

UNIONVILLE
ELEMENTARY



2023-2024 STUDENT HANDBOOK

UNIONVILLE
ELEMENTARY SCHOOL

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MONROE COUNTY
COMMUNITY SCHOOL CORPORATION
ENGAGE. EMPOWER. EDUCATE.



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Introduction

At MCCSC, we want you to learn and grow in a safe and inclusive environment. We value and celebrate the unique experiences of every student. Our diverse community is a great asset, and can help us provide better opportunities for all students.

MCCSC Policies

We are committed to treating all students fairly and equally. Our policies, such as the Anti-Racism Policy 5518 and the LGBTQIA+ Resolution, ensure that our educational environments are safe, positive, and free from discrimination. We understand that some students face unfair challenges, and we are determined to address these issues by empowering students and staff to take action.

Learning Environments

Our teachers work hard to create classrooms where everyone feels welcome and respected. We believe that by promoting a positive and supportive atmosphere, we can improve student behavior and help you succeed academically. Our goal is to create a culture of inclusion and respect, where every student feels valued, supported, and empowered.

Student Support

We strongly believe that social-emotional learning is essential for your overall growth. We are dedicated to providing exceptional support to ensure your success. We use evidence-based programs like Positive Behavior Interventions and Supports (PBIS) and Social and Emotional Learning (SEL) to equip you with the skills and attitudes needed to excel in school, the community, and the workplace.

Conclusion

This handbook is your guide to a successful school experience. Take the time to familiarize yourself with its contents, as it will help you navigate your academic journey safely. Remember, MCCSC is here to support you every step of the way.

A Positive Culture:

A Supportive Approach to Student Discipline Using Positive Behavior Supports and Intervention (PBIS)

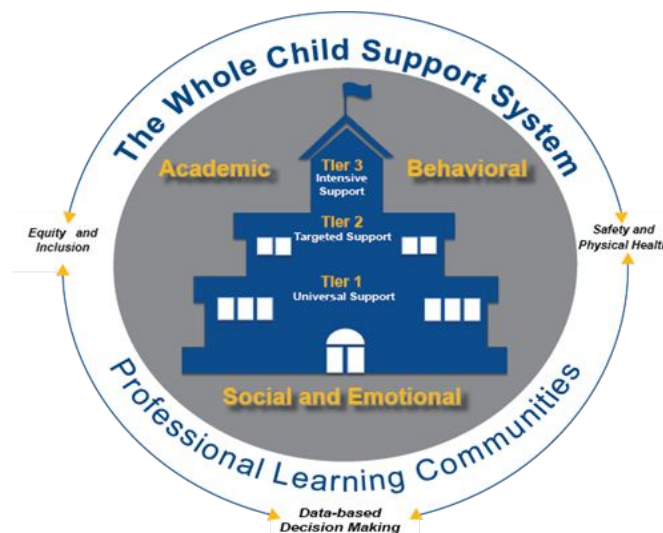
Creating a positive school culture is vital to us. We use Positive Behavior Interventions and Supports (PBIS) to meet the behavioral needs of all students. PBIS is a data-driven framework that focuses on prevention and support. It helps us provide customized support to students based on their needs. We believe in early intervention and prevention, and we use different levels of support to ensure every student receives the help they need to succeed.

Restorative Practices

Restorative Practices are a way to help build relationships and community and fix problems when they happen. When there is a conflict or harm, Restorative Practices give us a plan to talk about it and find solutions together. Everyone involved gets to share their thoughts and feelings, figure out what went wrong, and work together to make things better

The Whole Child Support System

Your teachers are committed to giving you support that builds upon your unique strengths and is responsive to what you need both culturally responsive personalized instruction for every learn is important to your future success. It is our hope that this unified and holistic approach to learning will encourage you to be globally minded while also preparing you for college, career, and life.



MCCSC Student Expectations

Academic

Give Best Effort
Complete Assignments
Participate in Class
Collaborate with Peers
Be Engaged

Behavioral

Be Responsible
Be Respectful
Be Safe
Be Prepared
Be a Leader

Social and Emotional

Be a Responsible Decision Maker
Develop Strong Relationships
Solve Problems
Manage Emotions
Feel and Show Empathy for Others

Board Policy No. 5518: Anti-Racism

At MCCSC, every student and staff member deserves a safe and respectful learning environment where their racial and ethnic diversity is valued. We are committed to providing high-quality education and responsive conditions for every student, regardless of their race, zip code, sexual orientation, first language, ability, or country of origin. We believe that by recognizing and challenging biases, discrimination, and racism, we can create a better school and community.

[Board Policy No. 5518](#)

Board Resolution 2023-07:

A PUBLIC RE-COMMITMENT TO SERVING LGBTQIA+ STUDENTS IN AN INCLUSIVE, SAFE, AND WELCOMING ENVIRONMENT

MCCSC supports and celebrates LGBTQIA+ students. We believe that all students, regardless of gender identity, gender expression, or sexual orientation, have the right to access free public education and be welcomed and supported in our schools. We oppose any laws or proposed legislation that limit the rights of LGBTQIA+ students and put them at risk of discrimination or harassment. We are committed to working with the LGBTQIA+ community and MCCSC staff to create policies that prevent bullying and harassment.

[Board Resolution 2023-07](#)

Cross References

[Monroe County Community School Corporation Strategic Plan 2021-2025](#)

[Policy 2260 Nondiscrimination and Access to Equal Educational Opportunity](#)

[Policy 5517 Anti-harassment](#)

[Policy 5517.01 Bullying](#)

[Policy 5600 Student Discipline](#)

[Policy 8400 School Safety](#)

[Student Handbook Statement on Anti-Racism Microaggression](#)

[Resolution 2021-10 Social Justice](#)

[Title VI of the Civil Rights Act of 1964](#)



Welcome

Welcome to Unionville Elementary! The staff at Unionville Elementary is committed to providing your child with a nurturing learning environment that provides opportunities for each child to reach their fullest potential. We feel that families are an integral part of this process and welcome and encourage your participation at Unionville Elementary.

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

Please do not hesitate to call or stop by with questions or concerns. I am looking forward to a great school year!

Sincerely,

Dr. Andrea Mobley

Your Unionville Principal

GENERAL INFORMATION

Vision

The world needs: 1) inhabitants with a deep connection, respect, and appreciation for nature, 2) people who are problem solvers, experienced in using technology and creativity to generate solutions and to communicate with stakeholders, and 3) individuals who integrate health and wellness into their lives.

Mission

The learning community at Unionville Elementary School will achieve this vision through the use of a multi-disciplinary STEM curriculum (EARTH), with strong roots in environmental and outdoor education. This curriculum is implemented in a collaborative nurturing environment which encourages strengths, accepts individual differences, builds self-esteem, and develops character (ARROWS). Students and staff are guided in the application of positive Attitude , Respect for themselves and the Earth, Responsible decision making, accepting Ownership, growth mindset / Willingness to try and Safe behaviors.

Unionville Expectations ARROWS

Our school uses the acronym ARROWS as a guiding set of learner behaviors. We emphasize these qualities across the environment of the school.



Social Emotional Learning

The MCCSC believes in the importance of social and emotional learning. Through social and emotional lessons delivered within the classroom, all students will explore decision-making, multicultural awareness, healthy relationships, and working through conflict. Students will also practice specific ways to understand, express, and manage their emotions; all within a safe and secure environment.

Student Rights and Responsibilities

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

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

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

GENERAL INFORMATION

Student Well-Being

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

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

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

Safe Schools Hotline

Help Keep Our Schools Safe

Confidential

Call the SAFE SCHOOL

HOTLINE 330-2494

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

Your Name is Never Asked

Enrollment In The School

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

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

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

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

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

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

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

GENERAL INFORMATION

Scheduling and Assignment

The Principal will assign each student to the appropriate classroom and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the Principal.

Early Dismissal

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

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

No student will be released to a person other than a custodial family/guardian without a permission note signed by the custodial family or other legal authorization. Transfer Out of MCCSC

Transfer Out of MCCSC

If a student plans to transfer from **Unionville Elementary**, the parent must notify the Principal. Families are encouraged to contact the school office for specific details.

The Indiana State Health Department has made it mandatory that your child has adequate certification of immunizations on file in our school records. Please keep your shot record up-to-date and notify our school nurse of any changes. Unless children are immunized properly, they are to be excluded from school.

Use of Medications

1. **Family/guardian will assume responsibility for delivering medications to and from school.**
 - a. Medication(s) should be delivered to the school health office.
 - b. Only medications received in their original bottles or containers with attached labels will be accepted.
 - c. All medications, whether prescription or non-prescription must be clearly labeled as follows:
 - The name of the child
 - The clock time of administration
 - The name of the medication, including quantity per dose
 - The name of the prescribing physician(s), as copied onto the label by the pharmacist if the medication is prescription
 - Not more than a week's supply of such medication should be delivered.
 - The school nurse or other designated employee will check the medication and arrange for safe keeping.
2. **A written authorization from the family/guardian will be on file in the school health office before any prescription or non-prescription medication will be administered. The written authorization may be withdrawn by the family/guardian at any time and shall be kept on file for no longer than one year.**

Students who have been ill or have missed school due to illness should be fever free for twenty-four hours before returning.

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest such as lice.

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

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

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS

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

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

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

Special Education

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

A student can access special education services only through the proper evaluation and placement procedure. Family involvement in this procedure is required. More importantly, MCCSC encourages families to be active participants. To inquire about the procedure please contact Janna Shields, inclusion teacher.

Students with disabilities who do not qualify for special education may be served within the regular education program with a Section 504 accommodation plan developed through an interactive dialogue between Unionville Elementary School the student, and the student’s family/guardian. Family/Guardians who believe their child may have a disability that interferes substantially with the student’s ability to function properly in school should contact Janna Shields, inclusion teacher.

Individuals With Disabilities Act (IDEA) Americans With Disabilities Act (ADA)

Section 504

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

The law defines person with a disability as anyone who:

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

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

Supports for Students with Disabilities

In compliance with state and federal law, MCCSC will provide to each protected student with a disability without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities.

In order to qualify as a protected student with a disability, the student must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for "protected students with disabilities" are distinct from those applicable to eligible students enrolled (or seeking enrollment) in special education programs. See school board policy 2260.01 for additional details and procedures. For further information on the evaluation procedures and provision of services to protected students with disabilities, contact: Janna Shields, inclusion teacher.

Unhoused Students

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

Student Records

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

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

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

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

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

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

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

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

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

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

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

Meal Service

Good nutrition and learning go hand in hand.

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

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

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

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

Fire, Tornado, and Safety Drills

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

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

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

Emergency Closing and Delays

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

Local Radio Stations

WTTS 92.3

WGCL 1370

WVNI-FM Spirit 95

WHCC 115.1

WCLS 97.7

WFIU 113.7

Local Television Stations

WBWB –WTTV Channel 4

WRTV Channel 6

WISH Channel 8

WTHR Channel 13

WXIN-FOX 59

WAVE

Information can also be found on the MCCSC Website www.mccsc.edu

Safety and Security

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

Restraint and Seclusion

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

School Visitors

POLICY

BOARD OF SCHOOL TRUSTEES RELATIONS

MONROE COUNTY COMMUNITY SCHOOL CORPORATION 9150

SCHOOL VISITORS

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

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

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

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

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

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

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

Approved by the Board 7/15/91

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

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

Visitors

SCHOOL VISITORS

1. The building principal is responsible for all persons in the building and on the grounds. The following applies to visitors to the school:
 - a. Anyone who is not a regular staff member or student of the school will be termed a “visitor.”
 - b. Visitors to school buildings or school campuses will report to the school office immediately upon their arrival.
 - c. Teachers, students and other staff are not expected to take instructional time to discuss individual matters with visitors.
2. The building principal or office staff will welcome visitors and provide any necessary assistance. The principal will establish sign-in procedures for visitors. Visitors will be required to register and to wear name tags.
3. Rules and regulations concerning visitors will be clearly posted throughout the building and will be at all entrances and the main office. The principal has the authority to develop additional regulations for specific buildings based on these guidelines:
 - a. Invited Guests – Teachers planning to invite guests to the classroom will make necessary arrangements and inform the principal and office staff.
 - b. Parents and Legal Guardians – Parents and guardians are encouraged to visit for class exhibits, lunch, celebrations, and to participate in volunteer opportunities.
 - c. School Board – Individual School Board members who are interested in visiting schools will make appropriate arrangements through the Superintendent and principal. Such visits shall be for the purpose of becoming acquainted with school programs, personnel, operation and facilities.
 - d. Student Guests – Student visitations are not allowed except under certain situations for which the principal must grant approval, such as a specific school program or activity.
 - e. Volunteers – Volunteers may help in classrooms, with programs, and with extracurricular activities. Criminal history checks are required and confidentiality agreements may be required as appropriate to a classroom or school.
4. Visits to classrooms may be allowed at the discretion of the principal and must be arranged in advance. Factors to be considered include but are not limited to the following: instructional viability or connection, disruption of classroom activity; time of the school year; nature of the class, and class size. Under no circumstances are classroom visits to be used for the purpose of teacher or program evaluation.
5. The building principal has the authority to prohibit the entry of any person to school, to expel any person who possesses a firearm, and to exclude anyone where there is reason to believe the presence of said person would be detrimental to the good order and operation of the school. The principal is authorized to request whatever assistance is required from local law enforcement if such an individual refuses to leave the school grounds or causes a disturbance.

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

Use of Cellular Phones and Electronic Communication Devices

Student Code of Conduct

- A. The Monroe County Community School Corporation shall hold the students of this corporation to the following *Code of Conduct*. Failure to comply with said codes may be considered student misconduct and/or substantial disobedience which are grounds for suspension and/or expulsion. This Code of Conduct will include, but is not limited to the following examples and/or rules related to the responsibilities and behavior of its students;
 - a. No student shall use an electronic paging device or a handheld portable telephone on school grounds during school hours.

STUDENT LEARNING DEVICE AGREEMENT

POLICY 2501.01

Student Learning Device Agreement

The Corporation is pleased to offer students the opportunity to access and utilize the vast range of applications available through the use of the Corporation-issued Learning device, computer tablet or Apple iPad, henceforth to be called learning device. To maintain the utmost responsible use of this equipment, all students must abide by the following guidelines set by Monroe County Community School Corporation. The learning device and carrying case issued to students are the property of the Corporation. This learning device is on loan to the student and must be used in accordance with the following Policies and Procedures, the Corporation's Responsible Use Policy and any applicable laws. Use of this learning device, as well as access to the learning device network, the Internet and email are a privilege and not a right. In order to maintain the quality and functionality of our equipment, Students must be responsible for its care. The following protocols are designed to keep devices in working order for all students. Please familiarize yourself with these guidelines and make them a habit of practice. These learning devices are provided for educational purposes only, and are intended to support the learning objectives of the Corporation.

Responsible use of the learning device at School:

- Students should not deface the learning device in any way. This includes but is not limited to marking, painting, drawing, or marring any surface of the learning device. High School Students must use the provided ID card and Asset Tracking sticker for identification of their learning device.
- Each learning device and case is assigned to an individual student. Students should never "swap" or "share" their learning device with another student.
- Students should always keep the learning device secured while carrying it at school and at home.
- The technology coordinator will assign network passwords at the beginning of the year. Students must never share their password with other students. Passwords should always be kept confidential. Each student's classroom teacher will have access to a confidential record of student passwords.
- Students are responsible for bringing their learning device, fully charged, to school each day. If a student fails to bring their fully charged learning device to school each day, they may not be able to participate in certain curricular activities, similar to leaving their textbook at home.

GENERAL INFORMATION

If a student forgets a learning device at home, and it is needed for curricular activities, a parent/guardian may be called to bring the learning device to school.

- Students are responsible for saving or backing up their documents.
- Learning devices are to be used in the classroom for school related activities only.
- Classroom teachers will establish standards for learning device use in their respective classrooms.
- Students are not allowed to download or install any unapproved software or other materials without permission.
- Learning devices may not be used to play music (audio CDs, online music sources, etc.) during the school day unless approved by a teacher and under a teacher's supervision.
- Interactive online games and video streaming reduce network bandwidth, and are not allowed unless approved by a teacher and under a teacher's supervision.
- Any malfunctions of the hardware or software shall be reported to the technology staff, building coordinator or student repair shop.
- When a learning device has to be rebuilt, the learning device will be returned to the student with the operating system and the original software only.

Using the Learning device at Home:

- When at home, the learning device should always be used under adult supervision in a common family location (i.e., kitchen, living room, dining room).
- Do not leave the learning device unattended in vehicles. Avoid leaving the learning device in extreme hot or cold temperatures, such as in a car. If you must leave your device in a car for a short time, place it in the trunk and make certain the car is locked.
- Students are responsible for charging the learning device at home on a daily basis.

General Learning device Policies and Procedures:

- Protect the learning device LCD screen from damage from pointing, poking, or other abrasions. Do not place any foreign objects on the keyboard (such as a pencil, pen, etc.) that could be smashed into the monitor screen when the top is closed. LCD screens can be cleaned with a static-free soft cloth. Do not spray window cleaner on the screen.
- If the learning device is lost or stolen, parents/guardians should immediately report the loss or theft to the Monroe County Community School Corporation. A police report must be filed if the device is stolen.
- If the learning device is damaged or not working properly, it must be turned in to the homeroom teacher (elementary & middle) who will contact the Information Services Department for repair or replacement. High school laptops should be submitted to the student repair shop. Parents/guardians are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the learning device.

Using the Learning device for Internet and Email:

- Parents/Guardians and Students understand that the Monroe County Community School Corporation does not have control over information found on the Internet. While every attempt is made to block access from inappropriate material, the best protection is parental/guardian supervision of the information that a student is accessing from the Internet while at home.
- Students should never share personal information about themselves or others while using the Internet or email. This includes a student's name, age, address, phone number or school name.
- Parents/Guardians and Students are required to read and agree to the Corporation's Student Learning Device(s) & Agreement.
- Students should be aware that Internet access and email, and other media that are accessed, created or stored on their learning devices are the sole property of the Monroe County Community School Corporation. The Monroe County Community School Corporation has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time, for any reason.

General Use and Care of the Learning device:

- When transporting their learning device to and from school, students should always be sure it is placed in the carrying case, and the case is fully closed. Learning device bags can then be placed inside the student's book bag or backpack.
- Students are expected to treat their learning device with care and respect. The learning device and case are the property of the Monroe County Community School Corporation and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the learning device or carrying case are not allowed and will result in loss of privileges and possible financial charges.
- Students are encouraged to help each other in learning to operate their learning device; Such help should be provided with voices and not hands. Students should operate their own learning device at all times.

GENERAL INFORMATION

Any inappropriate or careless use of a learning device should be reported to a teacher or other staff member immediately.

- Students should not use their learning device while walking, on the bus, or otherwise being transported. Learning devices should only be used while they are on a flat, stable surface such as a table or desk. Learning devices can be fragile, and if dropped they may break.
- Learning devices should be protected from the weather, water or other liquid, food, and pets. Students should never eat or drink while using their learning device, or use their learning device near others who are eating and drinking.
- Heavy objects should never be placed or stacked on top of your learning device. This includes books, musical instruments, sports equipment, etc.

Troubleshooting

- Students should REBOOT their device while at school to see if the problem persists.
- Students should promptly report any problems to the building Student Support Center.
- Students should contact Monroe County Community School Corporation authorized personnel to address any hardware issues.

Equipment

- Ownership: Monroe County Community School Corporation retains sole ownership of the device and grants permission to the student to use the device according to the guidelines set forth in this document. The device must be returned at the end of each school year or upon the student's departure from the Monroe County Community School Corporation. Students should check with the Principal if transferring schools within the Monroe County Community School Corporation. Moreover, Monroe County Community School Corporation administrative staff retains the right to physically collect and/or remotely inspect the device at any time. These protocols include, but are not limited to software upgrades, document inspection, compliance check-ups and any other reason deemed necessary by the administration.
- Efforts are made to keep all device configurations the same within each school. All systems include ample RAM, hard-disk space, productivity software, wireless network capability and a protective case. The Monroe County Community School Corporation will retain records of the serial numbers of provided equipment and software where applicable.
- Substitution of Equipment:
 - In the event the device becomes inoperable, a student will be issued a replacement device.
 - A limited number of single-day loaner devices are available to students on an as needed basis. Procedures for loaner device procurement are school specific. See school-level technology staff for more information.

Consequences of Inappropriate Use:

Students are expected to use their learning device in accordance with these Policies and Procedures, and Corporation Responsible Use Policy and any applicable laws. Failure to use this learning device in an appropriate manner will result in the following consequences, as determined by the staff and administration of the Monroe County Community School Corporation. Consequences include, but are not limited to:

- Limitation or cancellation of student use or access privileges, including the privilege of taking the Learning device home.
- Suspension from school.
- Expulsion from school.
- Civil or criminal liability under applicable laws.

GENERAL INFORMATION

Monroe County Community School Corporation Student Learning Device Agreement

Providing learning devices for instructional use by students is an exciting venture. Certain guidelines are necessary to protect the learning device and the school network and ensure that this technology serves as an effective instructional tool.

Warranty for Equipment Malfunction: Monroe County Community School Corporation has purchased a manufacturer's warranty covering parts and labor. The warranty covers manufacturer's defects. Families incur no additional charges for repairs covered by the warranty.

Responsibility for Damage: The student is responsible for maintaining a 100% working device at all times. The student shall use reasonable care to ensure that the device is not damaged. In the event of damage not covered by the warranty, Monroe County Community School Corporation will charge the Student and/or Parent the full cost for repair or replacement. Lost parts will be charged at the current Monroe County Community School Corporation replacement cost.

Optional accidental damage insurance is offered for students and families, at www.worthavegroup.com and similar sites.

For many families, this is excellent insurance to save on a major repair.

Actions Required in the Event of Loss or Damage: Report the damage immediately to the school building repair center. In the event of loss, report the information to the Principal for investigation. The Monroe County Community School Corporation staff will file a police report if the incident occurred in a Monroe County Community School Corporation facility. If the device is stolen or vandalized while not at a Monroe County Community School Corporation facility, the parent shall file a police report and inform the Principal.

Repair: Occasionally, unexpected problems do occur with the devices that are not the fault of the user (computer crashes, software errors, etc.). Personnel in the Monroe County Community School Corporation school-based repair centers are trained and certified to assist and repair student devices.

The student agrees to follow all Corporation regulations and policies governing the use of the learning device as well as all applicable State and Federal laws including copyright and intellectual property law pertaining to software and information.

The learning device is the property of the Corporation. If a student withdraws from the school prior to the end of the loan period, the learning device is to be returned to school officials by the student prior to withdrawal.

GENERAL INFORMATION

Students shall not remove or alter any Corporation identification labels attached to or displayed on the learning device, nor shall the student change identification within the learning device, such as the learning device name.

The student agrees to handle the learning device carefully and protect it from potential sources of damage.

The student agrees to keep the learning device secure and safe. The student will assume the risk of loss by theft, destruction, or damage.

The student must report theft (or suspected theft) of the learning device, loss of the learning device, damage to the learning device, or malfunctioning of the learning device to the Student Tech Support Center (high school), or homeroom teacher (elementary and middle) immediately.

Upon request, the student agrees to deliver the learning device to Corporation staff for technical inspection or to verify inventory or other information; this may include random screening.

Learning devices may be checked out for the school year. Learning devices will be collected at the end of the school year. After a learning device has been initially assigned to a student, it will remain designated to that student for the remainder of the student's school education.

Monroe County Community School Corporation is not liable for lost data or time spent on data. Students should always back up their files on their provided Google or Microsoft Cloud storage.

Directory Information

MCCSC designates as student "directory information" that may be disclosed without consent of a family or eligible student: a student's name; address; telephone number; date and place of birth; photograph; 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; or listing on an honor roll; scholarships. Directory information shall not be provided to any organization for profit-making purposes. Families and eligible students may refuse to allow MCCSC to disclose such "directory information" upon written notification to MCCSC within 20 days after receipt of this handbook.

Parent's Right to Know

Upon a family's request, MCCSC will provide information regarding the professional qualifications of their student's classroom teachers, including whether the student's teacher (a) has met Indiana's qualification and licensing criteria for the teacher's grade levels and subject areas, (b) is teaching under emergency or other provisional qualification/licensing status, or (c) has been subject to discipline of the teacher's license, and whether the student is provided services by paraprofessionals and, if so, their qualifications.

Testing

Upon request, families will be provided with information regarding student participation in assessments mandated by state and federal law, or by MCCSC. More information about Indiana's testing requirements is available at: <http://www.doe.in.gov/assessment>

Promotion, Placement, and Retention

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

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

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

- A. completed the course requirements at the presently assigned grade;
- B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- C. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
- D. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade;

A student enrolled in special education shall be promoted or retained based on the opinion of the Case Conference and the student's I.E.P. No student who has successfully completed a grade shall be retained or allowed to repeat a grade in order to improve his/her ability or lengthen his/her eligibility to participate in extracurricular athletic programs.

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

Good cause exemptions that may be considered are:

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

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

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

Field Trips

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

Report Cards

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

Student Assessment

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

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

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

Attendance

Reporting Absences:

- Absences must be reported to the school office by 10:30 a.m. on the day of the absence. Families should call the school office 812-332-0175 to report the absence or send a note to the office.
- If you would like to report the absence when the office is closed, you may call the school and leave a message.
- If your child is going to be absent more than one day, you only need to call once if you inform the office of the dates of the absences.
- An attempt will be made to contact parents of children absent from school with no notification from families. This is to ensure the safety of all students.
- If your child will be absent or tardy due to a doctor/dentist appointment, it is very important to bring in a doctor's statement to the office.
- Tardy and Partial-Day Absences:
- In an attempt to increase student instructional time, MCCSC schools record these losses using the following process throughout the district:
- Students who are 15 minutes late or less to school or to the classroom due to their own actions will continue to be marked tardy. (i.e.: stopping to chat with friends, in the restroom)
- Students who are late to class due to a school issue beyond their or their family's control will not be marked as tardy. (i.e.: late bus)
- All other reasons students are not in school for a portion of the day will be marked as a "partial day absence" on student report cards. (i.e.: late arrival more than 15 minutes, mid-day absence, early dismissal)

Releasing Students During the School Day:

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

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

MCCSC Attendance Guidelines:

The complete MCCSC Attendance Guidelines are available upon request in the school office. These guidelines apply to all Monroe County Community School Corporation schools. Provision is made herein for appropriate action by school officials. Participation in an out-of-class, school-sanctioned activity which has prior approval of the principal or designee counts as attendance.

A student enrolled in this school corporation is bound by the requirements of state law and this policy to attend school until graduation, or withdrawal, whichever comes first. Acceptance of the terms of this guideline is a condition of enrollment for all students, including those not subject to the Compulsory Attendance Act of the State of Indiana. This applies to students who enroll or transfer into this school corporation at any time during a school year. Attendance and discipline records, including determinations made by the previous school, shall be honored and treated as though the conduct occurred within this school system.

Excused absences (This includes absences up to ten [11] days for which a parent phone call or note is received within twenty-four [24] hours of the absence):

- a. Required Court Attendance
- b. Observance of a bona fide religious holiday
- c. Service as a page in the General Assembly
- d. Active Duty in National Guard
- e. Service on a precinct election board or helper for a political candidate
- f. College visit
- g. Absences medically documented due to a physical or mental condition resulting in 504 classification.
- h. Illness
- i. Out of School Suspensions
- j. Recovery from accident
- k. Professional appointments
- l. Death in the immediate family
- m. Such other good cause as may be acceptable by to the principal or designee or permitted by law. Such determination shall be made on a case by case basis. Such absences will not be excused after ten (11) days or if a "One Day Legal Notice" has been filed.

Every effort will be made to notify parents in writing of absences that reach the five (5) day total, including excused absences.

Unexcused Absences: (truancy or other excessive absences)

Unexcused absences also include absences in "h-m" above which are over the ten day limit or for which a notice has been sent to the parents requiring a "physician's statement of incapacity" for the child. In-school suspensions are not considered absences, and out of school suspensions are counted as excused absences.

Actions taken by the principal or designee for unexcused absences may include but not be limited to:

For Truancy:

Identifies the truant as a student who willfully does not attend school.

- a. Identifies the “habitual truant”, that is, “the student who has unexcused absences from school for more than ten (11) days of school in one (1) school year.
- b. Investigates the cause(s) of the truant behavior via:
 1. Parent contact by the designated staff member
 2. Parent contact by appropriate school administrator or designee
 3. Parent conference with appropriate school administrator or designee
- c. Considers, when appropriate, any modifications of the student’s educational program that meet particular needs which may be causing the truancy.
- d. Ensures that every effort is made to notify parents that a child is truant, and that there may be corrective and/or disciplinary actions taken if the truancy continues. This minimal due process will include but not be limited to:
 1. Send an Attendance Notification Letters (These may be a “Five Day Letter”, “Ten Day Letter” or “Partial Absence Letter”. A “Ten Day Letter” may require a physician’s statement of incapacity for future absences to be counted as excused.)
 2. Make documented phone calls to parents
 3. Refer to the School Social Worker for contact/conference
 4. File One Day Legal Notice

For other Excessive Absences:

- a. Identify instances where the parent(s) actions or lack of actions may “fail to ensure that the child attends school”.
- b. Investigate the cause(s) of the excessive absences via:
 1. Parent contact by the designated staff member
 2. Parent contact by appropriate school administrator or designee
 3. Parent conference with appropriate school administrator or design
- c. Make every effort to communicate the issues with the parent(s) in a timely manner. This may include but not be limited to:
 1. Send attendance notification letters (five day, ten day, partial day absence letters)
 2. Make documented phone calls
 3. Refer to the School Social Worker for contact/conference
 4. File One Day Legal Notice
 5. Demand a physician’s statement of incapacity for all future absences (Verification of incapacity through a physician’s statement, or other verification documented by the school that verifies a student is legitimately ill, will be counted as excused absences.)
- d. Consider what appropriate interventions might be helpful in alleviating excessive absences including what referrals might be made to outside agencies. (A list of possible agencies will be available in the MCCSC Social Services Department.)
- e. Ensure that students/families with continued excessive absences are referred to appropriate agencies for legal action including the Monroe County Prosecutor, the Monroe County Probation Department, and/or the Monroe County Child Protection Services.

Student Behavior Standards

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

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

Bus Transportation to School

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

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

Safety checklist:

Getting to the bus stop:

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

While you're riding the bus:

- When the bus is moving, always stay in your seat. Let the bus driver concentrate on the road. Remember, the bus driver's job is to get you to and from school safely.
- Getting off the bus
- When you leave the bus, use the handrail.
- Make sure there is nothing sticking out on you (your clothes, the hood of your coat, key chains, backpack, etc.) that could get caught in the handrail on the bus or the bus door.

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

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

Bus Transportation Questions:

Please go to the MCCSC website (www.mccsc.edu) with questions regarding: • which bus your child will ride.

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

Penalties for Infractions

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

Homework Requests for Ill Students

We encourage families to call the school by 9:30 a.m. to request homework especially if a child is going to be absent for more than one day. Families should inform the school office at that time if the homework is to be sent home with another student or will be picked up at school. Homework will be ready for pick up in the school office by 3:00 p.m. Additionally, some school work will be available online via Canvas.

Late Arrivals/Early Dismissals

Students arriving at school after 9:30 a.m., leaving and returning during the same school day, or leaving and not returning before 4:00 p.m. must always check in/out at the office. Families who need to take their children out of school during the day must sign them out in the main office. Students who are 15 minutes late or less will be marked tardy. Students who are late due to a school issue (ex. late bus) will not be marked tardy. Students, who arrive more than 15 minutes late, leave and return in the same day, or who are picked up prior to the end of the school day will be marked as having a partial day absence. However, when a physician's statement is provided to the office by the next school day for any of these times, the attendance record will be updated and the "tardy" or "partial day absence" will not be reflected on their report card. We will not release your child to someone other than those listed as authorized. I would appreciate it if you would caution your child never to leave the school grounds without first receiving permission from their teacher and the main office.

School Security

In an effort to maintain a safe school environment we ask all visitors to the school to adhere to the following procedures:

- All visitors to the building must sign in at the office, you must make an appointment if you wish to meet or speak with a teacher, as we wouldn't want to interrupt instruction time.
- Families who are picking up their child for a doctor or dentist's appointment or other early dismissal should come to the office where the student will be paged.
- The doors leading to the playground will be locked during recess;
- All doors will be locked during the school day. The main entrance will be monitored with a camera and entrance will be granted via main office staff.
- Volunteers must complete a background check prior to working with students.
- Visitors wishing to eat lunch with their student will need to complete a background check prior to (at least 24 hours) the date of the visit.

THESE POLICIES ARE NOT INTENDED TO DISCOURAGE FAMILIES RELATIVES OR FRIENDS FROM VISITING OUR SCHOOL AT ANY TIME FOR ANY REASON. WE ALSO HOPE THIS DOES NOT, TO ANY DEGREE, DIMINISH THE WELCOMING ATMOSPHERE WE FEEL PERVADES OUR SCHOOL

School Visitors and Parking

West Parking Lot - This is the designated school bus parking lot and is restricted for use during arrival and departure times: 9:00 -9:30 a.m. and 4:00-4:30 p.m. Parents are welcome to park in this lot in car lanes. Please refrain from parking in our bus lanes from 4:00-4:30..

East Parking Lot - This parking lot is available for use at all times during the school day. Students should be dropped off and picked up in this lot during regular arrival and departure times.

Fire Lanes - Cars are prohibited from parking alongside the red painted curbs on either side of the building. These fire lanes have been created by the fire department and are to remain clear of all vehicles twenty-four hours a day.

Notes to School

Families are requested to send notes with their children to notify school personnel when:

1. Your child is to take a different bus home on a particular day;
2. Your child is being picked up by someone other than an authorized person;
3. Your child needs to be dismissed early or will arrive late the next day (Please state reason);
4. Your child cannot participate in physical education class. A doctor's statement is required for an extended time.

Contacting Teachers

When the need to contact teachers arises, please make an effort to reach them at school. Individual teachers may make other arrangements. A teacher is often better able to discuss any questions regarding your child at school since records are usually kept at school.

Communication

A monthly school newsletter is sent via Parent Square. Additional newsletters are sent home whenever necessary. A calendar of the subsequent month is included with each school newsletter to keep families informed of upcoming events. Class newsletters from individual teachers are sent home to keep parents informed on specific activities in the classroom. Unionville Elementary School is also relatively active on social media. You can find us on Facebook, Instagram, and Twitter, and now Parent Square.

Student Dress

Unionville Elementary has expectations of how students should come dressed for school. Students are expected to manage their appearance in a proper, modest, and responsible manner. The dress code is monitored by all staff members and final decisions regarding appropriateness will be made by a school administrator. Any clothing items or accessories that refer to drugs, alcohol, tobacco, sexual innuendo, hate, racism, violence, profanity, gangs, or obscenity are forbidden. Also, clothing and/or accessories that present a clear and present likelihood to cause a material and substantial disruption of school or school activities is prohibited. Our goal with enforcing dress code is never to humiliate or upset a student, and it will be handled in private, with care.

Book Fees

You will receive a book bill in the mail from the MCCSC business office approximately six weeks after school begins. Do not send book fees to school. Financial assistance for book fees can be requested on the free/reduced lunch

School Lunch and Breakfast

Unionville Elementary offers students the opportunity to eat breakfast and lunch at school during regular school hours. We have a computerized lunch accounting system. This is a prepaid system which sets up an account for your child to deposit money for lunches, extra milk, or ala carte items. Therefore, please

make sure that your child has sufficient funds deposited in the account to take care of these items. To use the account, you may pay by the week, month or semester. You may pay ahead for as many days as you would like. The account is used by all children in the family. Each child will have a bar-coded envelope in his/her classroom to make sure money is deposited into the correct account. You may also make a payment on-line by visiting our website, www.mccsc.edu. Payments must be made by 7:00 a.m. to be available to your child that day. All students (free, reduced and full pay) will be assigned a PIN (Personal Identification Number) number that they will key in daily as they go through the lunch line.

You may request a printout of your family's account from the cafeteria. You may also view your account on line if you have signed up for the Family Access service. Details are on the following page. If you have any questions regarding your lunch account, please call Food Service at 349-4762.

Writing Checks

Separate checks should be written for each area; i.e., you should not combine lunch money with school pictures, etc. If you have more than one child in Unionville School, you may write one check for all lunches. Checks should be written for the correct amount only.

Writing Checks

All money brought to school by students must be in an envelope in the correct amount. The school is unable to make change for large bills. The envelope should have the money's purpose (i.e. lunch, Weekly Reader, etc.), student's name, teacher and amount written on it.

Lost and Found

Lost and found articles are placed in the cafeteria. Families are welcome to look through them anytime during the school day. Items of value such as watches, necklaces, and keys should be inquired about in the office. We advise families to write their child's name on coats and lunchboxes.

PTO

PTO holds monthly meetings and sponsors special events during the school year. Families are encouraged to join and support the organization. Volunteering to help coordinate activities and offering input aids our overall educational program.

Telephone Calls and Messages

Students will not be excused from class to accept or make telephone calls except in an emergency. The office will take messages of importance and relay these to students when possible. Because school phones are for staff use only, students may not use these phones except in special cases.

Electronic Devices

Students are encouraged to leave personal electronic devices at home. This eliminates the chance for them to be lost or stolen. The school is not responsible for the protection of these or any other type of valuables.

Cell Phones

Students are not allowed to use their cell phones at school. If your child brings a cell phone to school, it must be turned off and stored in his/her backpack during the school day. Cell phones found in the possession of a student during school hours will be held in the office for a parent to retrieve.

Family Access

Family Access allows families/guardians to view their child's or children's attendance, report card grades (middle school and high school only), food service balance, schedule, immunization record and standard address, phone number and other demographic information. It is totally secure and easy to use. In order to begin using this service you will need to obtain a User ID and password. Please stop by the school office and show a photo ID to receive them.

TOBACCO FREE ENVIRONMENT

The MCCSC School Board has a policy which states that all MCCSC buildings are to be tobacco free. We ask that you help us comply by not using tobacco in or around Unionville Elementary.

Monroe County Community School Corp. Tobacco Prevention & Intervention

Procedures

If a teacher or staff member suspects that a student uses tobacco (cigarettes, vaping, or chew), he/she should inform the school counselor or social worker of the student's name. These are not students who have been caught in possession of tobacco, but those whom we believe to be users. IU Health provides a one-day voluntary program "Teens Beat Tobacco" that we can offer tobacco users. It is an educational program to inform students about the dangers of tobacco use and strategies to quit tobacco before they suffer from health or legal consequences.

The teachers do not have to confront the student or confirm that he or she is a user. The counselor or social worker will make that determination. Students can be referred by school personnel or parents. Classes are provided on the 3rd Tuesday of each month from 4:00- 5:30 pm at the Community Health Clinic, 333 E. Miller Dr. Students must be registered to attend. Call Cara Wickens at (812) 353-5437 or email CWickens@iuhealth.org. If a student is caught in possession of any tobacco, vape, or nicotine product, they are to be referred (or escorted) to the administrator who handles school discipline.

1st Offense: Students in possession of or using tobacco, including e-cigarettes/vapes, will serve a one day in-school suspension for their first offense. Students will be required to participate in the "Teens Beat Tobacco" class provided by IU Health or an MCCSC School Social Worker or Counselor, either at school or at the IU Health Community Health location.

2nd Offense: Students will serve a two day in-school suspension for their second offense. Students will be required to participate in additional tobacco/vape prevention and intervention education as determined by the administrative and student services team. Students will be referred to community tobacco/vape cessation resources.

3rd Offense: Students will service a one day out-of-school suspension for their third offense. Students will be required to participate in additional tobacco/vape prevention and intervention education as determined by the administrative and student services team. Students will be referred to community tobacco/vape cessation resources.

MCCSC BOARD OF SCHOOL TRUSTEES



Erin Wyatt

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Precincts:

Benton 1, 2; Bloomington 9, 11, 12, 14*, 15, 16, 17*, 21, 22*; Washington

Terms of Office:

2023- 2026

Member

ewyatt@mccsc.edu



Ashley Pirani

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Terms of Office:

2023 - 2026

Member

apirani@mccsc.edu



April Hennessey

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Precincts:

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Vice President

ahennessey@mccsc.edu



Cathy Fuentes-Rohwer

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2017 - 2020

2021 - 2024

Member

cfr@mccsc.edu



Erin Cooperman

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Secretary

ecooperman@mccsc.edu



Brandon Shurr

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2023 - 2026

President

bshurr@mccsc.edu



Ross Grimes

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Precincts:

Bloomington 3*, 5, 7, 8, 10, 18, 20, 22*

Terms of Office:

2022-2024

Member

rgrimes@mccsc.edu



Proud to be MCCSC

Empowering students to maximize their educational success to become, productive, responsible global citizens.