



Michigan City
Area Schools
Opportunity ★ Excellence ★ Pride

**Student/Parent Handbook &
Code of Responsible Behavior
Grades Pre-K – 6
2018-2019 School Year**

Approved by MCAS Board of School Trustees: July 31, 2018

August 2018

Dear Parents/Guardians of Michigan City Area Schools Students:

We are pleased to present to you a revised edition of the Michigan City Area Schools Code of Responsible Behavior for the 2018-2019 School Year. In keeping with our Michigan City Area Schools Mission Statement, our focus is on promoting the positive behaviors students should exhibit every day. Through each school's Positive Behavior Supports plan, these behaviors will be acknowledged and rewarded. Using this approach, students will learn responsibility and gain an understanding of how their behavior affects their success.

Our discipline is administered through a "level" system that assigns different consequences to behaviors based on the severity and frequency of the infraction. Our goal is to help students understand how their behaviors impact themselves and others. It is our hope that students will see value in behaving responsibly in classrooms, hallways, and in the school setting in general. Through this Code of Responsible Behavior, we believe students will be given the opportunity to learn and grow. Our aim is for students to contribute positively to society through a system that has clear goals and high expectations.

This year's revisions to the handbook and code include a new layout that separates consequences from other interventions in an effort to clarify that certain behaviors will elicit specific consequences. We have also implemented a substantive revision to our Acceptable Use Policy to conform to new challenges with the widespread use of technology in our schools. Finally, we have added language around the expectation that parents of pre-kindergarten and kindergarten age children arrange for an adult to be present at student drop-off.

Thank you for your continued partnership with us as we work together to ensure success for all students!

A handwritten signature in black ink that reads "Barbara Eason-Watkins". The signature is written in a cursive style with a long, sweeping tail on the final letter.

Dr. Barbara Eason-Watkins
Superintendent
Michigan City Area Schools

Student/Parent Handbook & Code of Responsible Behavior Grades Pre-K – 6

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Equal Opportunity

The Michigan City Area Schools does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including transgender status, sexual orientation and gender identity), disability, age, religion, military status, ancestry, or genetic information, which are classes protected by Federal and/or State law (collectively, "Protected Classes"). This includes the Corporation's employment opportunities, programs, and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs and activities, affecting the Corporation's environment. For further information, clarification, or complaint, please contact the MCAS School Administration, 408 S. Carroll Avenue, Michigan City, Indiana 46360 at (219) 873-2000 for Title IX (gender equity related issues); or Student Support Services , 408 S. Carroll Avenue, Michigan City, Indiana 46360 at (219) 873-2000 for Section 504 (non-discrimination/disability issues and Americans with Disabilities). Any other information concerning the above policies may be obtained by contacting the Superintendent, Dr. Barbara Eason-Watkins, 408 S. Carroll Ave., Michigan City, Indiana 46360 at (219) 873-2000.

Michigan City Area Schools Elementary School Student/Parent Handbook

WELCOME

Welcome to our school! On behalf of the faculty and staff, the administration wants to extend to you best wishes for the coming school year. We hope that you will have a great year full of academic growth and personal fulfillment.

We believe that our school is a great place to learn and work. Our school is a school that embraces student individuality and diversity while encouraging excellence and commitment. Our goal is to create a positive learning environment in which students gain knowledge and develop the skills and attitudes necessary for success. Success depends upon all of us working together to accomplish our goals.

You are a vital part of our school team. Together, students, parents, and teachers can achieve great things for our school and community.

MICHIGAN CITY AREA SCHOOLS MISSION STATEMENT

The mission of the Michigan City Area Schools, the unifying force of our diverse community, is to ensure that each student will be able to achieve any goal to which he or she aspires and contribute positively to society through a system characterized by:

- learning as a continuous experience of excitement, opportunity, and achievement;
- clear goals and high expectations for students' success;
- supportive families and community;
- staff with pride and purpose leading by positive example; and
- a student prepared for and enthusiastic about his or her future.

BELIEFS

We believe that:

- every person is valuable;
- each person is accountable for his or her actions;
- each person can effect change, especially in him or herself;
- every person deserves respect;
- all people have the right to live in safety;
- all people have the right to live life to their fullest potential;
- every child deserves a family that cares;
- diversity strengthens individuals and the community;
- learning is perpetual;
- the higher the expectation, the greater the achievement;
- the first obligation of society is education;
- excellence is worth the investment; and
- anything worthwhile requires hard work.

GENERAL INFORMATION

Through this handbook, the school administration wishes to acquaint you with the services provided by the school and familiarize you with the regulations, rights, and responsibilities that apply to all preschool and elementary school students. In the event of a conflict between individual school procedures and guidelines, and Michigan City Area Schools policies and guidelines, Michigan City Area Schools policies and guidelines shall govern.

Address and/or Telephone Change

If a change in the student's or family's address or telephone number occurs, please notify the office of this change immediately. It is important that the school has all emergency numbers to contact the parent/legal guardian.

Americans with Disabilities Act and Section 504 Services

The Americans with Disabilities Act and Section 504 of the Rehabilitation Act requires the Michigan City Area Schools to ensure that no individual will be discriminated against on the basis of a disability. This protection applies to students, staff, and all individuals who have access to the School Corporation's programs and facilities.

Students who have disabilities who do not qualify for IDEIA (Individuals with Disabilities Education Improvement Act) may be served within the regular education program with an accommodation plan developed through an interactive dialogue between the school, the student, and the student's parents. Parents who believe that their child may have a disability that interferes substantially with the child's ability to function in school should contact the building principal.

Attendance

Any student not present at the designated school of enrollment for **any reason** other than defined exemptions will be reported as absent per the guidelines/procedures of the MCAS Attendance Policy and the Indiana Department of Education. It is the student's responsibility (or their parent's, in elementary grades) to gather, complete, and return classroom assignments in a timely manner upon return to school to his/her respective teacher(s). In general, a student has the same number of days to make up classroom assignments as the number of days he/she was absent from school.

The following are exempt student absences per IC 20-33-2-14 through 17.5 and do not count toward sanctions under the Attendance Policy:

- Out-of-school suspensions and expulsions
- Observation or celebration of a bona fide religious holiday per the family's religious affiliations (Policy 5223)
- Adjudication into the Juvenile Service Center
- Approved student quarantine by the Indiana Department of Health
- Subpoenaed Court appearance
- National Guard and Civil Patrol active-duty assignments of not more than 10 days
- Service as an Indiana General Assembly page or precinct election assistant
- Planned absences approved in advance by the school principal, as permitted by law.

Additionally, excused absences as defined in Board Policy 5220 will not be used to designate a student as having "excessive absences."

Reporting of Student Absences:

- The student's parent/legal guardian must call the school of the student's enrollment no later than 9:00 a.m. indicating the reason for the student's absence; otherwise after 3 days the student will be considered truant from school.

- Upon the student's return to school, the parent/legal guardian may be requested to provide a written statement and/or a doctor's statement indicating the reason for the student's absence.
- In cases where the student's absence has been extensive, a written Consent to Release Pertinent Medical Information (completed by the parent/legal guardian) and a Letter of Incapacity (completed by both the parent/legal guardian and physician) must be provided to the school if requested.

Planned Absences:

- The student's parent/legal guardian must provide the building principal with a written explanation prior to the student's anticipated absence.
- It is the student's responsibility to gather all makeup work prior to a planned absence. Work is due to the student's teacher(s) immediately upon his/her return to school.
- **Absences resulting from approved planned absences are considered exempt by the Michigan City Area Schools and the Indiana Department of Education.**

Excessive Absences:

An excessive absence equates to any student who is below a 95% attendance rate in a given school year.

- It is important to note that any student's absence for reason of illness is calculated in the student's 95% daily attendance rate.
- Students' failure to attend class may be considered an act of academic misconduct, which may result in loss of a daily grade or credit for missed class period(s).

Tardiness:

Any student not present in his/her assigned class by the start of the school day will be considered tardy. A student's tardy offenses accumulate throughout the school year. A student who is tardy more than three times will be excluded from receiving perfect attendance awards.

Truancies:

Any student who is absent from school or class without his/her parent or legal guardian or school's knowledge will be considered truant. Any absence that is not phoned in or verified by a parent or legal guardian within three (3) days of the student's return will be labeled as truant. Truancies accumulate throughout the school year. Should a student be found truant from school, the child's parent will be contacted and relevant legal authorities may be notified.

Book Use Guidelines

- **Lost or Damaged Books:** Students are responsible for maintaining textbooks and library books. Teachers record the book number and condition of the textbook when it is issued to the student. Students must return the textbook(s) issued to them at the end of the course unmarked, and without unreasonable wear and tear. Students will pay for lost or damaged books.
- **Textbook Rental:** The textbooks in the schools are rented. The rental is based on the life expectancy of the books. Rental fees are paid by semester. This plan of renting books is a money-saver for students and parents/legal guardians. It eliminates the purchase of costly books that are needed for just one year by the student. Students are held financially accountable for any misuse or loss of any rental book or supplies at the end of the year. Parents/legal guardians receive mailed notices regarding book rental balances several times throughout the school year.

Parents/legal guardians with outstanding balances at the end of each semester will be turned in to collection agencies.

Bullying, Harassment and Intimidation

Our schools take bullying, harassment and intimidation very seriously. Students should report bullying, harassment or intimidation promptly to a teacher or staff member. **Please see Code of Responsible Behavior for a definition of Bullying.**

Building Access

The Michigan City Area Schools welcomes parents and visitors during school hours. In order to ensure the safety of our students, the corporation screens individuals entering the building. All visitors are required to check in to the office after being screened into the building. At that time, visitors must explain their reason for being in the building, sign in and follow staff directions which may include being escorted to a location and/or providing valid identification.

It is against the corporation's procedures for staff, students, visitors or volunteers to allow someone into the building through a side door, to allow someone in the front door without being screened in or to allow someone to otherwise enter the building and not check into the office.

Visitors may be denied access to the building if, in the judgment of a principal, the visitor presents a physical risk or a substantial disruption to the educational process. At times, principals may issue "no trespass" letters to individuals who fulfill these criteria.

Bus Transportation

Bus transportation is provided to students who do not live within walking distance of the school. While commuting on school transportation, traveling to and from the bus stop, or waiting at the bus stop, students are expected to conduct themselves according to established school rules and follow the directions of the bus driver. **Please see Appendix A for Michigan City Area Schools' Transportation Guidelines.**

Cell Phones/Portable Electronic Devices

Elementary students are not permitted to have cellphones, cameras, or other portable electronic devices at school. These items will be confiscated and parents will be contacted. The school is not responsible for the loss of these items.

Conferences and Visitations

Conferences between parents and teachers may be arranged at any time you have questions, concerns, or when there is information that needs to be shared. Conferences may be scheduled via a note, telephone call, or visit to the school. We encourage parents/legal guardians to visit their child's classroom at any time. We ask only that you make prior arrangements with the office or your child's teachers with 24 hours' advance notice.

Dress Code

Michigan City Area Schools has adopted a "Dress for Success" dress code. This is an exciting opportunity to build school spirit and foster a sense of pride among students. By dressing for success, students stay focused on learning and reflect the high standards expected at school. The following is a list of the clothing items acceptable for this dress code:

PANTS and CAPRIS

- Navy, khaki, gray, or black
- Cotton twill, cotton poly, or corduroy
- Straight leg, “docker” style
- **NO** jeans, cargo pants, yoga pants, or sweatpants
- **NO** wide legs, dropped crotch, sagging/bagging
- **NO** spandex/tight-fitting or “skinny” style
- **NO** leggings (unless worn under a skirt)

SHORTS and SKIRTS

- Navy, khaki, gray, or black
- “Bermuda” style shorts
- Pleated or straight skirts (must be fingertip length or longer)
- Jumpers allowed (navy, khaki, gray, or black)
- Cotton twill or cotton poly
- Wear with socks, tights, or leggings
- **NO** cargo-style shorts

SHIRTS

- Solid-color gray, white, blue (navy or light blue only), or black
- Polo, turtleneck, or “Oxford” style
- Long or short sleeves
- Cotton, polyester, or cotton/poly blend
- Tucked in or no longer than 7” below waist
- Small logos on chest allowed, must be smaller than a quarter
- **NO** T-shirts (white T-shirts may be worn under clothes)
- **NO** see-through, tight, or mesh shirts

SWEATERS & SWEATSHIRTS

- Solid-color gray, white, blue (navy or light blue), or black
- Shirts worn under sweaters/sweatshirts must have collars
- Fleece sweaters/light jackets and vests are allowed
- School logowear allowed (varies by school)
- **NO** hoods

FOOTWEAR

- Gym shoes, boots (no rain boots), “loafer” or “Oxford” style, closed toes
- **NO** open toes, flip-flops, heels above 2”, slippers

ACCESSORIES

- Scarves and neckties of any color may be worn
- Socks and tights of any color may be worn

In addition to the items specified above, the following guidelines regarding clothing and accessories must be observed. Please note that any clothing that causes a disruption to the educational process, is destructive to school property, or is a threat to safety and health is prohibited.

1. Hats, headgear, headphones, bandannas, sunglasses, *etc.* are not to be worn in the building. This includes extracurricular activities.
2. Layering of clothing is permitted (e.g., long-sleeve “Henley” style shirts under polos or leggings under skirts), however, items must be in “Dress for Success” code colors.
3. Pants that have rips, tears, holes, or shreds are not permitted.
4. All pants must be worn at the waistline; students must wear belts if necessary to keep pants at waistline.
5. Tops and pants that reveal the midriff or undergarments are prohibited.
6. Jackets, coats, gloves, or other forms of outerwear are not to be worn in the classroom.
7. Shoes must be worn at all times.
8. Belts that are unfastened or anything dangling from the waist or pockets such as chains, ropes, rags, *etc.* is strictly forbidden.
9. Jewelry will remain on during the day unless students are instructed to remove it for gym. Jewelry that creates an unsafe situation or causes a disruption will not be allowed. Large, gaudy jewelry is unacceptable.
10. Clothing and accessories signifying gang-related activities, slogans, colors, *etc.* are prohibited.
11. Obscene or inappropriate writing on pins, buttons, jewelry, or other items is not permitted. Any items that advertise or promote alcoholic beverages, drugs, tobacco, profanity, sex, or disregard for human life are not allowed.
12. Theatrical and exotic stage-style makeup is not permitted.

Emergency School Closings and Delays

Student safety is a primary goal of the Michigan City Area Schools. At all times, weather conditions are monitored to ensure that students can be safely delivered to schools and returned home. Parents are strongly encouraged to make arrangements for the welfare of their children due to school closings or delays and ensure that their children are appropriately dressed for weather conditions.

General Procedures:

Weather and road conditions are monitored by the Director of Transportation on a daily basis. Between 4:30 a.m. and 5:00 a.m., the Director of Transportation will make a recommendation to the Superintendent to close or delay schools.

When weather conditions, such as severe cold or heavy snow, can be predicted before 4:30 a.m., the Director of Transportation will recommend closing or a delay of start the night before.

Once the recommendation to close is accepted by the Superintendent, the media is notified no later than 5:30 a.m. (except in extreme conditions) and parents are informed via the news media, Internet and other available means.

School closing and delay information is available on the MCAS website (www.EducateMC.net) or by calling the MCAS Delay and Cancellation Information Line at (219) 873-2000 (press option “2”). In addition, in the event of a delay or closing, the following media will be notified. (Many of these media outlets also have smartphone apps and Facebook pages that announce closings/delays.)

Radio: WEFM (95.9 FM); WCOE (96.7 FM); WIMS (AM1420 and 95.1 FM); WLOI (1540 AM); WAKE (1500 AM)

Television: FOX28 - Channel 28; WNDU - Channel 16; WSBT - Channel 22

Other: Emergency Closing Center - www.emergencyclosings.com (You may register for email alerts at this site.)

Parents are encouraged to register for text alerts from MCAS about closings and delays, at <http://educateMC.net/texts>.

Parents are also encouraged to stay tuned to local media and to check for updated text messages, particularly in the case of a school delay. On rare occasions a decision may be made to move from a delay status to a closed status.

If school is closed for the entire day, after-school activities, Adult Education courses and Safe Harbor and Boys and Girls Club are all canceled. High school athletic activities are considered on an individual basis.

Hazardous Road Conditions

Decisions to close or delay school due to hazardous road conditions are determined by the Director of Transportation and the Superintendent of Schools based on the ability to successfully navigate buses both within the city limits and the county areas. Weather conditions across the district can vary greatly due to the potential of lake effect snow. The conditions of the parking lots and the temperature and wind chill factor as well as the safety of children who walk to school are considered.

Wind Chill

As a general rule, a wind chill factor of -19 degrees will be the determining factor as to whether to close or delay school. Frostbite can occur on exposed skin in a relatively short time for children out in extreme temperatures. Parents are encouraged to ensure that students are appropriately dressed for these conditions while waiting at the bus stop or walking to and from school.

Decisions to close or delay school will take into consideration the current conditions as well as the duration of the wind chill factor predictions.

Fog

As in the case of hazardous road conditions, fog conditions can vary greatly across the district. Consideration to delay the start of school for fog conditions will be determined by 5:00 a.m.

Tornado Warnings

Our bus drivers are trained to know how and where to seek safety for children in the event of a tornado. Drivers also are instructed by the Transportation Department, which will be monitoring weather alert warnings. Individual buses or the fleet may be ordered back to the school(s) to unload students at the buildings or to the nearest school site to safely unload students.

Two-Hour Delay Schedule

If the notice is given that school will be delayed **two hours**, elementary schools will start at 10:45 a.m. (doors open at 10:25 a.m.) **There is no a.m. Pre-K on a two-hour delay.** Buses arrive at the designated bus stop two hours later than on a normal school day. There is no breakfast served on a two-hour delay schedule. Please note that a two-hour delay can change to a cancellation of school if weather conditions warrant.

Early Dismissal Due to Weather Conditions

On rare occasions, weather conditions may necessitate closing school early. The same media will be contacted in the event that this is necessary, and parents should have child-care arrangements in place should this occur. On these rare occasions, usually all secondary schools will be dismissed first and then elementary schools will be dismissed approximately one hour later.

Outdoor Activity

When the wind chill factor is below -10 degrees, children will not go outside for recess. As a general rule, the decision to hold recess rests at the building level.

Enrollment Procedures

Students enrolling in the Michigan City Area Schools in any grade must provide the following information, along with a completed MCAS Student Enrollment Form:

- The name and address of the school the student last attended (if any).
- The student's birth certificate, issued by a State Board of Health (hospital certificates are not acceptable).
- Parent/legal guardian's proof of residency consisting of a utility bill, deed, rental agreement, or public assistance documentation.
- Parent/guardian's driver's license or state picture identification card, which must be presented for the school to photocopy.
- An updated record of the student's immunizations, as Indiana law requires all students to have their immunizations up-to-date. If a student's immunizations are not up-to-date, the school has the authority to exclude the student from school until immunizations are up-to-date.
- Updated emergency contact and student medical information.

In the event that a student is not living with both biological or adoptive parents, parents/legal guardians may be asked to provide legal documentation confirming legal residency/guardianship of the student, in addition to completed Legal Settlement Forms required by the Indiana Department of Education. If there are legal reasons why a non-custodial parent may not have access to their natural child's academic records, it is the custodial parent's responsibility to provide proof to the school.

New students who are in the process of expulsion/suspension or who are expelled or suspended at their current school of enrollment may not be accepted for enrollment in MCAS.

Extracurricular Activities and Athletics

Students will follow the procedures and guidelines established by club sponsors, athletic coaches, and any other adult supervisor of extracurricular activities. At all times, students will exhibit sportsmanship

and appropriate behavior toward participants. A minimum grade point average of 1.5 is required for extracurricular participation, and students must be in good standing regarding behavior.

Parents and student supporters are encouraged to attend extracurricular activities and events. They must comply with the same rules of sportsmanship and appropriate behavior expected from students. The individual supervising events will have the final decision to exclude disruptive participants.

Field Trips

Students who wish to participate in field trip activities must complete a permission slip (used for the entire school year) signed by a parent/legal guardian. Additional criteria may be established as needed for specific field trips. The permission slip must be on file with the class sponsor or teacher prior to the student's participation. Class assignments for work missed while the student is on the field trip are the responsibility of the student. The School Corporation does not sponsor overseas trips or out-of-state trips (with the exception of the Chicago area and southwest Michigan). Field trip chaperones will be subject to the volunteer background check procedures described in this handbook.

Food Services

Meal Charge Policy

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and policy for meal charges. Michigan City Area Schools will adhere to the following meal charge policy.

High School, Middle Schools and Elementary Schools

1. Michigan City Area Schools will not allow any charging through the meal program.
2. Michigan City Area Schools will be providing meals at no charge under the Community Eligibility Program (CEP).
3. All students are required to have money in their account to purchase a milk or a la carte items. They will not be able to make a purchase without funds available in their account.
4. All staff is required to have money in their account to purchase a meal or a la carte items.

All Accounts

Students who graduate or withdraw from the district and have \$2.00 or more in their food service account will be notified by mail by the district Food and Nutrition Department office at the end of the school year and given an option to transfer the funds to another account or to receive a refund. If no response is received in 30 days the student's food service account will be closed and the funds will no longer be available. Staff who leave the district will need to notify the Food Service Department for a refund.

School Breakfast and Lunch

Free breakfast is available to all Michigan City Area Schools preschool and elementary school students prior to the start of the school day. There is also a closed lunch period every day, during which healthy school lunches are available at no cost. Michigan City Area Schools participates in the Community

Eligibility Option so that all pre-kindergarten and elementary students are eligible for free meals. However, the community eligibility program does not include textbook rental. To receive free textbook rental benefits you must fill out an application and submit it to the food service department. Information and applications will be made available to students/parents at registration and during the students' first day of school. If you need an additional form, please request one from the school office or visit <http://educatemc.net/food>. For children with food allergies, a Dietary Prescription Form and Food Allergy Action Plan must be completed. For further information, including menus, nutrition information, current pricing, and an online payment option, please visit www.EducateMC.net/food or call 873-2131.

Homework

Homework is an extension of classwork and is related to the objectives of the curriculum. Homework fulfills the following purposes or objectives:

- 1) To review, reinforce, or extend classroom learning by providing practice and application of knowledge gained.
- 2) To teach students responsibility and organizational skills.
- 3) To promote wise and orderly use of time.
- 4) To provide opportunities for enrichment activities.

It is the student's responsibility to complete all homework assignments. Failure to complete or submit homework assignments on time may affect the student's overall class grade. If a student is absent from school, the student should approach his/her teachers and request the missed assignment(s). Upon returning to school following an absence, the student will have the same number of days that he/she was absent to complete assignments missed. If a student is to be absent for an extended period of time, the parent/legal guardian may contact the classroom teacher and request information pertaining to homework assignments. No homework or daily school assignment is to be submitted in the parents'/adults' handwriting unless previous arrangements have been made with the classroom teacher. All suspended students must make up any missed work resulting from a suspension.

Leaving School Early for an Appointment

When a parent/legal guardian finds it necessary for a student to leave during the school day for an appointment, prior notification informing the school of the appointment is required before the student may be released from school. The parent/legal guardian is required to report to the office to obtain the early dismissal. Once in the office, the parent/legal guardian must sign the student out of the building. The student will be called down to the office for the early dismissal. Failure to follow sign-out procedures may constitute truancy and may result in appropriate disciplinary action. Under no circumstances is the parent/legal guardian allowed to go to the classroom and take the student out of the classroom. The student will be released only to the parent/legal guardian or the name(s) of the adult(s) listed on the emergency form subject to verification. If changes to the form are required throughout the school year, it is the responsibility of the parent/legal guardian to notify the office so a change may occur. Parents/legal guardians are encouraged to schedule student appointments before or after school hours.

Mandatory Reporting

Under Indiana Code 31-33-5 an individual who has reason to believe that a child is a victim of child abuse or neglect shall make a report to the proper authorities. School personnel will make reports to the Department of Child Services or law enforcement as required under this statute. School personnel are prohibited by law from investigating the claims or concerns prior to making the required report.

Medication

A student who requires prescription or over-the-counter medications must have the appropriate forms on file in the nurse's office. For prescription medication, an **Authorization to Administer Prescription Medication form 241** must be completed by a physician and parent. Also, the prescription medication must be given to the nurse in the original container dispensed by a registered pharmacist. For over-the-counter medication a **Parent's Authorization to Administer Non-Prescription Medication form 239** must be completed by the parent and the medicine must be given to the nurse in its original container. This includes pain relievers, cough syrup, throat lozenges, *etc.* Both forms may be obtained in the school office or on the MCAS website at <http://www.EducateMC.net/health>.

Nurse's Office

The following procedures will be in place when interacting with the nurse or the nurse's office:

1. Students who become ill while at school should report to their teacher and obtain permission before going to the nurse or office.
2. All students with a personal injury, other than one of an emergency nature, must have permission from their teacher before going to the nurse or the office.
3. No student will be sent home unless the nurse (or designee) contacts a parent/legal guardian. Students must be fever/vomit-free for 24 hours before returning to school. It is the parent's responsibility to arrange transportation home for a sick child.
4. The school nurse (or appropriate designee) will dispense all prescription and over-the-counter medications.
5. Indiana law requires all students to have their immunizations up-to-date. If a student's immunizations are not up-to-date, the school has the authority to exclude said student from school until such time that immunizations are up-to-date. The nurse maintains these files. The nurse has information about clinics where immunizations can be provided free or at a reduced cost.

School nurses are not equipped to diagnose or treat many illnesses and injuries. Whenever a student is seen in the office for anything other than a minor issue, the nurse will notify the parent/guardian that the child was seen and it will be the parent/guardian's responsibility to pursue further diagnosis and treatment.

Parent Access/Progress Reports

Parent Access is an online program that permits parents/legal guardians to obtain information about students' progress, attendance, discipline, and book rental information in a timely manner. Parent Access is available via the MCAS website, at <http://www.EducateMC.net>. You are encouraged to visit this site regularly to discuss your child's progress with him/her and to contact the teacher or team for a conference if there are concerns about academic progress. If you are unable to access the MCAS website to reach Parent Access, please notify your school and arrangements will be made to assist you in obtaining the information. Contact your school office for information and a password to gain access to this site.

Police Involvement

Cooperation between schools and law enforcement agencies is vital to school safety and the administration of justice. To these ends, schools and law enforcement agencies cooperate with each other, within the confines of the law and consistent with their respective legal responsibilities. When in the estimation of school personnel, law enforcement is called to investigate or assist in an investigation of school related matters, the school will inform parents prior to an interview being conducted unless extenuating circumstances exist that would necessitate the investigation proceeding without parent notification.

Positive Behavior Supports (PBS)

All Michigan City Area Schools have established school-wide behavior expectations and procedures in all settings using a framework called Positive Behavior Supports (PBS). PBS is the application of a behaviorally based approach to allow schools, families, and communities to design an effective environment for teaching and learning.

Recess

Weather permitting, all students are expected to participate in recess. Please make sure that your child dresses appropriately for the weather. A student may be kept inside following an illness when a parent/legal guardian or a doctor requests such in writing. However, a doctor’s excuse is required for a student staying in from recess for any length of time after an illness.

Response to Instruction (RTI)

Michigan City Area Schools utilizes Response to Instruction, a process that provides systematic, research-based instruction and tiered interventions for at-risk learners. Instruction/interventions are matched to student needs and the monitoring of progress is continuous and reviewed/revised as needed. RTI is considered a general education service, but can be applied to student support services settings. Each school has an established RTI Team that meets as needed to design, implement, and monitor individual student intervention plans.

Safety Drills

School officials will stage disaster drills (fire, tornado, and lockdown) in order to prepare students and staff for a possible emergency. Students will receive instructions on the proper procedures for each type of drill. Where appropriate, posted signs will also provide instructions. However, because each of these emergency situations may be unique, it is critical that students remain calm and quiet so they may hear the directions of the teacher or adult supervising them.

School Hours (First Bell and Last Bell)

K - 6 Students (all elementary schools) 8:45 a.m. - 3:00 p.m.
Pre-K Students AM classes: 8:45 a.m - 11:45 a.m.
PM classes: 12:00 p.m. - 3:00 p.m.
All Day: Same as elementary

Seclusion and Restraints

Consistent with State Law, local school corporations are required to develop a Seclusion and Restraint policy and Plan. Michigan City Area Schools Policy 5630.1, Use of Seclusion and Restraint with

Students, complies with this requirement and directs the Student Support Services Director to develop a “Seclusion and Restraint Plan.”

As a part of the emergency procedures in place in our schools, no student will be placed in seclusion and/or restrained by school staff unless the student’s behavior poses an imminent risk of injury to him/herself 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 such use of restraint and/or seclusion, the parents or guardian will be informed when any of these actions have occurred and will be provided with a detailed account of the incident, including the circumstances that led to the use of seclusion and/or restraint.

Additionally, all incidents involving seclusion or restraints must be reported to the district’s CPI coordinator using the appropriate forms.

Student Support Services

The school provides a variety of student support service programs and a continuum of services for students identified as having a disability as defined by the Individuals with Disabilities Education Improvement Act (IDEIA). A student can access student support services only by using the proper evaluation and placement procedure. Parent involvement in this procedure is required. The school encourages the parent to be an active participant in the education of their child. To inquire about student support services and the procedure that needs to be followed to access those services, a parent should contact the building principal.

Student Records and the Family Education Rights and Privacy Act

Many student records are kept by teachers, counselors, and administrative staff. There are two basic kinds of records: Directory Records and Confidential Records.

Directory Records or directory information can be given to any person or organization for nonprofit making purposes when requested, unless the parents of the student request in writing to the principal that their child’s directory information be restricted. Directory information includes the student’s name, address, and listed or published telephone number.

Confidential Records contain educational and behavioral information that has restricted access based upon the Family Education Rights and Privacy Act (FERPA). This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is a request for confidential records made by an organization to comply with State and Federal laws that may require release without consent. Included in confidential records may be test scores, psychological reports, behavioral data, disciplinary actions, and communications with the family and outside service providers.

The school must have a parent’s written consent to obtain records from an outside professional or agency. Parents may also provide the school with copies of records made by non-school professionals or outside agencies.

Students and parents have the right to review all educational records generated by the School Corporation, request amendment to these records, insert addenda to the records, and obtain copies of

such records. If a review of records is required, please contact the building principal, in writing, stating the records desired. The records will then be collected and an appointment will be made with the appropriate persons present to answer any questions.

The Family Policy Compliance Office in the United States Department of Education administers FERPA. Parents and students who feel that their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4650

For more information or assistance with the review of records, please contact the school principal.

Things to Leave at Home

Anything not needed for class should be left at home. The school does not accept responsibility for personal items brought to school. Games, skateboards, radios, iPods, toys, dolls, sports cards, pagers, cellphones, *etc.* should be left at home unless the teacher or the school is having a “special” day and students are requested to bring specific items. If these items come to school without the approval of the teacher or principal, they will be confiscated and placed in the office until the parent/legal guardian collects the item(s) or until the end of the school year. Any toy that may be viewed as a playful weapon will be confiscated and returned to a responsible adult only after a conference with the teacher and/or principal. Bringing toy weapons to school may be cause for disciplinary action.

Transfers

Transfers may be requested (using Form 131, Elementary/Middle School Transfer Request) by parents/legal guardians whose school or work obligations require sitter supervision of their child or for students who have specific academic or emotional reasons to request enrollment at a school other than their neighborhood attendance school. Approvals are for one year only and the parent/legal guardian must complete a new application for the following school year. Parents will be notified when a decision has been made regarding the transfer. Transportation may be provided when a route exists that can accommodate the transfer. Otherwise, transportation must be provided by the parent/guardian.

Video Cameras

In an effort to keep students safe, Michigan City Area Schools uses video cameras to monitor many aspects of the school. Footage from video cameras may be used to determine disciplinary action and may be shared with law enforcement officials at their request. Video records are kept for a short period of time unless specifically saved for a disciplinary or legal case.

Visitor's/Parent's Pass

Visitors/parents must enter through the front doors of the school. All other outside doors are locked during the school day. Please ring the buzzer to be admitted and state your name, who you are here to see, and the purpose of your visit. All visitors/parents must register in the office, receive an identification badge, and be escorted by a staff member to their destination in the building. Visitors should remain in designated areas. Approved volunteers may walk to their destination unescorted if they are in the building for an approved volunteer activity.

Volunteers

MCAS values the many contributions of school volunteers. For the safety of all students, all volunteers must complete a Volunteer Application and undergo a criminal background check. This includes chaperones for field trips. Volunteer applications are available in the school office.

Withdrawal / Transfer Procedures

Parents who are seeking to transfer their child outside the MCAS district must complete a Student Withdrawal Form.

Parents who are seeking to transfer their child within the MCAS district must complete Form 131, the Elementary/Middle School Transfer Request form.

**Code of Responsible Behavior
Grades Pre-K – 6**

Elementary School Code of Responsible Behavior

Philosophy

The primary focus of the Michigan City Area Schools is to create and maintain safe and caring schools that promote high expectations for behavior and learning, responsible choices, and success for all.

As students mature from childhood to adolescence to young adulthood, our practice will be to initially teach children to understand how their actions affect themselves and others, and that expectations for acceptable behavior are based on our culture and civilization. We will guide children to assume increasing responsibility for making decisions for their individual behavior based upon the laws and rules of our community and society.

Through our actions with students, we will demonstrate and model compassion, kindness, and integrity so that our children learn how to make good decisions, resolve conflicts peacefully, and work together cooperatively.

We believe that students have a right to attend school without fear and should be able to express themselves in their words and actions as individuals. However, this right to express oneself cannot be harmful, disrespectful, or disruptive to others or to the educational process.

Rights and Responsibilities

When a student fails to meet expectations or makes inappropriate choices, the student will be subject to a series of interventions and/or consequences with the goal of improving future behaviors. Behaviors that occur outside of school but that have the effect of disrupting the educational process are subject to the consequences covered in this handbook.

At each school, the staff, using Positive Behavior Supports, and through the Response to Instruction Team, will develop and implement a series of interventions for the general population and individual students as needed to promote the goals of this Code.

When a student engages in actions considered irresponsible, the following process will occur:

Students will be afforded Minimum Due Process, which is defined as:

- The student will be informed of the alleged violation of this Code of Responsible Behavior;
- The student will have an opportunity to respond to the accusation;
- The student will be informed of the consequences for this action.

In assessing the consequence for the student, the age of the student, the frequency of the misbehavior, and the seriousness of the situation will all be taken into account.

Parents/guardians will be informed of the administration of student due process. The school will work together with the parent/guardian to monitor and correct irresponsible and inappropriate actions.

Schools will follow due process in instances of suspension (whereby a student is separated from school attendance for a period of not more than ten school days) and expulsion (a denial of the right of a student to take part in any school function for any period greater than ten school days).

Any student recommended for expulsion shall be entitled to Formal Due Process as provided by law. Formal Due Process requires a written statement and notification to the parent that the school intends to seek expulsion and the parent/guardian has a right to a due process hearing with a Hearing Examiner.

The disciplinary interventions and/or consequences for Special Needs students will take into account the unique circumstances of their Individual Educational Plan and any behavior intervention plan and will be subject to procedural safeguards in accordance with state and federal regulations including Indiana Article 7 and the Federal Individuals with Disabilities Education Act.

(continued on next page)

Consequences for Irresponsible Actions

The following is a list of actions subject to disciplinary action. This list is not intended to be all-inclusive, but is a general list of actions that do not meet expectations for responsible behaviors, or are highly disruptive or illegal. While the Levels of Behavior are designed to follow a logical progression, the final determination of these responses rests with the building administration, who will take into consideration the results of any investigation and all relevant facts. Responses for an irresponsible action will always involve consequences and may involve other interventions as well.

Generally, Level One behaviors are behaviors that do not require administrator intervention and can be resolved at the point of contact between staff and students. Level Two and Three behaviors require a disciplinary referral. At that point, resolution rests with the administrator assigned to the behavior subject to all applicable due process requirements and within the framework of interventions and consequences.

Level One Behaviors

| <i>Definition</i> | <i>Examples</i> | <i>Possible Interventions</i> | <i>Possible Consequences</i> |
|---|--|---|---|
| <p>Behaviors that:</p> <p><u>do not</u> significantly violate the rights of others</p> <p><i>and</i></p> <p><u>do not</u> endanger the safety of self or others</p> <p><i>and</i></p> <p><u>do not</u> appear to be chronic</p> <p><i>and</i></p> <p><u>do not</u> require administrator involvement</p> | <p>academic dishonesty</p> <p>classroom disruptions</p> <p>dishonesty</p> <p>dress code violation</p> <p>forgery/deception/misuse</p> <p>horseplay</p> <p>inappropriate gestures/ language</p> <p>insubordination and/or disrespect</p> <p>possession or use of portable electronic equipment</p> <p>procedure violations</p> <p>public displays of affection</p> <p>unauthorized presence in unsupervised areas</p> | <p>Inform student of violation</p> <p>Additional practice of correct behavior</p> <p>Closer monitoring/ proximity</p> <p>Discussion with peers)</p> <p>Responsible Behavior Plan</p> <p>Review/re-teach expected behavior</p> <p>Teacher conference with student</p> | <p>Apology/Written Apology</p> <p>Class time-out</p> <p>Loss of classroom privileges</p> <p>Redirection</p> <p>Restitution</p> <p>Parent/Guardian contact</p> |

Level Two Behaviors

| <i>Definition</i> | <i>Examples</i> | <i>Possible Response(s)</i> | <i>Possible Consequences</i> |
|--|--|---|---|
| <p>Behaviors that: <u>are chronic</u> Level One behaviors <i>or</i> <u>violate the rights of others</u> <i>or</i> <u>may endanger the safety of self or others</u> <i>and</i> <u>require administrator involvement</u></p> | <p>Bringing electronic equipment to school extortion fighting gang-related activities libel and slander obscenity provocation tobacco violation minor vandalism/theft</p> | <p>Complete appropriate documentation Conference with administrator and teacher Contact local agencies that can provide support Parent/Guardian contact Referral to RTI Team Referral to counselor Re-teach appropriate behavior with practice</p> | <p>Apology/Written Apology Detention/In School Suspension Loss of privileges Out of school suspension Required parent conference Restitution</p> |

Level Three Behaviors

| <i>Definition</i> | <i>Examples</i> | <i>Possible Interventions</i> | <i>Possible Consequences</i> |
|---|--|---|--|
| <p>Behaviors that:</p> <p><u>are chronic</u> Level Two behaviors</p> <p><i>or</i></p> <p><u>violate</u> district or state policies or laws</p> <p><i>or</i></p> <p><u>endanger</u> safety of self or others</p> <p><i>and</i></p> <p><u>require</u> administrator involvement and possible external assistance</p> | <p>arson bomb threat bullying/intimidati on/harassment/ hazing drugs/alcohol violation false alarms possession or use of tobacco products threats or attack against others technology-related offenses/cyberbull ying/digital images/ sexting unlawful activity vandalism/theft (major) weapons/explosive devices</p> | <p>Contact local agencies that can provide support</p> <p>Crisis screening</p> <p>Parent/guardian contact</p> <p>Referral to Counselor/ RTI Team</p> <p>Responsible Behavior Plan</p> <p>Required parent conference</p> | <p>Academic Alternative</p> <p>Expulsion (<i>requires all formal aspects of due process</i>)</p> <p>In School Suspension</p> <p>Law Enforcement Referral</p> <p>Restitution</p> <p>Out-of-school suspension</p> |

DEFINITION OF TERMS

Academic Dishonesty includes the following behaviors:

- Using or attempting to use unauthorized materials, information, or study aids in any assignment or exam.
- Using external assistance on an “in class” or “take home” examination, unless the instructor has authorized such assistance. This includes (but is not limited to) the use of tutors, books, notes, the Internet, calculators, and electronic devices.
- Submitting substantial portions of the same academic work for credit more than once without permission of the teacher.
- Allowing others to conduct research or to prepare work without authorization from the instructor. This includes (but is not limited to) commercial term-paper companies, websites, and past papers/work of other students.
- Collaborating with other students on a single project and turning in multiple copies that are represented as individual work.
- Falsifying or inventing information or citations in an assignment or exam.
- Plagiarism. A student must not adopt or reproduce the ideas, words, photographs, illustrations, or statements of another person without acknowledgment. A student must give credit whenever quoting another person’s words; using another person’s idea, opinion, or theory; or borrowing facts, statistics, or other illustrative material — unless the information is common knowledge.
- Stealing, changing, destroying, or impeding another student’s work. Impeding another student’s work includes (but is not limited to) the theft or destruction of common resources to deprive others of the information they contain.
- Helping or attempting to help another student to commit an act of academic dishonesty.

Arson is the act of setting fire to the school or any part of the school or school premises.

Bomb Threat includes any act that indicates the presence of a bomb or other destructive material when in fact there is none.

Bullying and Intimidation

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

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

School staff will comply with the reporting and investigation requirements in Indiana Law. Consistent with Indiana Law, every school will enable an anonymous reporting procedure. Witnesses to the bullying or intimidation of another student are required to report it to a staff member. Failure to report bullying and/or intimidation may be cause for disciplinary action.

Class Disruption is any combination of actions that interfere with, interrupt, or create disorder to the extent that instruction cannot take place.

Cyberbullying - See “Bullying” and “Technology-Related Offenses.”

Dishonesty includes those occasions in which students choose to be untruthful or fail to disclose information.

Dress Code Violations involve attire that does not follow the “Dress for Success” code outlined in the Student Handbook section of this document. Dress code violations also involve attire or accessories that disrupt the educational environment, are destructive to school property, or are a threat to safety and health.

Drug and Alcohol Violations involve selling, purchasing, possessing, consuming, or distributing alcohol, illegal drugs, or controlled substances. Participating in a plan to sell, purchase, process, possess, consume, or distribute these substances is also prohibited — including prescription medication prescribed for someone else. Being under the influence of alcohol, illegal drugs, or any controlled substance or any prescription medication prescribed for someone else is prohibited. The possession of look-alike drugs is also prohibited. These rules apply on school property or at any school-related activity or event, or while traveling to or from school or any school-related activity or event.

Drug Paraphernalia Violations involve selling, purchasing, possessing, distributing, or participating in a plan to sell, purchase, possess, or distribute drug paraphernalia. This includes items associated with illegal drugs such as rolling papers, pipes, clips, razor blades, lighters, and hypodermic needles. Possession of these items at school or at any school-related activity or event, or while traveling to or from a school-related activity or event, is prohibited.

Elementary Alternative Placement (EAP) is an alternative placement for students that impede the learning of others or who are behaviorally at risk. Students in EAP maintain classroom assignments and remain in school but are isolated from other school activities. The building principal oversees the program. The “EAP Room” is staffed with a qualified person who supervises and serves as a supportive resource for students. Students may be sent to the EAP location by a teacher as a class “time-out” or the principal may assign students to a longer period of time in EAP. Frequent referrals to EAP will also result in referral to the school counselor and/or the RTI team.

Extortion occurs when a student forces another student to give him or her something, including but not limited to money, through force or threats.

False Alarms are the actions of setting off an alarm or sprinkler system when there is no fire or emergency.

Fight Instigation includes instances in which a student or students motivate, encourage, or plan to fight or motivate/encourage others to fight.

Fighting includes instances in which harmful or offensive contact occurs with another person. Fighting can include but is not limited to assault, battery, and bruising.

Fighting (Verbal) - See “Provocation.”

Forgery is the alteration or falsification of documents (i.e., passes or permission slips) or signatures.

Gang-Related Activity includes involvement in gangs or gang-related activities. No student on or near school property or at any school activity may show, wear, possess, use, display, or sell any clothing, jewelry, emblem, image, symbol, or sign that may be viewed as evidence of membership in or affiliation with any gang. This includes any badge, symbol, or sign that may be present in anything in the student’s possession while on school grounds or at a school-related activity. No student may commit any act or use any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership or affiliation in a gang. No student shall use any speech or commit any act promoting the interests of any gang or gang activity, including but not limited to: recruiting others for membership in a gang; requesting any person to pay for protection or otherwise intimidating or threatening; inciting others to physical violence; or committing any other illegal act or violation of school policies.

Harassment: Sexual, Ethnic, Racial, Gender, or Religious

Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature by any student to another student, or by a student to a staff member. This includes conduct of a sexual nature that may include verbal or physical sexual advances and/or comments of a sexual nature regarding physical or personality characteristics. Verbal or physical conduct of a sexual nature constitutes sexual harassment when the allegedly harassed student has indicated, by his or her conduct or verbal objection, that such conduct is unwelcome. **Note: A student who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for subsequent conduct to be deemed unwelcome.**

Sexual harassment may include but is not limited to the following:

- Verbal harassment or abuse.
- Repeated remarks to a person with sexual or demeaning implications.
- Unwelcome touching.
- Pressure for sexual activity.
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one’s grades, job, or promotion.

Ethnic, racial, gender, or religious harassment may include but is not limited to:

- Written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person’s gender, race, national origin, religious beliefs, or disabilities directed toward a fellow student, staff member, or other person associated with the school corporation; or conducting a “campaign of silence” toward a fellow student, staff member, or other person associated with the Corporation.
- Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the school corporation.

- Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the corporation.

False Reporting of Harassment

Students who knowingly file false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to disciplinary action.

Hazing is an abusive, often humiliating form of initiation into or affiliation with a group (such as organizations, clubs, and athletic teams). It includes any willful action taken or situation created that recklessly or intentionally endangers the mental or physical health of another. Urging or encouraging hazing is also prohibited.

Horseplay involves such actions as pretend/play fighting, tapping, poking, smacking or pinching, pulling on others' clothing, or placing hands or feet on others.

Inappropriate Language or Gestures includes behaviors and actions directed toward students/staff that are reasonably considered profane, vulgar, lewd, or obscene.

Insubordination and/or Disrespect includes those behaviors by which students refuse to respond to or follow the directions of staff members and/or act disrespectfully toward staff members. Examples of this kind of behavior include but are not limited to leaving a classroom without permission or obstructing staff in the performance of their duties.

Libel and Slander are two forms of defamation. **Libel** consists of printed communication whereas slander consists of oral communication. The actions of **Libel** and **Slander** consist of a false statement that is printed or broadcast about an individual that brings that person into public ridicule, contempt, or hatred, or inflicts injury. (Also see "Technology-Related Offenses.")

Obscenity includes those items or behaviors that an average person, when viewing the material or behavior and applying community standards for children of a relevant age, would find offensive and lacking in serious literary, artistic, political, or scientific value.

Positive Behavior Supports (PBS) is a school-wide approach to teaching and reinforcing school expectations. PBS allows the school to develop and maintain a positive atmosphere that fosters social and academic success for all students. For additional information, see the Handbook section of this document.

Portable Electronic Equipment includes cellphones, pagers, laser pointers, iPods, or any other electronic device. (See "Technology-Related Offenses.")

Procedure Violation is any behavior or action that does not follow established school-wide expectations.

Provocation includes verbal confrontations with a student or staff member, fight instigation, and other aggressive gestures and behaviors.

Public Displays of Affection (other than the holding of hands) are not appropriate for the school environment. Students should not, while on school grounds or at school functions, show affection to one another in a manner that is immodest and/or draws undue attention to themselves.

Response to Instruction (RTI) is a process that provides systematic, research-based instruction and tiered interventions for at-risk students. Student progress is continuously monitored as interventions are implemented, and are reviewed/revised as needed. Please see the Handbook section for more information on RTI.

Responsible Behavior Plan is an individualized plan that helps students set goals for positive behaviors. This plan is created in conjunction with the school counselor, teacher and/or RTI team and is shared with parents.

Sexting - See “Technology-Related Offenses.”

Technology-Related Offenses:

Please refer to the Michigan City Area Schools Technology Acceptable Use/Email Guidelines (Appendix B) for expectations and descriptions surrounding the use of MCAS technology. In addition, the behaviors below are subject to Leveled Responses under the MCAS Code of Responsible Behavior.

- **Electronic Devices:** Elementary students are not permitted to have cellphones, cameras, or other portable electronic devices at school or on the school bus. These items will be confiscated and parents will be contacted.
- **Digital Images:** Electronic devices capable of taking and/or transmitting digital photographic images can create a risk factor in locker rooms, restrooms, private areas, and other locations where students and/or staff have a reasonable expectation of privacy. In addition, because of their capacity to be used to carry out acts of academic dishonesty, use of electronic devices for the purposes of taking digital photographic images in the school is strictly prohibited. Violations off campus that threaten to disrupt the educational environment are subject to disciplinary action.
- **Cyberbullying** occurs when a student harasses, mistreats, or makes fun of another person online or while using a personal communication device or other electronic device. Violations off campus that threaten to disrupt the educational environment are subject to disciplinary action
- **Sexting** is sending, receiving, or forwarding sexually suggestive nude or nearly nude photos or sexually suggestive messages through any personal communication device or electronic equipment.

Threat or Attack Against Others involves any display of aggressive or negative gestures toward another individual. Written, verbal, or physical behavior that places another person in reasonable fear of harm is prohibited. Actions that have the effect of threatening, insulting, demeaning, or intimidating in such a way as to disrupt or interfere with the school and the school environment are also prohibited, regardless of where they occur.

Tobacco Violations involve the possession or use of tobacco products or paraphernalia (such as lighters) by students. This policy applies when students are at school or at any school-related activity or event, or while traveling to or from school or any school-related activity or event. Tobacco products

include cigarettes, cigars, or tobacco in any other form, including smokeless tobacco that is loose, cut, shredded, ground, powdered, compressed, or leaf tobacco.

Truancy is a student's absence from school or class without a parent/legal guardian's or the school's knowledge. Any absence that is not phoned in or verified by a parent or legal guardian within three (3) days of the student's return will be labeled as truant. Truancies accumulate throughout the school year. Should a student be found truant from school, the child's parent will be contacted and relevant legal authorities, such as Project Attend, may be notified.

Unauthorized Presence in Unsupervised Areas is defined as being in an area without prior authorization from staff. Examples include but are not limited to athletic facilities, locker rooms, auditoriums, science labs, computer labs, resource centers, and classrooms.

Unlawful Activity includes any activity or behavior that violates the laws of the State of Indiana, or conviction under the laws of any other state in the United States, that takes place either while school is in session or on weekends, holidays, school breaks, and the summer period when a student may not be attending classes or other school functions. A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order to protect persons on school property. Note: **Trespassing** is considered an unlawful activity; students who have been suspended or expelled are not permitted on school grounds.

Vandalism/Theft includes behaviors such as theft, destruction of school property, and possession or sale of stolen materials. Note: Vandalism that causes a loss of more than \$300 is considered **major vandalism**. Vandalism that causes a loss of less than \$300 is considered **minor vandalism**.

Weapons/Explosive Devices: No student shall possess, handle, or transmit any weapon or destructive device while on school property. The following devices, while not a complete list, are considered weapons or explosive devices:

1. any weapon that will or is designed to or may readily be converted to expel a projectile by the action of an explosive or forced air;
2. any destructive device that is an explosive, incendiary, or poison gas bomb, grenade, or rocket having a propellant charge of more than 4 ounces;
3. any missile, rocket, or similar device having an explosive or incendiary charge of more than one quarter ounce;
4. any combination of parts either designed or intended for use in converting any device into a destructive device and from which a destructive device may be readily assembled;
5. any explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than 4 ounces, a missile having an explosive or incendiary charge of more than one quarter ounce, a mine, a Molotov cocktail, or any device that is substantially similar to any of these items;
6. any knife, taser, electronic stun gun, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury;
7. bullets or gun ammunition of any kind.
8. any toy or look-alike weapon that, in the judgment of school staff, can be used to deceive others into believing the weapon is real

Appendix A

Student Transportation Guidelines Michigan City Area Schools

OVERVIEW

It is recognized that excessive distances and extraordinary or excessive hazards to pedestrian safety can affect access to an equal educational opportunity for some children in the school district. Therefore, it shall be the practice of the Michigan City Area Schools to provide safe, economical transportation to those children affected by these conditions. The Board of School Trustees retains the right to eliminate all, or portions of, transportation should conditions warrant such an action.

The primary purpose of the transportation system is to provide transportation for eligible students (see “Eligibility” below) from the vicinity of their homes to the school they attend. Use of transportation equipment for field trips, extracurricular activities, and other authorized educational, cultural, and recreational activities is permitted when it does not conflict with the primary purpose of transportation.

In organizing and operating the transportation system, all applicable statutes and rules and regulations of the State of Indiana, or its agencies, shall be strictly adhered to and all recommendations and suggestions shall be considered carefully.

In all cases, the primary consideration shall be to provide safe transportation to eligible students. Careful consideration shall also be given to efficiency and economy of operation.

Since school bus transportation is provided only for certain eligible students, **it shall be considered a privilege to be enjoyed by a student only as long as he/she accepts responsibility for his/her own conduct.** The student is to carefully follow all rules and regulations and promptly respond to the directions and requests of the bus driver. Most students will find it necessary to walk some distance to the designated bus stop.

School transportation equipment shall be used only for the transportation of students to and from school, extracurricular school activities, or for other purposes specifically authorized by the Board of School Trustees.

ELIGIBILITY

Any elementary students living one and one-half (1½) miles, more or less, from the school they attend and secondary (middle school and high school) students living two (2) miles more or less from the school they attend, are eligible for transportation to and from school. However, the Transportation Director or his/her designee, with the approval of the Superintendent, may determine that transportation service should be extended to selected students within these stated distances.

A student identified with a disability in accordance with Article 7 of the Individuals with Disabilities Education Act may be provided special transportation as a related service. Accommodations for such transportation are specified within the student’s Individual Education Program (IEP).

Students with a temporary medical condition that necessitates the use of crutches, wheelchairs, or other aids must call the Transportation department so that temporary accommodations for transportation can be made.

Persons other than eligible students shall not be provided transportation. Exceptions to this rule will be made only by the Building Administrator or his/her designee.

TRANSPORTATION PROCEDURES

I. TRANSPORTATION SERVICE LIMITATIONS

- A. Bus routes shall be planned to achieve maximum safety of operations with reasonable economy.
 - 1. Bus routes will not be extended, or stops scheduled, unless an eligible elementary student would otherwise be required to walk in excess of one quarter ($\frac{1}{4}$) mile to a bus stop or a secondary student in excess of one-half ($\frac{1}{2}$) mile to a bus stop.
 - 2. A bus will not make more than four (4) stops in any one mile unless safety requirements make additional stops necessary.
 - 3. In establishing routes in new or existing residential subdivisions, buses will be scheduled to use perimeter routes and/or main thoroughfares. Students will be required to walk to bus stops in accordance with Sections 1 and 2 above to the extent walking safely permits.
 - 4. In apartment complexes and trailer parks, bus service shall be provided off the public road onto the private property only in the interest of safety. Departure from the public road in such instances will be only to the extent of a turnaround or for a limited number of stops, where space permits.
 - 5. Buses will not be routed on dead-end roads. Exceptions will be student safety and availability of an adequate turnaround.
- B. Bus routes are to be designed to keep individual riding distance and time to a practical minimum.
- C. In setting up bus schedules, it shall be the objective to arrange for buses to arrive at school approximately ten (10) minutes prior to the scheduled time for the beginning of classes in the morning and to leave approximately five (5) minutes after the scheduled dismissal time.

II. SERVICE REDUCTIONS

When conditions warrant, the Superintendent, along with the Transportation Director or his/her designee, shall develop a plan for reduction of transportation services subject to approval by the Board of School Trustees.

III. OPERATION OF THE SYSTEM

A. The measurement of the mileage to determine eligibility for transportation shall be the responsibility of the Director of Transportation or his/her designee. This measurement shall be accepted as conclusive evidence of eligibility for transportation.

B. Each eligible student will be assigned to use a specific bus and bus stop. Any exceptions must be approved by the Director of Transportation or his/her designee. Pre-kindergarten and Kindergarten students must be met at the bus stop by an acknowledgement from a responsible adult. If no adult is available to acknowledge the student drop off, the student will be returned to the transportation department until a pick up is arranged.

C. The scheduled number of students assigned to ride a standard bus will not exceed 100% of its rated passenger capacity. When circumstances result in overload, an adjustment in the routes and stops will be made.

D. The Director of Transportation or his/her designee may grant permission for a student to ride a different bus or use a different scheduled stop. Such permission may be granted for a specified period of time subject to the following conditions and limitations:

1. The receipt of a written request of a parent or guardian.
2. Upon authorization of the building Administrator.
3. The request for change may not result in the overcrowding of any bus, altering of any regular bus route, stop, or time schedule, or the creation of a new route.
4. The purpose of such special permission requested shall be:
 - a. To participate in a regularly organized group activity for children of school age that is educational in nature.
 - b. To relieve a temporary situation that would otherwise result in a severe hardship on a student in getting to and from school.
 - c. For other emergencies as shall be approved by the Director of Transportation or his/her designee.
5. Drivers are to transport only their regularly assigned passengers unless other authorization is received from the Director of Transportation or his/her designee.

6. In an emergency, written request may be waived. Such emergency requests should be made to the child’s building administrator, who will be responsible for coordinating necessary actions with the Director of Transportation or his/her designee.

E. The Director of Transportation or his/her designee will maintain a comprehensive bus safety education program for students. The program includes, but is not limited to, instruction in rules of behavior when riding, boarding, and exiting the bus at stops, and emergency bus evacuation drills.

F. The safety of walking conditions for students ineligible for bus transportation will be reviewed by the Director of Transportation or his/her designee. Actions to alleviate unsafe walking conditions may include coordinated actions with local governments, provision of bus service, or other alternatives. The Director of Transportation or his/her designee will make recommendations to the Superintendent of Schools as specific problems arise.

V. BUS DISCIPLINE PROCEDURE

Listed below are the expectations for students’ behavior while they are being transported by school bus or any school vehicles. These rules apply to any trip under school sponsorship. Any violation of these rules will result in the driver proceeding with the steps listed under “Consequences” below.

Michigan City Area Schools believes parents must monitor and accept responsibility for student behavior at the bus stop.

Bus Rules

A. Prior to loading (on the road and at the school) students are required to:

1. Be at their assigned bus stop at least five (5) minutes prior to the scheduled pickup time. Note: Buses may arrive five minutes before OR after the scheduled pickup time, due to traffic conditions. The driver is responsible for keeping his/her bus on schedule and cannot wait if a student is not present.

2. Stay off the roadway or street while waiting for the bus. Bus riders are to conduct themselves in a safe manner while waiting.

3. Wait until the bus comes to a complete stop and the stop arm is extended before attempting to board.

4. Board in an orderly manner and immediately take their seats.

5. Practice rules of safe behavior as they go to and from their assigned bus stop.

B. While on the bus students are required to:

1. Keep all body parts and possessions inside the bus.

2. Assist in keeping the bus clean and sanitary. Trash goes in the waste container at the front of the bus.
3. Talk quietly and avoid acting in any manner that distracts the driver's attention away from driving. This includes but is not limited to teasing others, horseplay, throwing objects, etc.
4. Refrain from tampering with any bus equipment.
5. Keep books, lunches, and other articles in their possession.
6. Sit in the seat assigned by the driver. Students are to remain in their seats while the bus is in motion and will be held responsible for the condition of the assigned seats surrounding them.
7. Be **ABSOLUTELY** quiet while approaching a railroad crossing. Students will remain quiet until the bus has cleared all sets of railroad tracks.
8. In case of an emergency, remain in their assigned seat on the bus unless instructed by the driver to leave.
9. Refrain from eating or drinking, chewing gum or having any other objects in their mouths when on the bus. Glass bottles are not permitted on the bus.
10. Refrain from bringing live animals on the bus.
11. Turn off cellphones. Radios, iPods, and other electronic listening devices may be used with earphones.
11. Keep musical instruments on their laps or under their seats.
12. Refrain from the use of profanity or offensive language.
13. Board and get off at the regularly-assigned bus stop.
14. Use emergency bus exits **only** at the direction of the driver.
15. Close windows before getting off the bus.

C. After leaving the bus students are required to:

1. Cross the road by passing at least ten (10) feet in front of the school bus, only after looking in both directions to be sure no traffic is approaching.
2. **NEVER** cross behind the bus for any reason.
3. **NEVER** attempt to retrieve an item from under the bus for any reason.
4. Move immediately away from the bus and refrain from hitting or throwing things at the bus.

VI. DISCIPLINARY PROCESS

Drivers will make every effort to maintain appropriate student behavior on the bus. When these efforts are no longer effective, the driver will submit a written referral to the Transportation Director.

- A. The first (1st) referral will result in parent contact in all but the most serious infractions.
- B. The second (2nd) referral will result in parent contact and a formal written warning in all but the most serious infractions.
- C. After the second (2nd) referral, a student who violates these rules shall be subject to disciplinary action that may include a meeting with the parents, loss of riding privileges for a period (determined by the severity of the infraction) or permanent loss of bus-riding privileges.

At any point in the disciplinary process, the Transportation Director may refer a disciplinary situation to the school principal. The principal and the director may work together to develop and enforce disciplinary consequences at school for bus-related behavior.

Please note that suspension of bus privileges does not mean suspension from school. Parents are required to transport their children to school in the event of a bus suspension. Lack of school attendance will be considered truancy. However, bus-related behavior may lead to a school suspension. At that point, the attendance requirements for school suspensions apply.

VII. SERIOUS IRRESPONSIBLE BEHAVIORS

In cases of more serious irresponsible behavior, in addition to a meeting with the parents and possible loss of riding privileges, students shall be subject to disciplinary measures provided for in the Code of Responsible Behavior, including but not limited to suspension or expulsion from school. In cases where the law has been broken, penalties may further result in a report being filed with local law enforcement.

Serious Irresponsible Behaviors may include (but are not limited to):

- A. Possession of Fireworks
- B. Extortion and Intimidation
- C. Gambling
- D. Throwing Objects
- E. Damaging Personal Property
- F. Disorderly Conduct
- G. Vandalism (Student or parent will be financially responsible for damage to seats, windows, etc.)
- H. Insubordination
- I. False Alarm/Bomb Threat
- J. Possession of Weapons
- K. Fighting/Battery

L. Tobacco, Drugs, or Alcohol

VIII. APPEAL PROCEDURES

In any aspect of the application of the provisions of this policy, a parent, guardian, or adult student may appeal the decision of any school employee. A decision of a bus driver may be appealed to the Director of Transportation within five (5) working days. A decision of the Director of Transportation may be appealed to the Superintendent or his/her designee within five (5) working days and, if necessary, to the Board of School Trustees within ten (10) working days. The appellant should be prepared in every instance to both meet with the official involved and submit the specifics of the case in writing, if required. The response of such appeals at each level will be rendered within ten (10) working days.

Transportation

Appendix B

Technology Acceptable Use/Email Guidelines Michigan City Area Schools

Because of the ever-changing nature of technology, not all possible violations can be covered in this policy. Nevertheless, the Michigan City Area Schools is ready to take immediate action when individuals violate system integrity. The use of computers is a privilege, not a right. *Violations may result in a loss of computer access as well as other disciplinary and/or legal action.*

Students accept personal responsibility for all activity while using a computer or other school owned equipment. *The student and parents will be held accountable for damage and repair costs.*

The activities listed below are not permitted:

1. Damaging or defacing the network, hardware, and/or software.
2. Sharing your password, using another person's password, or allowing another person to use the computer under your login.
3. Setting, changing, or removing passwords on any district computer or wireless device.
4. Giving personal information, such as complete name, phone number, address or identifiable photo, without permission from teacher and parent or guardian.
5. Accessing "gaming sites" or the playing of games, chat rooms, bulletin boards, or instant messaging, except use of resources that have been assigned by the teacher.
6. Using the network for cheating, plagiarism, fraud, financial gain, or commercial purposes
7. Installing or downloading software, shareware, or freeware on school-owned equipment.
8. Viewing, sending, displaying, or transmitting offensive materials such as those that are illegal, defamatory, inaccurate, unsolicited or potentially offensive to some people.
9. Cyberbullying - defined as overt, repeated acts or gestures, including verbal or written communications transmitted; or any other behaviors committed by individuals or groups of people against another with the intent to harass, ridicule, humiliate, intimidate, or harm the other. Violations off campus (regardless of whether using school owned equipment) that cause a disruption of the school environment are also subject to appropriate school discipline and/or legal action.
10. Violating federal, state, or local laws, copyright laws, and/or license agreements.
11. Accessing files, information, or any other resources (hardware or software) to which you have not been given the specific right of access.

12. Engaging in any other activity deemed inappropriate by the administration, or discovered by any staff that may cause or tend to cause substantial disruption to school activities.

This is an evolving document. All additions and changes will become effective immediately upon posting to the MCAS district Technology website. All changes to this document will be made through the MCAS K-12 Technology Committee.

Uses for MCAS Student Email

Email can be a powerful tool for students, increasing communication and collaboration. For example, teachers may send email to their students to communicate reminders and course content, to pose questions related to classwork, and for other instructional purposes. Students may send email to their teachers with questions or comments regarding class or to turn in an assignment. Students are encouraged to check their email at least once per day.

General Email Guidelines for Students

Email is to be used for school-related communication only. Student email is also covered by the student Acceptable Use Policy. These guidelines cannot possibly cover all unacceptable activities because of the ever-changing nature of technology. MCAS staff will take immediate action when individuals violate school rules or abuse the technology.

The activities listed below are not permitted:

- Sending harassing email messages or content.
- Sending offensive email messages or content.
- Sending spam email messages or content.
- Sending email containing a virus or other malicious content.
- Sending or reading email at inappropriate times, such as during class instruction.
- Sending email to share test answers or promote cheating in any way.
- Using another person's account.

Limits on Email Senders and Recipients

The Gmail accounts provided to our students are only for use within the school district. This is to provide another way for students to communicate with their teachers. The following limits are set on email use:

- MCAS students can email all staff.
- MCAS students cannot email anyone outside of the MCAS domain.
- MCAS students cannot receive email from outside of the MCAS domain.

Because no email can come in from outside of the school district, students will not receive spam, unsolicited messages, or anything inappropriate from the outside world. Also, students cannot send messages to people who are not staff or students in our district. Monitoring and filtering of email that is sent within our district is monitored and filtered based upon content. All student email passes through Google's Message Security system. Rules/filters are setup to monitor student email for profanity, harassment, and other inappropriate content.

Student email that is identified as inappropriate will be blocked from delivery, and instead may be sent to the school administration for review.

Consequences of Misuse of Email

Use of the computer network and/or Internet is an integral part of research and class work, but abuse of this technology can result in loss of privileges. Students could also face additional disciplinary or legal action.

This is an evolving document. All additions and changes will become effective two (2) days after the posting date. All changes to this document will be recommended through the MCAS K-12 Technology Committee.

Revised: May 2016

**Michigan City Area Schools
Commitment to Inclusiveness, Respect, and Civility**

As a core understanding of our educational mission, the students, parents, faculty, staff, and citizens that comprise the Michigan City Area Schools Community are committed to the values of inclusiveness, respect, and civility in all of our words, thoughts, and actions. To these ends, we will, as a part of our annual school improvement planning process, review and evaluate our continuous improvement with respect to the assurances listed below.

**The students, parents, faculty, staff, and citizens that comprise
the Michigan City Area Schools Community commit to:**

- doing whatever it takes to ensure that our primary purpose, “learning by all,” is being accomplished.
- causing each of our schools to be “communities of caring learners.”
- establishing “coaching” relationships with students as an essential step toward the accomplishment of our learning mission.
- promoting the belief that every person has worth as an individual.
- respecting all people whose race, culture, gender, sexual orientation, age, abilities, beliefs, economic circumstances, or other characteristics are different from our own.
- celebrating the racial and ethno-cultural diversity of our community as a source of human excellence, cultural enrichment, and social strength.
- maintaining a responsive and open environment that is free from discrimination and harassment.
- expecting language and behaviors that demonstrate respect and civility to others at all times.
- treating all others as we would wish to be treated.
- modeling the “Lifelong Guidelines” in our words, thoughts, and actions:
 - truthfulness
 - trustworthiness
 - active listening
 - personal best
 - no put-downs
- guaranteeing every learner’s right to a high-quality education.
- removing all barriers that learners in our community may face.
- encouraging all learners to achieve to their full potential.
- adopting curricula that value and reflect diverse cultures and perspectives.
- distributing resources equally.
- dedicating ourselves to closing all achievement gaps that may exist.
- ensuring that complaints concerning discriminatory practice, harassment, or inequitable treatment are processed in a timely and responsive manner.
- developing a diverse and culturally sensitive workforce.
- purchasing materials and supplies of quality at the lowest possible cost through widespread competition.
- creating, maintaining, and communicating policies, procedures, and assessments to ensure the ongoing implementation of all of the aforementioned commitments.

Through the annual development of school improvement plans per Public Law 221, the Michigan City Area Schools will assess our commitment to inclusiveness within the broader perspective of our educational mission and, when necessary, create appropriate action plans to further enhance our commitment.