titled Due Process, page 39).

## **STUDENT FUNDRAISING**

Student fund raising by students in school, on school property, or at any school-sponsored event is permissible only when the profit therefrom is to be used for school purposes or for an activity connected with the schools. Fund raising by approved school organizations, whose funds are managed by the Corporation, may be permitted in school by the principal. Such fundraising off school grounds may be permitted by the superintendent.

Fundraising on behalf of school-related organizations whose funds are not managed by the Corporation may be permitted on school grounds by the superintendent. However, fund raising that disrupts the school program will not be permitted. Please contact the principal if you have any questions about student fundraising.

## **STUDENT WITHDRAWAL**

All students withdrawing from Mt. Comfort Elementary are asked to notify the office several days before the last day of attendance and complete the withdraw form. Books and devices should be turned into the classroom teacher and the librarian. Depending on what time during the school year the student withdraws, a full or partial refund of book rental fees may be returned to the student.

## **TELEPHONE**

The telephone at Mt. Comfort Elementary School is basically for official school business and emergencies. Parents may feel free to call the school; however, student use of the telephone is discouraged. The telephone number is 317-894-7667. The FAX is 317-894-7702.

## **VOLUNTEER ORGANIZATIONS**

### ***PARENT-TEACHER ORGANIZATION (P.T.O)***

Mt. Comfort Elementary is fortunate to have a very active and supportive Parent-Teacher Organization. The purpose of the P.T.O. is for parents, teachers, and the principals to work together for the benefit of our children. We encourage you to join the P.T.O. and become involved in the organization. Various activities throughout the school year are the responsibility of the P.T.O. and your help is greatly needed. We invite you to become an active P.T.O member and/or to volunteer to help with a P.T.O. sponsored activities. You may call the school office for more information.

## **WEATHER RELATED SCHOOL CLOSINGS or DELAYS OF SCHOOL**

Sometimes the weather does not allow us to have school as planned. If you have a question about whether or not there will be school on a given day, please tune your TV to either **WISH WTHR, FOX, WRTV**. An attempt is made to have the notice of school closings on the skyward alert or TV no later than 6:30 AM. Patrons seeking weather related school-closing information SHOULD NOT call the schools, TV stations or the sheriff's department. The volume of calls becomes unbelievable and emergency matters cannot be attended to because the lines are tied up. Also, please make sure that all phone numbers are updated in Skyward.

### **EARLY DISMISSAL** **(Due to inclement weather or other emergency)**

Some plans should be made for your child's care in case school should have to be dismissed early. Although we hope the situation will not arise, please make arrangements with a neighbor or a friend, and **MAKE SURE THAT YOUR CHILD KNOWS WHERE HE/SHE IS TO GO SHOULD AN EARLY DISMISSAL BE NECESSARY WHEN YOU WILL NOT BE HOME. WE CAN NOT CALL PARENTS TO INFORM THEM THAT SCHOOL IS CLOSING EARLY. IT IS VERY IMPORTANT THAT YOU HAVE MADE THESE ARRANGEMENTS IN ADVANCE AND HAVE PREPARED YOUR CHILD.**

## **EMERGENCY ALERT SYSTEM**

MVCSC has an automated communication system in place. In case of emergency or other situation warranting parent notification, the emergency alert system will automatically call the main contact numbers listed for the primary student address listed in Skyward. **Therefore, it is critically important that parents update this information with the correct and current telephone number for the primary notification.** Emergency and school closing information can also be obtained from the MVCSC website at [www.mvcsc.k12.in.us](http://www.mvcsc.k12.in.us)

## **WHERE TO CALL FOR MORE INFORMATION**

<b>Administrative Service Center</b>	<b>317-485-3100</b>
<b>Fortville Elementary</b>	<b>317-485-3180</b>
<b>McCordsville Elementary</b>	<b>317-336-7760</b>
<b>Mt. Comfort Elementary</b>	<b>317-894-7667</b>
<b>Mt. Vernon High School</b>	<b>317-485-3131</b>
<b>Mt. Vernon Middle School</b>	<b>317-485-3160</b>
<b>Mt. Vernon 8<sup>th</sup> Grade academy</b>	<b>317-485-3131</b>
<b>Mt. Vernon Transportation</b>	<b>317-482-4123</b>
<b>Technology Hotline</b>	<b>317-482-4112</b>