

Student/Parent Handbook



Mooreville Consolidated School Corporation

2019-2020

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



Principal	Mr. Donald Turner
School Secretary	Mrs. Marsha deJong
School Bookkeeper	Mrs. Theresa Wells
School Nurse	Ms. Penny Nemeth

School Hours	8:30 a.m. – 4:00 p.m.
School Colors	Blue & Gold
Mascot	Pioneers

MCSC SAFETY / SECURITY

The Mooresville Consolidated School Corporation is committed to providing for the safety and security of our students, staff, and school community. Neil A. Armstrong Elementary School has a comprehensive safety plan developed by corporation specialist, national and state agencies, and local emergency personnel. It is our goal to provide a school where learning and values are fostered in a safe, secure, and caring environment. Specific emergency drills are developed and practiced in accordance with state mandates. Building protocols have been established to support the safe operation of each school day. Your understanding and cooperation are critical to ensure we are able to provide the highest quality education possible.

North Madison Elementary School

PRINCIPAL'S WELCOME

Welcome to North Madison Elementary. At NMES, we have a proud tradition of academic excellence and developing caring and responsible citizens. Our dedicated staff provides research based instruction and the latest technology to engage students and prepare them for success at NMES and beyond. Parents and all staff work together to ensure continued academic and personal growth for our students.

MISSION

North Madison Elementary School, in partnership with the community, will provide a safe, positive learning environment that allows opportunities for success. We will promote academic, character, practical living, social, and technological skills necessary to live as responsible citizens. By modeling caring attitudes, self-discipline, and life-long learning, we will encourage expected behaviors.

EQUAL EDUCATION OPPORTUNITY

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

PARENT / STUDENT SIGNATURE SHEET 2019-2020

My signature on this form indicates that I have received a copy of the student handbook (agenda book or other student handbook) from my student's school. **I understand that it is my responsibility to review the contents of the student handbook and be familiar with the rules, procedures, and consequences of misbehavior as presented in the student handbook.**

Please sign below and tear out this page and return to classroom teacher within the first week of school.

_____	_____
Parent/Guardian Signature	Date

_____	_____
Student Name (Print)	Date

_____	_____
Student Signature	Date

***Teachers will retain this copy in the student's classroom file.

This page was left blank intentionally.

SECTION 1: GENERAL INFORMATION

SCHOOL HOURS

School is in session from 9:00 a.m. until 3:20 p.m. The school office is open from 8:00 a.m. to 4:00 p.m.

NMES Regular Daily Schedule

2019-2020

Supervision begins-----8:30 am
Breakfast begins-----8:30 am
Students released to class-----8:45 am
Students must be in class (Tardy bell)-----9:00 am
Walkers/Car riders dismissed-----3:20 pm
Bus riders dismissed-----3:23 pm

Time Schedules are subject to change due to administrator's decision.

All contact information in SKYWARD should be updated regularly. Electronic communication is the primary means of communication from school staff to parents or guardians. Parents/guardians are responsible for making sure the school office has an updated e-mail and phone number.

The following student handbook is a thorough, but not exhaustive, list of school rules, policies and procedures. The complete School Board of Education adopted policies and procedures manual can be found on the MCSC web page at www.moorevilleschools.org by clicking on the "Board" tab and then selecting "School Board Policies" at the bottom of the page.

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

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

The law defines persons with a disability as anyone who:

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

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

STUDENT RECORDS (PROTECTION AND PRIVACY)

MCSC – BOARD POLICY 8330

Student records shall be maintained in accordance with School Board Policy [8330](#) and State/Federal laws and regulations.

The student record is the legal record for each student who is or has attended schools within the Corporation. All information contained in the student record must be factual, verifiable and of a constructive nature. The Board shall collect, maintain and use only information necessary for legally mandated Corporation functions.

Educational Records, as defined in Section 99.3 of the Family Educational Rights and Privacy Act, means those records, files, documents and other materials which: (1) contain information directly related to a student, and (2) are maintained by the Board or by a party acting for the Board. "Record" means any information or data recorded in any medium, including but not limited to: handwriting, print, tapes, films, microfilm, and microfiche, and electronic/digital formats.

The Corporation maintains or may establish video surveillance for security reasons at various areas around its facilities and on its buses. Video recordings, which show students, may constitute a student record, under certain circumstances. This is generally where the record is maintained to document student conduct or misconduct, unless it is maintained for law enforcement purposes as described above. Generally video taken of athletic events or other student performances which are open to the public will not be considered student records. The Superintendent will determine whether the video constitutes a student record prior to the release of any video surveillance containing students, other than to authorized individuals.

The student's school record shall contain the following information that shall be retained permanently or for one hundred years:

- A. name, address and telephone listing of parent (see [Form 8330 F1](#))
- B. enrollment data to include validated birth record, proof of residency, immunization records and social security number or computer number
- C. attendance records
- D. grades and/or transcripts
- E. standardized and/or mandated achievement test data, including proficiency test records which include the date each student meets the proficiency level for the test administered
- F. date of graduation and/or transfer or withdrawal

SECTION 2: ATTENDANCE

Attendance Policy for MCSC Elementary Schools

State laws require punctual and regular attendance of all students. Parents are responsible for the attendance and education of their children. The State of Indiana requires each student to be present in school for 180 days each academic year. Unnecessary absences adversely affect a child's academic performance and could result in failure to be promoted to the next grade. Therefore, a progressive policy exists to keep parents aware of excessive absences and to provide a guideline for reporting those absences to the Morgan County Prosecutor's Office for further investigation and/or prosecution.

Any day that a student will be absent or miss the beginning of the day, the parent must call the school before the start of the school day; otherwise, a member of our office staff may call the numbers listed in the enrollment information to verify the absence.

*Upon returning to school, the student must provide a written excuse stating the days of absence and the reason for the absence. This is in addition to the phone call to the school on the day of the absence. The statement must be signed by a parent or legal guardian. Students are excused from school **only** for:*

1. *personal illness*
2. *death in the family, bereavement*
3. *medical/dental appointments*
4. *serving as a Page in the Legislature*
5. *court subpoenas*

Absences for **any** other reason are to be pre-arranged by completing the appropriate form in the office. If the absence is authorized, students may receive make-up work. If the absence is not authorized, make-up work will not be provided to the student.

Students absent from school due to illness will not be allowed to participate in evening events, such as athletics, programs, carnivals, academic competitions, etc.

Medical statements will be required for any illness which causes a student to miss more than two (2) consecutive days of school.

Students will be considered tardy for the morning if they are not in their classrooms when the school day begins and tardy for the afternoon if they leave school before the end of the school day.

Parents may arrange for make-up work for excused absences if the student will be absent for two (2) or more days. Please call the school office with the request and allow twenty-four (24) hour notice for teachers to prepare all necessary assignments.

A. REPORTING ABSENCES

1. When a student is absent from school, a parent or guardian is required to call the attendance office at 317-831-9214 before school begins on the morning of the absence to report the reason his/her son/daughter is not in school.
2. Written notes will not be accepted unless they are from a parent or guardian.
3. If there is no call from a parent or guardian on the morning of the absence the absence will be recorded as unexcused until a note is received.
4. Automated phone call notifications will be sent out for "unexcused" absences at 10:30am.

STUDENT ILLNESS

In the case where a student is ill, the parent or guardian must call the school (317-831-9214) before school to report his/her son/daughter's absence and the reason for the absence. If the student has been attended by a physician, a medical statement should accompany the student upon his/her return to school. Medical statements provided later than the student's date of return may not be accepted and are left to the discretion of a school administrator or attendance officer. Medical statements must be turned in to the office after the student's return to school. If a student gets sick at school, he/she must report to the nurse for observation. Students are not allowed to contact parents to be picked up without first seeing the school nurse.

PRE-ARRANGED ABSENCES

Requests to be absent **must** be made in advance of the absence. Such requests should be made through the office and arrangements must be made in advance for classwork to be completed. All pre-arranged absences must be approved by the building principal or his designee. All such approvals shall be based on the following criteria:

- a. All requests for pre-arranged absences must be made five (5) school days prior to the absence.
- b. A pre-arranged form must be completed in every aspect.
- c. Pre-arranged request forms must be signed by the student's parent or guardian.
- d. Family travel may not exceed five (5) school days; additional days will result in unexcused absences.
- e. Requests made during state assessment windows will be subject to denial based on principal or designee discretion.

It is the parent's responsibility to make arrangements in advance concerning all details for making up missed tests and assignments.

TARDINESS

A student is determined to be tardy when they are not in the building before the tardy bell or they leave the building before dismissal.

ATTENDANCE: GENERAL STATEMENTS

1. Students exhibiting patterns of repeated absences/tardies may have the following corrective measures applied:
 - a. when the student is absent from school, he/she must present a certificate from a licensed physician which state the reasons for repeated absences.
 - b. legal proceedings brought against the parent for educational neglect.

After an investigation or inquiry is made by the school administration, and/or attendance officer, the above corrective measures will be used in the case of excessive absences.

2. A student who is late to school must sign in and receive a pass from the attendance office to be admitted to class.
3. Referral of a student with attendance problems may be made by a teacher to the counselor, the principal of the building, and/or the attendance officer. Once a referral is made to the attendance officer, legal action may be taken if attendance does not improve.
4. A student who is suspended from school for a disciplinary problem for any number of days will **NOT** have that number of days charged against the total of ten (10) days.
5. If a child is absent for two or more days, work may be requested, before 12:00 and may be picked up between the hours of 2:00 and 3:45 pm.
6. MCSC is partnering with the Morgan County Prosecutor's office to address student attendance. The program "Empty Seats Don't Learn," is outlined in a document sent home at the start of each school year and is available in the school office.

SECTION 3: ACADEMICS

Elementary Grading Scale: MCSC – BOARD POLICY 5421A

The school year is divided into four nine-week grading periods. Students will be bringing home report cards, or they will be available electronically on *Skyward*, a few days following the end of the grading period. The grading scale used to check student progress is:

A = Excellent (90-100%)

D = Below Average (60-69%)

B = Above Average (80-89%)

F = Failing (59% and below)

C = Average (70-79%)

Parents are encouraged to monitor their child's progress using the MCSC student management system *Skyward*. To obtain access to your child's *Skyward* information please come to the school office with valid identification.

Mid-term reports will be sent via e-mail, half way through the grading period. At the end of the school year, report cards will be mailed to the primary address listed in SKYWARD.

Progress in a few subjects for the younger students is reported by using M, S, and U. They are subjects that may be presented too infrequently to grade fairly or are introduced for content or vocabulary but integrated into reading activities.

SECTION 4: TRANSPORTATION

SCHOOL BUS

Student riders will receive a bus handbook with full detailed rules and procedures. Bus discipline will initially be handled by the driver, and persistent or severe actions will be referred to the building administration.

BUS PERMISSION SLIPS

In order for a student to ride the bus as a guest of another MCSC student, **both** students must submit parent permission forms to the school office prior to boarding the bus. The forms should be submitted in a timely manner. **The office personnel will not contact either party to verify permission – therefore a note must be sent to the school.**

SECTION 5: STUDENT HEALTH

INJURY and ILLNESS

In the event of a student accident or illness, staff members shall:

- A. administer appropriate support or first aid;
- B. report the accident to the appropriate administrator;
- C. summon professional medical assistance, if needed;
- D. notify the parents as soon as possible by telephone or written notice;
- E. contact parents immediately if the accident indicates professional medical care is required;
- F. record on the Student Accident Report, as soon as possible, all pertinent facts concerning the accident and submit it to the Central Office.

School personnel shall not diagnose illness or administer medication of any kind except in accordance with AG **5330**.

Records are to be kept on all injuries requiring medical attention which occur while students are on school property, in school buildings, on the way to or from school, or at school-sponsored activities.

Illness/Clinic Visits

Please encourage your child to visit the clinic only when absolutely necessary. Students are seen in the clinic by teacher permission only except in the case of an emergency. If your child becomes ill or injured at home, please obtain appropriate care before sending them to school. Follow these guidelines in deciding whether or not to send your child to school.

Do not send if:

- Your child has had a fever of 101 degrees (orally) or higher in the past 24 hours or appear ill with a lower fever.
- Your child has vomited or had diarrhea (2 or more times) in the past 24 hours.
- Your child has an undiagnosed rash/lesion, head lice, or communicable disease.
- Your child has pus-like drainage or crusting of the eye.
- Your child has symptoms of significant illness such as unusual fatigue, uncontrolled cough, or difficulty breathing.
- Your child feels ill enough that he/she would not benefit from being at school.
- Your child has an injury or illness that requires a diagnosis or immediate care.

Please report the reason for your child's absence including symptoms and/or diagnosis. Please remember to keep the office updated on current emergency contacts in the event that your child becomes ill or injured at school. Contact Student Health Services if your child has a medical condition (e.g. asthma, seizures, etc) that may require an emergency care plan.

IMMUNIZATIONS MCSC – BOARD POLICY 5320

Principals are to use the following guidelines in addition to those provided in AG **5111**.

Minimum Requirements for Entry (Effective beginning school year 2015-2016)

Three (3) to five (5) years old Pre-school children:

- | | |
|--|---|
| A. Three (3) Hep B (Hepatitis B) | C. Three (3) Polio (Inactivated Polio) |
| B. Four (4) DTaP (Diphtheria, Tetanus and Pertussis) | D. One (1) MMR (Measles, Mumps and Rubella) |
| | E. One (1) Varicella (Chickenpox) |

Kindergarten and Grade 1:

- | |
|--|
| A. Three (3) Hep B (Hepatitis B) |
| B. Two (2) Hep A (Hepatitis A) |
| C. Five (5) DTaP (Diphtheria, Tetanus and Pertussis) |
| D. Four (4) Polio (Inactivated Polio) |
| E. Two (2) MMR (Measles, Mumps and Rubella) |
| F. Two (2) Varicella (Chickenpox) |

Grades 2 through 5:

- | |
|--|
| A. Three (3) Hep B (Hepatitis B) |
| B. Five (5) DTaP (Diphtheria, Tetanus and Pertussis) |
| C. Four (4) Polio (Inactivated Polio) |
| D. Two (2) MMR (Measles, Mumps and Rubella) |
| E. Two (2) Varicella |

Grades 6 through 11:

- | | | | |
|----|---|----|--|
| A. | Three (3) Hep B (Hepatitis B) | D. | Two (2) MMR (Measles, Mumps and Rubella) |
| B. | Five (5) DTaP (Diphtheria, Tetanus and Pertussis) | E. | Two (2) Varicella (Chickenpox) |
| C. | Four (4) Polio (Inactivated Polio) | F. | One (1) Tdap (Tetanus and Pertussis) |
| | | G. | One (1) MCV4 (Meningococcal) |

HepB – The minimum age for the 3rd dose of Hepatitis B is 24 weeks of age.

DTap – Four doses of DTaP/DTP/DT are acceptable if the 4th dose was administered on or after child's 4th birthday.

Polio – Three doses of Polio are acceptable for all grade levels if the third dose was given on or after the 4th birthday and at least 6 months after the previous dose with only one type of vaccine used all OPV or all IPV. For students in grades kindergarten through 5th grade the final dose must be administered on or after the 4th birthday, and be administered at least 6 months after the previous dose.

Live Vaccines - (MMR, Varicella and LAIV) Live vaccines that are not administered on the same day must be administered a minimum of 28 days apart. The second dose should be repeated if the doses are separated by less than 28 days.

Varicella – Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 7th grade. Parental report of disease history is acceptable for grades 8-12.

Tdap – There is minimum interval from the last Td dose.

MCV4 – Individuals who receive dose 1 on or after their 16th birthday only need 1 dose of MCV4.

HepA – The minimum interval between 1st and 2nd dose of Hepatitis A is 6 calendar months.

Exemptions

- A. A written statement from a licensed physician that an immunization is medically contraindicated for a specified period of time and the reasons for the medical contraindications will exempt a student from the specific immunization requirements for the period of time specified in the physician's statement.
- B. A student shall be exempted from mandatory immunization if the parent objects in a written signed statement upon the grounds that the proposed immunization interferes with the free exercise of the student's religious rights.
- C. The physician's or parent's statement is to be kept by the school as part of the student's immunization record.

Provisional Admission to School

- A. A student may be admitted to school on a provisional basis if a physician or health department indicates that immunization of the student has been initiated and that the student is in the process of complying with all immunization requirements. A schedule of proposed immunizations must be on record at the school office.
- B. Such provisional admission shall be for a length of time not to exceed twenty (20) days.

Documents Accepted as Evidence of Immunization

- A. The following documents will be accepted as evidence of a student's immunization history provided they comply with State requirements and contain the date when each immunization was administered:
 1. an official school record from any school
 2. a certificate or record signed by a licensed physician or clinic
- B. State law requires documentation for all immunizations by only month and year but it is strongly advised to obtain documentation by month, day, and year in order to be sure that there has been proper spacing between inoculations. If it cannot be determined whether a dose was given at the proper time from the month and year information only, then the dose cannot be counted as part of the required number of doses.

USE OF MEDICATIONS MCSC – Board Policy 5330

The medications and/or treatments which may be administered are defined in Policy 5330. In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should determine with their physician's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 F1, Authorization for Prescribed Medication or Treatment, must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours. This written and signed request form is to be submitted on an annual basis and will include:

- | | |
|---|---|
| 1. student's name; | 8. probable side effects; |
| 2. medication and dosage or procedure required; | 9. authorization by both the physician and the parent for a student to self-administer the medication but only in the presence of an authorized staff member or parent; |
| 3. times required; | |
| 4. special instructions including storage and sterility requirements; | 10. authorization for school personnel to administer the prescribed medication, if necessary; |
| 5. date prescribed medication will be started; | 11. agreement/satisfactory arrangement to deliver medication to/from school; |
| 6. date prescribed medication will no longer be needed; | 12. agreement to notify the school in writing if the medication, dosage, schedule, or procedure is changed or eliminated. A new request form must be submitted each school year or for each new medication. |
| 7. physician's name, address, and telephone number; | |

- C. All medications to be administered during school hours must be registered with the office. Upon receipt of the medication, the school nurse or designee shall verify the amount of medication brought to the school and indicate that amount on the student medication log sheet. Medication should be kept in a locked cabinet in the clinic or nurse's office, when possible.
- D. Medication that is brought to the office will be properly secured. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) weeks' supply of medication is recommended.

Medication **MAY NOT** be sent to school in the student's lunch box, pocket, or other means on or about his/her person. An exception to this would be prescriptions for emergency medications for allergies and/or reactions.

- E. For each prescribed medication, the container shall have a pharmacist's label with the following information:

- | | |
|--------------------------------|--|
| 1. student's name | 5. name of medication |
| 2. physician's name | 6. prescribed dosage and frequency |
| 3. date | 7. special handling and storage directions |
| 4. pharmacy name and telephone | |

- F. At no time shall medication be administered in a dosage that exceeds that listed in the current Physician's Desk Reference.

- G. Any unused medication unclaimed by the parent will be destroyed by the administrative personnel when a prescription is no longer to be administered or at the end of a school year.

- H. The staff member administering the medication shall ensure that the student takes the medication properly.

- I. If a student does not take the medication at the proper time, the staff member responsible for administering the medication shall take appropriate steps to locate the student and administer the medication and to then notify the parents of the importance of the child reporting on time for his/her medication.

- J. All medications are to be administered in such a way as to not unduly embarrass the student.

- K. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

- L. [Form 5330 F1](#), Authorization for Prescribed Medication or Treatment, shall be completed and signed by the principal authorizing the person(s) who may administer the medication or procedure. A second adult must be present during the administration of any medication.

- M. A count of each student's medication is to be made and the amount reconciled with the original amount indicated on the log sheet and the number administered since the last count.

- N. If, for supportable reasons, the principal wishes to discontinue the privilege of a student self-administering a medication, s/he shall notify the parent of this decision in sufficient time for an alternative administration to be established.

- O. Written documentation of any training provided for each person authorized to administer a prescribed medication or treatment will show:

- | | |
|--|----------------------------------|
| 1. what training was given; | 3. when the training was given; |
| 2. the trainer's name and professional status; | 4. the duration of the training. |

- P. If a student is exhibiting behavior which causes the teacher to be concerned about his/her medical status, this behavior must be reported to the building principal and expressed in writing in behavioral terms.

- Q. Auto-Injectable Epinephrine

The school principal may fill a prescription for auto-injectable epinephrine to be stored at school if an Indiana licensed health care provider with authority to issue a prescription writes a prescription for auto-injectable epinephrine for the school. The school must store the auto-injectable epinephrine in a safe location to which only school personnel have access.

A school nurse may administer auto-injectable epinephrine to any of the following individuals if the individual is demonstrating signs or symptoms of life-threatening anaphylaxis and the individual does not have epinephrine at the school or the individual's prescription is not available:

1. students at the school
2. school personnel
3. visitors at the school

- R. School employees may administer auto-injectable epinephrine that is stored at school pursuant to this guideline if:

1. the school employee has received training in:
 - a. recognizing anaphylaxis; and
 - b. the proper administration of auto-injectable epinephrine

by a health care provider who is licensed or certified in Indiana, whose practice includes the administration of auto-injectable epinephrine, who has received training in the administration of auto-injectable epinephrine, and who is knowledgeable in recognizing the symptoms of anaphylaxis and the administration of auto-injectable epinephrine; and

2. the individual to whom the epinephrine is being administered is:
 - a. a student at the school;
 - b. a member of school personnel; or
 - c. a visitor at the school.

Auto-injectable epinephrine must be administered in accordance with the manufacturer's guidelines and the above provisions.

If a student is found with a medication in his/her possession, his/her record should be checked to determine if the proper authorization is on file. If not, the matter is to be reported to the principal for disciplinary action. The principal may use one or more of the following procedures, depending on the particular situation:

1. Contact the parent and arrange for the parent to submit [Form 5330 F1a](#) - Authorization for Non Prescribed Medication or Treatment as soon as possible.
2. Take the medication from the student and keep it in the school office until the completed form has been submitted.

The purpose of any disciplinary action on this matter should be to make it clear to all students and parents that, because of its policy on drug use, the school cannot allow possession or use of any form of unauthorized drug or medication at any time.

- S. Dispensing of nonauthorized, over-the-counter (OTC) medication by Corporation employees to students served by the Corporation is prohibited. Where investigation confirms such allegations, prompt corrective action shall be taken up to and including dismissal.
- T. In order to minimize health and safety risks to student-athletes and maintain ethical standards, school personnel, coaches, athletic trainees, and lay coaches should never dispense, supply or recommend, the use of any drug, medication, or food supplement solely for performance-enhancing purposes.

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS

MCSC – BOARD POLICY 8450

The School Board recognizes that control of the spread of communicable disease spread through normal school contact is essential to the well-being of the school community and to the efficient Corporation operation.

For purposes of this policy, "casual-contact, communicable disease" shall include diphtheria, scarlet fever and other strep infections, whooping cough, mumps, measles, rubella, and others designated by the Indiana Department of Public Health.

In order to protect the health and safety of the students, Corporation personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations which pertain to immunization and other means for controlling casual-contact communicable disease spread through normal interaction in the school setting.

If a student exhibits symptoms of a casual-contact communicable disease, the principal will isolate the student in the building and contact the parents/guardians. Protocols established by the County Health Department shall be followed.

CONTROL OF NON-CASUAL COMMUNICABLE DISEASES AND PESTS

8450A - PEDICULOSIS (HEAD LICE)

The Corporation's head lice procedures is in line with evidence based practice and based on recommendations from the Center for Disease Control, American Academy of Pediatrics, and National Pediculosis Association.

The Corporation recognizes that a student infested with head lice is eligible for all rights, privileges and services provided by the law and District policies. The Corporation shall balance those students' rights with the Corporation's obligation to protect the well-being of **all** students and staff.

Head lice are tiny insects that can get on people's scalp. Once there, they reproduce quickly. They lay eggs and cause severe itching of the scalp. Head lice do not spread disease and they do not live on animals. It does not matter if the hair is long or short, clean or dirty. Children and adults of any age and race can get head lice.

Only children with a live infestation of head lice will be sent home from school and may return once treated with medicated shampoo. These shampoos are readily available without a prescription at local drugstores and discount stores. Children identified with nits (eggs) only will be allowed to remain in school until the end of the school day and may return once the nits are removed.

Procedures

A. When a student is found to have live lice:

1. Parent/Guardian is notified that live lice were found and the student needs to be picked up.
2. The parent is instructed that the student must be treated with a medicated shampoo before returning to school.
3. Upon returning to school, the student's head will be checked. If live lice are found, the student will not return to the classroom. Parent will be instructed to remove all live lice before student returns to school.
4. If nits are found, the parent is instructed to remove the nits manually or with a nit comb.
5. Follow up head checks may be done to confirm lice management efforts. If live lice are found, the process begins again at Step #1.

B. When a student is found to have nits (eggs) only:

1. The parent/guardian is notified and instructed to remove nits manually or with a nit comb. Nits found greater than 1/4 inch from the scalp are presumed to be hatched or non-viable.
2. Follow up head checks may be done to confirm nit management efforts. If an increased number of nits are found or live lice are present, the treatment process will begin again.

C. When to screen beyond the identified student with live lice or nits:

1. Determine if the student has siblings or other household members in the Corporation, if yes then these students will be checked.
2. Full classroom screenings for head lice are not done unless deemed necessary by the Health Services. "Screening for nits alone is not an accurate way of predicting which children will become infested, and screening for live lice has not been proven to have a significant effect on the incidence of head lice in a school community over time." (AAP Policy, September 2002)

D. Classroom environment:

1. The classroom is only one of the many places where head lice can be transmitted. According to the CDC, most transmissions occur in the home environment (Sleepovers, camp, friends, etc.).
2. The practice of separating coats and backpacks has been found not to be important. Head lice do not stray from the head. A head louse which is on an inanimate object is most likely a dying head louse.
3. No environmental pesticide treatments are to be used.

4. Students will be encouraged not to share hats, combs or other headgear.

E. Notification:

Parents may be notified via newsletter, email, etc. if Health Services determines that the number of cases in a school or classroom is significant or as a reminder to parents to check their child's head

MCSC – BOARD POLICY 8453

The School Board seeks to provide a safe educational environment for both students and staff. It is the Board's intent to ensure that any student or member of the staff who contracts a communicable disease that is not communicated through casual contact will have his/her status in the Corporation examined by appropriately licensed medical personnel and that the rights of both the affected individual and those of other staff members and students will be acknowledged and respected.

For purposes of this policy, "non casual-contact communicable disease" shall include:

- A. AIDS - Acquired Immune Deficiency Syndrome;
- B. ARC - AIDS Related Complex;
- C. persons infected with HIV (human immunodeficiency);
- D. Hepatitis B;
- E. other like diseases that may be specified by the State Board of Health.

In its effort to assist in the prevention and control of communicable diseases of any kind, the Board has established policies on Immunization, Hygienic Management, and Control of Casual-Contact Communicable Diseases. The purpose of this policy is to protect the health and safety of the students, Corporation personnel, and the community at large, from the spread of the above-mentioned diseases.

The Board seeks to keep students and staff members in school unless there is definitive evidence to warrant exclusion. When the Superintendent learns that a student or Corporation employee may be infected with a noncasual-contact communicable disease, the Superintendent shall consult with the infected person's physician and/or the Morgan County Health Department to determine if the initial evidence warrants exclusion.

If the evidence is not sufficient to justify exclusion, the person shall remain in his/her current school environment.

If the County Health Officer determines the evidence indicates the person should be excluded from the school environment, the person shall be temporarily excluded.

The Corporation shall provide an alternative education program for any student removed from the school setting as a consequence of the health officer's decision. Such a program shall be in accordance with this Board's policy and administrative guidelines on Homebound Instruction.

When the Superintendent learns that an affected student is eligible for services under the IDEA and the student's physician or the County Health Department Officer believes the student must be removed from school, the Superintendent will direct the Students' Case Conference Committee to design an appropriate out of school program for the student.

The rights of any affected student, as well as those of any affected staff member, shall be protected in accordance with Federal and State laws on privacy, and confidentiality. In addition, the exclusion of any staff member from the Corporation by the County Health Officer's decision will be done in accord with relevant sections of Indiana Statutes concerning sick leave.

Further, it is the Board's policy that all students and staff members should maintain normal contact with an affected student or staff member whose continued presence in the school setting has been determined by this process.

The Board directs the Superintendent to develop an educational program in accordance with Indiana Statute that will ensure proper instruction of students, professional staff, and support staff on the principal means by which noncasual-contact communicable diseases are transmitted, as well as how they are not transmitted, and the more effective methods for restricting and/or preventing these diseases.

The Superintendent shall include in this, those educational materials which advocate prevention through abstinence.

Health Screenings

Students are screened for Vision and Hearing in the following grades.

Vision – 1st, 3rd and 5th grades.

Hearing – 1st and 4th grades or any students new to the corporation.

Any additional screenings are done by request.

Parents will be notified if their child does not pass a screening. It is recommended that you obtain follow-up with your primary physician.

Section 6: Visitor's Policy

MCSC – Board Policy 9150

Visitations to Mooresville Elementary Schools by a parent/guardian are subject to the following guidelines:

- A. Parents/guardians should have a valid identification and enter schools with normal protocol.
- B. Visit to classrooms must be pre-arranged with the classroom teacher.
- B. Visitors may be limited to two guests.
- C. Visitors are expected to support all school rules during the visit.

Each principal shall post in a conspicuous place at each entrance, the rules and procedures to be followed by visitors.

SECTION 7: STUDENT BEHAVIOR

STUDENT RIGHTS AND RESPONSIBILITIES MCSC – Board Policy 5600

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

The Board believes that students should learn to assume responsibility for their own behavior and the consequences of their actions.

The Board requires each student of this Corporation to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

- A. conform to reasonable standards of socially-acceptable behavior;
- B. respect the person and property of others;
- C. preserve the degree of order necessary to the educational program in which they are engaged;
- D. respect the rights of others;
- E. obey authority and respond to those who hold that authority.

GENERAL BEHAVIORAL GUIDELINES

Generally, any behavior that infringes on the ability of the teacher to teach, that keeps oneself or others from learning, threatens the safety of any person, or damages property, will not be tolerated.

When these behaviors occur and/or when chronic disrespect of minor rules occurs, parents will be notified with a brief explanation of the offense and the action that is being taken.

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to discipline a student. In this event in accordance with the provisions of Indiana Codes administrators and staff members may take the following actions:

(1) **Removal from class or activity.** A student may be removed from his/her classroom or school activity and reassigned to another setting in the school. In this situation the student may be assigned regular or alternative work.

(2) **Suspension from school.** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten consecutive days.

(3) **Expulsion:** A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of possession of a firearm, destructive device, or a deadly weapon listed under the Grounds for Suspension and Expulsion.

BULLYING

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

Any student who believes s/he has been or is currently the victim of bullying should immediately report the situation to the classroom teacher or building principal.

CONSEQUENCES for BULLYING

1st offense: Teacher/student conference

2nd offense: Parent/teacher/student conference

3rd offense: Discipline notice to parents and conference with principal/designee

4th offense: In-school suspension

5th offense: Out-of-school suspension

Progressive steps may be skipped according to the seriousness of the offense as determined by the principal.

USE OF CELLULAR TELEPHONES AND WIRELESS ELECTRONIC COMMUNICATION DEVICES

Board Policy 5136

Possession of a cellular telephone or other electronic communication device (ECD), (e.g., paging devices/beepers, personal digital assistants (PDAs), and other devices designed to receive and send an electronic signal) by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this guideline, or otherwise engages in misuse of this privilege.

In all MCSC Elementary Schools, student cell phones and personal electronic equipment are permitted in backpacks only and turned off during all school hours. Cell phones and electronic equipment in sight or in use during school hours may be confiscated.

A student may keep the cellular telephone or ECD "on" under the following circumstances with prior approval of the building principal:

- A. The student has a special medical circumstance (e.g., an ill family member, or his/her own special medical condition).
- B. The student is using the cellular telephone or ECD for an educational or instructional purpose with the teacher's permission and supervision.

Students participating in extra-curricular activities and athletics must contact their coach or sponsor for his/her rules involving cellular telephone or ECD use after school hours or on after-school bus trips. Coaches and sponsors will set their rules and enforce consequences involving the use and/or misuse of these devices.

MCSC Schools are not responsible for the loss, theft, damage, or vandalism to student cellular telephones or ECDs as well as other student property. Students and parents are strongly encouraged to take appropriate precautions, if students have cellular telephones or ECDs in their possession, to make sure the cellular telephones and ECDs are not left unattended or unsecured.

GROUND FOR SUSPENSION AND EXPULSION

Grounds for Suspension or Expulsion apply when a student is:

On school grounds immediately before, during, and immediately after school hours and at any other time when a school group is using the building.

Off school grounds at a school activity, function, or event.

Traveling to or from school or a school activity, function or event when under the supervision of school staff.

Grounds for Suspension or Expulsion include:

(1) Student Misconduct or Substantial Disobedience. Examples include but are not limited to:

- a. Using violence, force, noise, coercion, threat, intimidation, and any other interference with school purposes, or urging other students to engage in such conduct.
- b. Damaging or theft of school property.
- c. Damaging or theft of private property.
- d. Causing physical injury or behaving in such a way that could cause physical injury to any person.
- e. Threatening or intimidating any person to obtain money or anything of value from that person.
- f. Failing to report to the teacher or administrator the actions or plans of another person to harm someone or damage property.
- g. Possessing, handling, or transmitting a knife or any object that can be considered a weapon, or looks like a weapon.
- h. Possessing, using, selling, transmitting, or being affected by any controlled substance, narcotic drug, prescription drug or illegal drug, alcoholic beverage, intoxicant, or depressant, or any paraphernalia used in connection with these substances.
- i. Failing in a number of instances to comply with directions of teachers or other adult staff members when the failure is an interference with school purposes or educational function.
- j. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or educational function.
- k. Aiding, assisting, or conspiring with another person to violate these conduct rules or state or federal law.
- l. Disobedience of administrative authority.
- m. Willful absences or tardiness.
- n. Engaging in speech or conduct that is profane, indecent, vulgar, or offensive to school purpose.
- o. Failing to tell the truth about any matter under investigation by school personnel.
- p. Possessing or using a laser pointer or similar device.
- q. Possessing or using a device with inappropriate or illegal content.

(2) Possessing a Firearm, Explosive, or Destructive Device.

(3) Possessing a Deadly Weapon

(4) Unlawful Activity- A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the activity may be considered to be an interference with school purposes or an educational function. This includes activities that take place during weekends, holidays, or other school breaks.

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

Any unlawful behaviors may be prosecuted. Parents can be held responsible for damage done to any property caused by their children.

Confidentiality

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

Safe School Committee

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

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

ANTI-HARASSMENT

MCSC – BOARD POLICY 5517

Relevant Definitions

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

"Third parties" include, but are not limited to, guests and/or visitors on School Corporation property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School Corporation community at school-related events/activities (whether on or off School Corporation property).

"Sexual Harassment" has the same definition as set forth in the policy of the Board as reflective of the definition set forth in Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972.

"Harassment on the basis of race, color, national origin, religion, or disability" have the same definitions as set forth in the policy of the Board.

Prohibited Behavior

- A. Conduct constituting sexual harassment may take different forms, including, but not limited to, the following:

- 1. **Verbal:**

The making of offensive written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, threats, or propositions toward or by a fellow staff member, student, or other person associated with the Corporation, or third parties.

2. **Nonverbal:**

Causing the placement of offensive sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of offensive sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to or by a fellow staff member, student, or other person associated with the Corporation, or third parties.

3. **Physical Contact:**

Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, brushing the body, or coerced sexual activity with or by a fellow staff member, student, or other person associated with the Corporation, or third parties. With respect to students, the question of whether or not physical contact is unwanted or consensual is irrelevant where such contact is engaged in by Corporation employees or other adult members of the School Corporation community.

B. Conduct constituting harassment on the basis of race, color, national origin, religion, disability, or genetic information may take different forms, including, but not limited to, the following:

1. **Verbal:**

The making of offensive written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, religious beliefs, disability, or genetic information.

2. **Nonverbal:**

Placing offensive objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures based upon a person's race, color, national origin, religious beliefs, disability, or genetic information.

3. **Physical:**

Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting on or by a fellow staff member, student, or other person associated with the Corporation, or third parties, based upon the person's race, color, national origin, religious beliefs, disability, or genetic information.

Detailed Bully and Harassment policies can be found on NEOLA.

WEAPONS

MCSC – BOARD POLICY 5772

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

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

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, tasers, handguns, stun guns, guns of any type, including air and gas-powered guns (whether loaded or

unloaded), knives, razors, clubs, electric weapons, chemical weapons, metallic knuckles, martial arts weapons, ammunition, and destructive devices (bomb, incendiary, grenade, Molotov cocktail, rocket, with a propellant charge of more than four (4) ounces, etc.).

Any student who has reason to believe that a person has or will violate this guideline shall report to the school principal or the supervisor of the activity immediately. The report should include as much detail as possible concerning the person(s) involved, the weapon, the location of the person(s), and how this information was obtained.

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

No student is to confront the person possessing the weapon, but a staff member has the option of confronting the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.

A principal or activity supervisor receiving a report of weapons possession shall have the option of conducting a search for the weapon in accordance with AG 5771, Search and Seizure, or contacting the Mooresville Police Department for assistance.

Any interaction with the person should have as its primary objective the safety and welfare of people in the area rather than the obtaining possession of the weapon.

USE OF SECLUSION AND RESTRAINT WITH STUDENTS

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.

MCSC – BOARD POLICY 5630.01

The Limited Use of Force

The Board recognizes that there are likely to be occasions in which a staff member must use limited physical force in the supervision of students in order to:

- A. prevent a student from injuring him/herself or others including self-defense and the defense of others by a staff member;
- B. stop a student from damaging the property of the Board or others; or
- C. end the disruption of an educational function or prevent interference with a school activity.

In these circumstances, the staff member shall use no more force than the force that is necessary to accomplish the objective of the use of force.

Corporal Punishment

As used here, "corporal punishment means the intentional infliction of mild temporary physical discomfort on a student for the purpose of addressing misconduct." Corporal punishment shall not be used by the Board's employees.

SEARCH AND SEIZURE

MCSC – BOARD POLICY 5771

The School Board recognizes its obligation to balance the privacy rights of its students with its responsibility to provide student, faculty, and authorized visitors with a safe, hygienic, and alcohol/drug-free learning environment. See Board Policy for additional details on Search and Seizure.

SECTION 8: NORTH MADISON POLICIES AND PROCEDURES

Mooresville Parks and Recreation BEFORE AND AFTER SCHOOL CARE

Mooresville Parks and Recreation offers before and after school day care that is housed at North Madison. **In the event of unexpected early dismissal, the after school program will be cancelled.**

Arrival Procedures

When school busses arrive, they will be entering and unloading at the front of the school. Students are to enter door #1 and then walk directly to their classrooms. (Those eating breakfast are allowed to get off the bus if it arrives before 8:45 am and go directly to the cafeteria.)

When students arrive to school by parent drop-off, all cars will drop students in the back of the building where they will either go straight to breakfast or they will sit orderly and quietly in the gymnasium until 8:45 am at which time they can report to their classrooms.

Dismissal Procedures

When school buses arrive, they will be entering and loading at the front of the building. Students will walk directly through Door #1 and board their bus.

When students dismiss for parent pick-up, they will load their vehicles in the back of the building. Parents are expected to follow the set guidelines to help insure student safety. Parents who do not follow these guidelines will receive one clarification and will then be turned over to the MCSC Safety Officer for further action upon reoccurrences. Parents are expected to arrive on time for student pick up. Parents who are habitually late picking up their child will need to make arrangements with the after school care provider.

Lunch and Breakfast

Lunch and breakfast are available and are prepared in each building daily. The cost of lunch for students is \$2.60/day or \$13.00/week. Breakfast is \$1.70/day or \$8.50/week. Lunch and breakfast money may be paid by check or cash placed in an envelope labeled with the student's name and room number. Checks and cash collected by the cashier will be deposited in a lunch money account. When students go through the lunch or breakfast line, they will use a keypad to enter their account's identification number. When the account is spent down to the amount of only two lunches left, the cashier will notify parents.

Appropriate Dress

Student clothing should be clean and appropriate for school use. **Extremes in fashion, including unusual hairstyles, tattoos and hair coloring, are to be avoided.** All skirts and shorts should be fingertip length or longer. All students are to wear shoes that are safe for activities. Shoes with rollers, cleats or distracting features are not allowed. Please be very *aware* of the location of any holes in clothing to avoid inappropriateness and encourage modesty.

Any accessories that make reference to drugs, alcohol, sex, or gang identification are not allowed. Students are not to wear any apparel that contains inappropriate language, phrases, designs, or pictures making references to drugs, alcohol, sex, tobacco, or violence. Students are not to wear spandex shorts or pants or any other tight fitting pants unless accompanied by a sweater, sweatshirt, tunic top, or reasonable facsimile that is at least fingertip length.

Students are not to wear hats, headwear such as scarves or bandanas, sunglasses, blue jeans with holes, half-shirts, mesh shirts, spaghetti straps, halter tops, tops that show any of the midriff area, or any other clothing that is tight, flimsy, short, or immodest.

All students are to wear slacks, sweatpants, shorts or skirts that fit at the waist. Baggy or oversized clothing is not acceptable. Coats are not to be worn during the school day. Students are not to wear jewelry in any body piercing except the ears, nor chains that hang below mid-thigh.

If a student's attire (clothes or grooming) is considered improper, parents may be called to bring a change of clothes. We realize that dress is very personal and think the above guidelines allow a wide range of individual expression as well as maintaining an appropriate environment for learning. (Parents, if your child decides to wear something that doesn't fit the above guidelines or if it is something borderline, please tell him/her not to wear it to school.) **The appropriateness of student dress at school will be determined by the administration.**

Birthday treats may be sent or brought to school, but are to be store-bought and individually packaged, and served during lunch. Please do not send drinks. Balloons, flowers and other delivered surprises are considered disruptive to the schooling process and are not allowed. Distributing party invitation is not allowed because they often cause hurt feelings and, therefore, disruptions, please do not send party invitations for students to distribute at school.

Parent Participation

All parents will be invited to join the **Parent Teacher Organization (PTO)**. The PTO's at each school function to raise funds, sponsor events, and provide support for the children of each school.

Time for **Parent Conferences** is provided in the fall, but parents are welcome to request a conference any time during the year.

Parents are invited to help with field trips, classroom parties and other special occasions. Mooresville Schools requires a limited criminal history check for all chaperones or classroom visitors. Administration reserves the right to refuse or limit participation of anyone based on the results of the background check.

Recess/Outdoor Recreation

Each principal is to establish the criteria (weather conditions) for determining, on a day-by-day basis, when recess will be held. The decision may vary from grade to grade. A variety of conditions will be taken into consideration.

Expected Behavior

Students are expected to follow the School-wide Expectations at all times, in all locations at North Madison. The following school-wide expectations are posted around the school for student, staff, parent, and visitor reference.

School-Wide Expectations

Caring: Care about yourself and others in the school and surrounding community

Cooperation: Work and play with others in a friendly and helpful way

Honesty: Always tell the truth

Personal Best: Do your best in everything you work on or participate in

Positive Attitude: Have a good attitude and look for the best in yourself and others

Respect: Respect yourself by working hard, respect others by treating them the way you want to be treated

Responsibility: Take ownership of the decisions you make