

LAVILLE ELEMENTARY STUDENT HANDBOOK

2019-2020 SCHOOL YEAR

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BOARD OF EDUCATION

- Ms. Karman Eash, President
- Mr. Tom Smith, Vice-President
- Mr. Larry Ort, Secretary
- Mr. Joe Czarnecki
- Mr. Arden Balmer

ADMINISTRATION

- Mr. Mitch Mawhorter, Superintendent
- Mr. Ken Shirley Jr., Principal
- Mr. Will Groves, Assistant Principal
- Mr. Kevin Kubsch, Dir of Safety & Student Services
- Mr. Zac Moore, Dir of Operations/Transportation

SCHOOL FACULTY AND STAFF

KINDERGARTEN

- Tami Bowman (K3)
- Dixie Britton (K2)
- Bethany Tyler (K1)
- Marissa Grove (A2)
- Alexa Pal (A1)

HEAD START

- Jacki Rosado (C7)
- Sarah Amor (C7)

ART

- Megan Darling (Art)

FIRST GRADE

- Mindy Christy (C9)
- Chaylan Milewski (C8)
- Ann Riggs (C5)
- Kymberly Groves (C6)
- Eric Rader (C4)
- Elyse Best (C1)

MUSIC

- Melissa Duerksen (Music)

PHYSICAL EDUCATION

- Brandon Brown (Gym)

SECOND GRADE

- Jodi Davis (C11)
- Erica Gunn (C3)
- Stephanie Peterson (C2)
- Jennifer Knebel (C10)

LIBRARY/MEDIA CENTER

- Lori Kiefer (Library)

SPECIAL EDUCATION

- Blair Endicott (Speech)
- Jessica Skelton (Speech)
- Lisa Feitz (R1)
- Katelyn Reed (B1)
- Tara Stump (A8)

THIRD GRADE

Brandi Davis (B5)
Casey Groves (B7)
Lisa Laidig (B6)
Alex Remble (B4)

FOURTH GRADE

Kyla Coblentz (B3)
Kyra Hammett (B9)
Andrew Mishler (B2)
Debbie Miller (B8)

FIFTH GRADE

Eric Knebel (A9)
Heather Donahue (A7)
Marylynn Holderread (A5)
Sarah Severns (A6)

SIXTH GRADE

Sarah Amor (A3)
Tim Davis (A11)
Diane Dent (A4)
Zak Tyler (A10)

TITLE 1

Rachel DiGirolamo, Christa Snyder, Eric Rader
& Shay Hanyzewski (T1)

COUNSELORS

Kathy Frazier
Miranda Kaminski

SCHOOL NURSE

Lisa Aschenbrenner

TEACHER AIDES

Sue Cox, Joann Ringle, Crystal Rutherford,
Patty Shaffer, & Tracy Williams

OFFICE STAFF

Dawn Amor (Secretary)
Deb Keen (Treasurer)

KITCHEN

Cindy Hanson (Manager)
Kris Beron, Diane Bonney, Teri Stepp,
Sherri Holderman, Natasha Kring, Monica
Moore, & Tonisha Amor

CUSTODIANS

Ken Urban, Jerry Pittman, Mark Becherl &
Christina Borkowski

LAVILLE ELEMENTARY SCHOOL

MISSION STATEMENT

Empowering and inspiring students to excel in service, leadership, academics, and personal growth.

VISION STATEMENT

Union-North United School Corporation is where parents choose to send their students and highly effective employees aspire to work. Innovative programs and community partnerships, within a technology rich environment, challenge students with a rigorous and relevant curriculum to meet current educational needs for career and college readiness. Academic, extra-curricular, and co-curricular activities provide students with opportunities to build critical-thinking, teamwork, and leadership skills. We are committed to proactively creating and maintaining an educational environment that is safe, diverse, and provides students the necessary skills to succeed beyond the classroom.

WE BELIEVE

- The use of data assists in the development of curriculum, relevant assessments, and avenues for remediation and enrichment.
- The educational process is a shared responsibility between students, families, community, and all school employees.
- Facilities management supports all phases of the educational process and reflects the balanced needs of students.

ENROLLMENT INFORMATION

Necessary Forms

Pupils entering LaVille Elementary for the first time must present an official birth certificate, social security number, and a completed health record. These health records must include all dates of required immunizations in compliance with state law.

Whenever a child enters the Union-North United Schools for the first time, a general health, family, and school history form must be completed, giving us data for our records. Data collected is kept in a child's cumulative record folder, which is maintained from kindergarten through twelfth grade, thus providing a continuous record of academic, social, and general growth.

School Entry Age

By state law, a child must be five (5) years of age by August 1 to enter Kindergarten for the school year.

Addresses, Email & Phone Numbers

Parents are required to notify their child's school office of any changes occurring in the household. Change of address, telephone, email, and work numbers should be reported to the school immediately. Accurate information is needed in case of an illness or accident to your child at school.

Book Rental

The Board of Education has made it possible for students to secure all necessary textbooks on a rental basis. The service allows parents to provide the necessary books for a fee, which represents only a fraction of the total cost.

Lost books must be paid for if another is to be issued. Fines will be assessed for damages to books beyond the normal use.

Book rental is to be paid at the time of registration. If for some reason a family is unable to do this the family may:

1. Set dates with the elementary treasurer at which time a certain amount can be paid.
2. If a money problem exists, a Free/Reduced Lunch form needs to be completed. The criteria for Free/Reduced lunches is used to determine if the State of Indiana will reimburse the school for book rental owed by needy families. Parents will be notified of the amount still owed.

Union North United School Corporation's Acceptable Use Policies

The educational value of student technology and Internet access is the joint responsibility of students, teachers, parents and employees of the Union North United School Corporation (UNUSC). Since accesses to the technological advances are a valuable and limited resource, students are expected to place a premium on the quality of use. Taking up valuable bandwidth and access time to pursue frivolous ends, would not be consistent with the mission of the UNUSC. These statements are responsible for setting and conveying the standards that their children should follow when using media and information sources. UNUSC makes the district's complete Internet policies and procedures available for review by all parents, guardians, and other members of the community.

1. Care and Usage Expectations

- A. All users must be consistent with the educational mission and goals of the school district.
- B. The intent of the use policy is to make clear certain cases, which are consistent with the educational objectives of the school district, not to exhaustively count all such possible uses.
- C. The Superintendent and his designees may at any time make determinations that particular users are or are not consistent with the purpose of the school district.

- D. Parents and students will be required to sign the Internet usage form for their students to participate in accessing the Internet. Students will also be required to sign the form.
- E. Electronic devices and the cases loaned or leased to students and staff shall be used only for educational purposes that directly relate to school projects or assignments, unless otherwise explicitly authorized by a building administrator.
- F. Users are responsible for the proper care of electronic devices at all times, whether on or off school property, including costs associated with repairing or replacing the device.
- G. If a device is stolen, a report will be made immediately with the building principal and the technology director. If the principal or technology director cannot locate the device, then the parents will need to file a report with the local law enforcement.
- H. The policy and rules apply to the use of the electronic device at all times and/or places, on or off school property. Students are responsible for obeying any additional rules concerning care of devices issued by schools staff.
- I. Users shall not alter the device configuration in any way. No software applications shall be installed, removed, or altered on the device unless the technology director explicitly gives permission.
- J. The device is to be used only by the student or staff member to whom it is issued. The person to whom the device is issued will be responsible for any activity or action performed on the device.
- K. The device, cords, and case must be returned in acceptable working order by the last day of the each school year, upon withdrawal or exit date from the school district, and whenever requested by school staff.

2. Outlining Prohibited Uses Unacceptable uses of school electronic resources include, but are not limited to, the following:

- A. Accessing or Communicating Inappropriate Materials – Users may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.
- B. Illegal Activities – Users may not use the school district’s computers, electronic devices, networks, or Internet services for any illegal activity or in violation of any Board policy/procedure or school rules.
- C. Violating Copyrights or Software Licenses – Downloading, copying duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is prohibited, except when the use falls within the Fair (Extra Carriage Return) Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.
- D. Plagiarism – Users may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc). When using other sources, credit must be given to the copyright holder.
- E. Use for Non-School-Related Purpose – School district’s computers, electronic devices, networks and Internet services are provided for purposes related to educational programs, school operations, and performance of job responsibilities. Incidental personal use of school

devices is permitted as long as such use: 1) Does not interfere with the user's responsibilities and performance 2) Does not interfere with system operations or other system users 3) Does not violate this policy and the accompanying rules, or any other Board policy, procedure or school rules. "Incidental personal use" is defined as use by an individual for occasional personal communications

F. Misuse of Passwords/Unauthorized Access – Users may not share passwords; use other users' passwords; access or use other users' accounts; or attempt to circumvent network security systems.

G. Malicious Use/Vandalism – Users may not engage in any malicious use, disrupting or harm to the school district's computers, electronic devices, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.

H. Avoiding School Filters – Users may not attempt to or use any software, utilities or other means to access Internet sites or content blocked by the school filters.

I. Unauthorized Access to Blogs/Social Networking Sites, Etc. – Users may not access blogs, social networking sites, etc. prohibited by building administration or the Technology Department. Teachers and students using authorized social networking sites for educational projects or activities shall follow the age requirements and legal requirements that govern the use of social networking sites in addition to the guidelines established in this policy.

J. Wasting System Resources – Users shall not use the network in such a way that would waste system resources or disrupt the use of the network by others. This includes but is not limited to excessive printing, file storage, online games, and video/audio streaming not directly related to educational projects, as determined by the supervising instructor or building administrator.

K. Unauthorized Equipment – Users may not attach unauthorized equipment, including personal laptops, tablets, and handheld devices, to the district's secured network without permission from the Technology Department.

L. iPads or cases will not be decorated with stickers, writings, or other markings.

M. Users shall not use school district computers or networks for purposes of personal profit.

N. The use of cameras in any type of electronic device is strictly used for educational purposes only.

O. Cameras used in the restroom and locker room are strictly prohibited.

3. Consequences for Misuse

A. School administrators may revoke the use of devices due to poor performance in academics, attendance, not having corporation issued technology in supplied case and/or behavior.

B. Violation of policies or rules governing the use of electronic devices or any careless use of the device may result in a student's device being confiscated and/or a student only being allowed to use the device under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies/procedures or school rules.

C. Use of the Internet is a privilege, not a right. Students violating policies pertaining to standards of conduct or Internet use shall be subject to revocation of privileges and potential disciplinary and/or appropriate legal action.

4. Textbook and Technology Fees

A. When school property, equipment, or supplies are damaged, lost, or taken by a student, a fee will be assessed. The fee will be reasonable, seeking only to compensate the school for the expense or loss incurred. The device, cord and/or case apply to this policy.

B. A charge shall not exceed the combined cost of the material used, freight and/or handling and processing charges, and nominal add-on for loss.

C. In the event the above course of action does not result in the fee being collected, the Board authorizes the Superintendent to take the student and/or his/her parents to small Claims Court for collection.

D.. The device may be restricted due to: a. Failure to pay for device damages and/or cost of repair. b. Failure to pay for textbook/technology rental by the end of the first semester or an approved payment plan. c. Multiple instances for device damages

5. Accidental or Intentional Damage

A. Accidental, purposeful, and/or malicious damage as determined by school administrators will be subject to the full replacement value of the electronic device. In addition, students may be responsible for compensating the school district for any losses, costs, or damages incurred for violations of Board policies/procedures and school rules, including the cost of investigating such violations. The school district assumes no responsibility for any unauthorized charges or cost incurred by users while using school district computers, devices, or the school network.

B. UNUSC makes no assurances of any kind, whether expressed or implied, regarding any Internet service provided. The school district will not be responsible for any damages the user suffers. Use of any information obtained via the Internet is at the user's own risk. The school district will not be responsible for any damages users suffer, including but not limited to;

1. Loss of data resulting from delays or interruptions in service.
2. Accuracy or quality of information stored on school district's computers.
3. Nature or quality of information gathered through UNUSC's Internet access.
4. Personal property used to access school district computers or network for school district-provided Internet access.
5. For unauthorized financial obligations resulting from UNUSC's Internet.
6. UNUSC and its employees and agents assume no responsibility for illegal activities of students while using school computers or school issued electronics resources
7. Families will not be charged insurance for technology. However, if a device is lost, stolen, or intentionally damaged then the entire replacement cost will be charged to the student. A fifty-dollar maximum charge per incident will be charged when a device is damaged or broken. If the protective case is damaged beyond normal wear and tear, then the family could be charged up to the replacement cost at the discretion of the principal.

6. Student Information Security

A. Users may not reveal personal information, including a home address and phone number, about themselves or another individual on any unsecured electronic medium, such as web sites,

blogs, podcasts, videos, wikis, or social networking sites. If users encounter dangerous or inappropriate information or messages, they shall notify the school administration immediately.

B. Staff may post student pictures on district/school/classroom “public” websites as long as student’s name or other identifying information is not included. Students’ grades, test results, or identifying pictures may be stored only on district-approved secure sites that require a username and password for authorized individuals to access.

C. UNUSC staff must maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA).

D. The Superintendent, principals, and other administrators may review and monitor all student computers and Internet activity to maintain system integrity and ensure that users are acting responsibly. Privacy is not guaranteed. Electronic messages and files stored on school- based computers are school property.

LaVille Elementary Breakfast Program

All students are welcome to purchase a breakfast. The cost is \$1.60 a day, although those who are eligible for free or reduced price lunch will receive a free or reduced price breakfast. Adult breakfast is \$2.35. **The cafeteria will open for breakfast at 8:00 a.m.** Bus riders who wish to eat breakfast will be dismissed from the bus at 8:00 a.m.

Lunches

Lunches may be purchased through the school lunch program or brought from home. The timing and length of the school day, as well as the student activities going on, make it necessary for students to eat lunch. Each student is expected to eat either a school lunch or a home-packed lunch. All lunch food is to be eaten only in the cafeteria.

In accordance with Indiana State Law, carbonated drinks are not to be sold for school lunch.

In order to have an accurate lunch count, parents should notify the office by 8:30 a.m. if a parent plans to eat a school’s lunch with his/her child. Adult lunch is \$3.45.

Lunch and milk prices are set as low as possible. Milk is supplied with a school lunch or may be purchased separately. Families in need may apply for free or reduced price lunches. Contact the school Treasurer for information.

Lunch prices are \$2.20 a day. Combined with breakfast that is \$3.80 a day. Milk is .35 cents.

We have a computerized system that sets up an account for your child. Your child needs to know their 5-digit ID number.

This is a prepaid system. Each child will have his/her own account in which to deposit money for breakfast, lunch, milk and A la Carte. It is very important that you deposit a sufficient amount of money in your child’s account to take care of these items. Meal Time on-line deposit is

available. Go to the school's webpage and click on District Portal and then on the Meal Time link.

Cash, check or money orders may be used. If a check is returned from the bank for non-sufficient funds, we will no longer accept a check as a payment until the check is paid. There is a \$10.00 returned check charge.

Payments are to be given to your child's teacher. If you pay in cash it must be in a sealed envelope with the student(s) name and amount on it. If you pay by check, it must have a student(s) name and amount on memo line. The amount you send will be sent to the cafeteria to be deposited into your child's account. **Remember...no change will be returned to your child. If you have any questions regarding your child's lunch account, please call the cafeteria office at extension 2412.**

Negative Lunch Balances

Children must have \$2.20 in their account to eat the school's hot lunch. If they have a negative balance, they will be served a cheese sandwich, fruit and milk. The parents of a child who habitually doesn't bring a lunch will be notified.

A la Carte

We offer nutritious A la Carte items such as granola bars, yogurt, 100% juice, ice cream and extra entrees that can be purchased along with a meal or one brought from home. Any student who has not purchased a lunch or brought one from home will not be able to purchase items from A la Carte line. Any student who has a negative balance in their lunch account may not purchase items from the A la Carte line. Kindergarten, First and Second grades cannot purchase A la Carte things, only milk if needed. Third and Fourth grades can purchase on Wednesdays and Fridays and Fifth and Sixth grades can purchase Monday through Friday.

Lunchroom Rules

Students are to use their best manners while eating. No shouting, running, moving around from seat to seat, or throwing of food will be tolerated. No sharing or trading of food will be allowed. All students are expected to obey the directions of the lunchroom supervisors.

Remember:

- L - Leave your table/floor clean
- U - Use excellent table manners
- N - No trading/sharing food
- C - Calm voice and body expected
- H - Hand raised for help

Food Allergies

LaVille Elementary School recognizes the growing number of students enrolling in our schools with potentially life-threatening food allergies. Our staff has been trained in procedures to use if a food allergy emergency should occur but it is still important that students do not share food and/or snacks. Also, parents who bring in food snacks for birthdays and parties should follow the guidelines of Union North United School Corporation Wellness Policy. All food given to students during the school day must be store bought or commercially prepared. Homemade food items are not allowed.

Student Assistance Program

The Student Assistance Team (STAT) is designed to address the needs of students who have difficulty succeeding academically and/or socially. This program provides for prevention and intervention of at-risk behaviors through education, identification, referral, and support among the student, home, and school. Special guest speakers and other types of assemblies are arranged to help revert at-risk behaviors and to address current issues concerning the student body.

Through the structure of teams, students' problems are identified and help is provided. If it is determined that a student needs assistance, some recommendations or options might include the following:

- *Provide a mentor to help the student
- *Provide strategies for the teacher
- *Provide consultation with the parent(s)
- *Consider the need for special education evaluation
- *Consider the need for medical assessment or treatment
- *Referral to an outside agency for counseling or other services

Special Education

The school provides a variety of special education programs for students identified as having a disability as defined by the Disabilities Education Act (IDEA).

A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school...American Disabilities Act – Section 504.

The American Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act requires the school to ensure that no individual be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the Corporation's programs and facilities. Students with disabilities, who do not qualify for IDEA, 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 parent(s).

Parents who believe their child may have a disability that interferes substantially with the child's ability to function properly in school should contact the school's principal.

School Counselors

The two school guidance counselors are available to all students, parents, and staff throughout the school year. They will be primarily assigned to specific grades and help share school responsibilities. The counselors teach various state mandated topics, problem-solving skills and character development activities in every classroom, provide crisis management services, address short-term problems, and provide support and encouragement to students to help them succeed in their academic, social and emotional growth. The school counselors do not take the place of longer-term counseling that might be in progress or is needed, but will provide resources available in our community to meet the needs of families.

Student Assistance Program through Bowen Center

We are offering a student assistance program again this year through our community mental health Bowen Center in Plymouth. Each student has 2 free, pre-paid sessions. Families who are interested in receiving outside counseling services can be referred by the School Counselors, or can call Bowen Center directly, letting them know your child is a LaVille Elementary student and you'd like to take advantage of the 2 free sessions through the student assistance program. Their phone number is 1-800-342-5652.

Mentoring Program

The mentoring program is available for students in grades 1-6 to help students who may need extra support and attention in order to better succeed in school. Students are referred by their teachers, given permission by their parents, and are able to participate in many large group activities throughout the school year. Some students may meet with their mentors one-on-one for extra help and guidance. Mentors are community member volunteers and high school students who have applied and have been approved. Applications to become a mentor can be picked up at the elementary school.

ATTENDANCE POLICY:

Attendance

Indiana School Law requires that students attend school regularly and punctually...unless there is sickness or other legitimate reasons. It is our intention to see that all of the children at LaVille Elementary receive the best possible education. Therefore, we emphasize daily, on-time school attendance.

Parent Responsibility

Under Indiana law (P.L.1-2005,Sec 240), parents are required to send students to school each day unless the child is ill. Under Indiana Code 20-33-2-27, "It is unlawful for a parent to fail to

ensure that his child attends school as required under this chapter. It is unlawful for a parent to fail, neglect, or refuse to send his child to public school for the full term as required under this chapter unless the child is being provided with instruction equivalent to that given in the public schools." The code stipulates, "A person who knowingly violates this chapter commits a class B misdemeanor."

Absence Policies and Procedures

1. *All absences must be verified by:*

(A) A call or email by a parent/guardian to the office **EACH DAY** of the absence. Please contact the office between 7:00 am – 9:00 am

OR

(B) Written Documentation by the medical office, facility, or agency where the student had an appointment on the date of the absence - presented the day of the absence by fax to our office (574-784-8051) or upon the student's return to school

2. *Excused Absences:*

(A) Illnesses, up to 5 in a school year, will be excused as long as a phone call was made by a parent/guardian to the office the morning of the illness. After 5 call-in sick days, students will then need a note from a medical office for further absences (after 5) to be excused.

(B) All medical, dental, counseling appointments are excused as long as there is a note from the office verifying the appointment upon return of the student, or faxed to the school's office.

(C) Death in the immediate family.

(D) Religious observations.

(E) Family trip with the following stipulations:

1. All trip requests must be made by the parent/guardian in writing to the administration at least 5 days before the vacation absences.
2. A student may miss a maximum of 5 days for a trip per school year (over 5 vacation days will be unexcused).
3. Parent/Guardian should notify the teacher prior to the absence to discuss work that will be missed and have a plan in place for getting that work completed.
4. Trips must be made only with the student's family.

3. *Exempt absences:*

Under certain circumstances, the law requires the school to authorize the absence and excuse of a student: serving as a page or honoree of the General Assembly (IC 20-33-2-14); when subpoenaed to testify in court (IC 20-33-2-16), the student is approved for an educationally related non classroom activity (IC 20-33-2-17-5); the student or a member of the student's household exhibits or

participates in the Indiana State Fair for educational purposes (IC 20-33-2-17-7). In each of these circumstances, the student is excused from school and is not to be recorded absent, and is not to be penalized in any way by the school. To review this statute in entirety, refer to the Compulsory School Attendance Law.

4. *Excessive absences, Excused or Unexcused/Truancy/Educational Neglect:*

An absences that is neither called in by a parent/guardian, nor has written documentation of an appointment, will be considered unexcused. Also, family vacations over 5 days and over 5 call-in sick days will also be unexcused. St Joseph and Marshall counties have systems in place to monitor school attendance through the Marshall County Prosecutor's Office and the St Joseph County Department of Child Services. Students who have 10 unexcused absences will be put on an attendance contract stating that future absences will need medical documentation, or school nurse verification, in order avoid a referral to the county's truancy program. Any violation of the attendance contract will result in a referral to the family's resident county's truancy prevention program.

5. *Homework requests for absences:*

Homework/Make Up work is left to the discretion of each teacher. Students who are absent may be given homework to complete during their absence if the parent/guardian calls in to request homework the morning of the absence, prior to 9:00 am. The work can be ready for parent/guardian pick up by 3:00 pm in the front office. Students who will be absent for an extended period of time (3 or more days) should have a parent/guardian speak to the Attendance Officer.

6. *School Protocol for all Student Absences:*

When a student reaches 5 unexcused absences prior to Spring Break, a warning letter will be mailed to the parent/guardian, stating the limit has been reached, and informing them of what needs to occur to keep in good standing (i.e. medical notes for future absences). When a student reaches 10 unexcused absences in a school year, another letter will be sent along with an attendance contract to sign and follow. Any violation of the contract with results in a referral to the family's resident county's truancy prevention program.

DISCIPLINE, RULES, AND POLICIES:

Behavior and Conduct

Our staff is expected to maintain an environment, which is conducive to learning. Boisterous behavior reflecting disrespect to the class and/or a staff member will not be tolerated in the classroom, in the halls, or on school grounds.

The classroom teacher is responsible for his/her class discipline methods. As part of our school initiative, the teacher has been provided with the Red Slip Plan. The plan is explained below.

The Red Slip Plan

Students with negative an/or unacceptable behaviors in the classroom create distractions for those students who have come to school to learn as well as take away from a teacher's valuable instructional time. In order to maintain a positive learning environment in the classroom, disruptive students will immediately be dismissed from the classroom via the Red Slip plan. In general, these negative behaviors could be categorized into four areas:

- Disruptive Behavior
- Aggressive Behavior
- Defiant Behavior
- Inappropriate Behavior

A student exhibiting a negative behavior will be "Red Slipped" to the office for a short period of time so that the student can regain composure before being allowed back into the classroom. While at the office, the student will meet an administrator or designated personnel to discuss the student's reason for dismissal from the classroom. Then a call could possibly be made to the parent to explain the offense that has just occurred. At that time, the administrator/designated personnel will make a decision as to any further disciplinary action that might need to be taken depending on the severity of the offense.

Our school-wide behavior code includes respect for self, others, and property. The main goal is to have everyone become more responsible in creating a school that is a more positive and pleasant environment. Examples of some of the behavior codes are:

1. In order to respect myself and be respected as a student, school assignments will be completed and turned in on time.
2. In order to respect others, the use of profane language is prohibited.
3. In order to respect property, gum is not permitted in school.
4. In order to respect the learning of others, the hallways must stay quiet and peaceful during the day.
5. In order to ensure a positive and safe environment for all children, threatening statements towards any person in the building will not be tolerated. Appropriate disciplinary action will be taken which could include suspension and/or expulsion.
6. In order to respect the learning of others, animals and pets are not to be brought to school without prior permission from the classroom teacher. Pets are not to be left all day with the student. The parent/guardian who brings the pet should take the animal home after the presentation.
7. Failure to comply with the school's rules will result in disciplinary action appropriate to the behavior exhibited by the student(s).

Chart of School Policy and Disciplinary Procedures

LaVille Elementary School is a community. And, like any community, must maintain order for the common good of its citizens. So that fairness may always be a factor, the community rules that we live by are cited below along with the consequences. Please note that this is a **guideline** of infractions and consequences. Alternative consequences may be assigned at the discretion of the Administration. Suspensions will be either In-School or Out-of-School as determined by the Administration at the time of the violation.

Violations are defined to include, but not limited to the following...

Violation	Definition	Possible Consequence
Attendance	<ol style="list-style-type: none"> 1. 5 Unexcused Absences 2. 10 unexcused absences* 3. Over 10 unexcused absences and/or attendance contract violation <p>*For each incidence of absence from school parents must provide a doctor's note</p>	<ul style="list-style-type: none"> -Letter sent home at 5 unexcused absences -Principal/Parent Contact, letter sent home along with attendance contract to sign & follow -Child Protective Services Contact -Referral to resident's county Truancy prevention program Prevention Program Contact
Homework	<ol style="list-style-type: none"> 1. Incomplete Assignments 2. Homework not completed 	<ul style="list-style-type: none"> -Teacher/Parent Contact -Passport Detention -Principal/Parent Contact -Catch Up Cafe referral for 3rd thru 6th grade -In-School Suspension -Student receives an "F" grade, but still has to make up work
Cheating/Lying	Violating rules dishonestly, Not telling the truth	<ul style="list-style-type: none"> -Possible automatic Failure on assignment or test -A 'zero' will be given -Teacher/Parent Contact -Detention -Red Slip -In-School Suspension

Destruction of Property	Unintentional	-Restoration of damaged property will be the responsibility of the student and parent
Destruction of Property	Intentional	-Restoration of damaged property will be the responsibility of the student and parent -Appropriate disciplinary measures, as required.
Profane Language or Gestures	Words spoken or signs given that have <i>vulgar</i> meanings	-Passport Mark -Teacher/Parent Contact -Detention -Red Slip
Quiet Zone	A place of respect for others working in their rooms	-In-School Suspension -Warning -Passport Mark -Teacher/Parent Contact -Detention - Red Slip
Name Calling	(Unwanted) calling others by names other than their given name	-Warning -Passport Mark -Teacher/Parent Contact -Detention - Red Slip
Bullying or Sexual Harassment	Verbal – Habitual name calling, teasing, chronic rumors, gossip, or threatening of others/students/staff Physical – Fighting, pushing, tripping, or other unwanted physical contact	-Teacher/Parent Contact & Detention -Principal/Parent Contact & In-School Suspension -Functional Behavioral Assessment -Out-of –School Suspension/Expulsion -Red Slip Documentation
PDA	Public Display of Affection	- Red Slip -Appropriate disciplinary measures (as required)

Prohibited Articles	<p>Items that are not generally found in the educational environment</p> <ol style="list-style-type: none"> 1. Non-threatening items to others or self 2. Weapons or items that can cause harm to others and self 3. Look-a-like toys and weapons are also prohibited (including squirt guns) 4. Costume accessories when it's not a designated dress up day 	<ul style="list-style-type: none"> -Passport Mark -Teacher/Parent Contact - Red Slip -Principal/Parent Contact -In-School Suspension -Out-of-School Suspension/Expulsion - Red Slip
Lunchroom Behavior	Not quietly eating with others in a social environment	<ul style="list-style-type: none"> -Warning -Passport Mark -Teacher/Parent Contact -Eating by oneself
School Clothing	Wearing of inappropriate clothing as set forth in the school handbook	<ul style="list-style-type: none"> -Asked to change clothing item or call home for a change of clothes -Warning -Passport Mark -Teacher/Parent Contact -Detention -Principal/Parent Contact -In-School Suspension
Playground Rules Playground Equipment	Not following rules as set forth in the school handbook	<ul style="list-style-type: none"> -Warning -Passport Mark -Teacher/ Parent Contact -Detention -Suspension of Recess Privileges
Bus Rules	Not following the rules as set forth by school officials and bus drivers in the handbook	<ul style="list-style-type: none"> -Warning -Passport Mark -Teacher/Parent Contact -Detention -Suspension of Bus Privileges

Locker Inspection Policy

All student lockers are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school. The lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function or which are forbidden by state law of school rules.

The student's use of the locker does not diminish the school corporation's ownership or control of the locker. In the interest of school safety, Union North United School Corporation's Policy 5571 on Search and Seizure will be followed to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs, alcohol, or tobacco.

Prohibited Articles

Problems arise each year because children bring articles to school, which are a hazard to the safety of themselves or others, or interfere, in some way with school procedure. Hazardous items would include, but not limited to: guns, bullets, pellets, BBs, bombs, ingredients to assemble bombs, knives or other sharp edged devices, and matches/lighters. Disruptive items to school procedure would include, but not be limited to: caps, bats, and hardballs. These items are prohibited. If brought to school they will be confiscated and returned only to the parent. Cell phones and other devices may be brought to school by students, but must be turned off during the school day (this includes recess/break times). Texting and/or picture taking are not allowed during the school day. Misuse of the device will result in discipline. Students may be granted permission under specific circumstances by a school employee to use a device. Any toys, including remote control toys, or other articles not used for educational purposes brought to school by students, are the responsibility of those who brought them, not the schools. These may be taken away should they pose a problem in the classroom or on the playground. Students are not allowed to bring any items to school to sell or trade with other students.

Drug and Chemical Abuse

The possession, sale or use of drugs, including alcohol and tobacco, is prohibited in school. If a student violates this, he/she is subject to due process, which may result in expulsion.

Possession of a Firearm or other Dangerous Weapons

1. No student shall possess, handle or transmit any firearm or other weapon on school property. This includes any type of an edged weapon, either one or two sided, which can inflict injury on a person.
2. The penalty for possession of a firearm or other weapon may include: Ten (10) days suspension and possible expulsion from school for one calendar year. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such a reduction.
3. The grounds for suspension or expulsion listed above apply when a student is:
 - a. On school grounds immediately before, during, and immediately after school hours or at any other time when the school is being used by a school group
 - b. Off school grounds at a school activity, function or event
 - c. Traveling to or from school or a school activity, function or event

School Clothing

Students are expected to:

1. Be clean and free from offensive odor in their personal grooming and dress.
 2. Dress in clothing that is in good repair and free from offensive writing or pictures. Clothing displaying any alcohol, tobacco, or drug name/symbol or having a crude or aggressive message may not be worn to school.
 3. Dress in clothing that is considered to be appropriate for school. Final decision as to what is appropriate is made by office staff.
 4. Wear shoes, boots, sandals or some other proper footwear (No cleats or shoes with wheels. Flip flops are discouraged, they break often at recess).
 5. Clothing not permitted includes scanty clothing, spaghetti straps, bare midriffs or hats worn inside the building. If shorts are worn, they must be lower than mid thigh (at the longest finger when arms are held down at side). Lycra biking or boxer shorts are not permitted. Any top which does not cover underclothes and bare chest will be considered inappropriate. (Tank tops are ok as long as no undergarment straps or chest are visible)
 6. Accessories which are considered part of a costume, are not permitted unless it's a specific dress up day.
 7. Pants must be worn at the waistline. They must not be dragging on the floor.
 8. Remove hats and sunglasses when entering the building.
 9. Appropriate disciplinary action will be taken with students who violate the dress code. Parents will be asked to bring a change of clothes for students who violate the dress code, unless the nurse has something in stock to loan the student.
 10. Every year we have many articles of clothing that we are unable to give back to its owner. Please mark your child's clothing in some way. Using your child's name would be very appropriate.
 11. Students whose appearance is disruptive to the educational process are in violation of the school's clothing policy.
- Final determination regarding student dress and grooming will be made by the administration and office staff. Appropriate action will be taken.

Playground Rules

1. There will be no tackle football, wrestling, power ranger, ninja, karate or fighting of any form, including “play fighting”.
2. Students are to play within the designated playground boundaries and not near the building.
3. Students are not to bring bats and hard balls from home.
4. No throwing anything other than a playground ball.
5. Students are to be polite and share all playground equipment.
6. Students are to keep hands, feet, and all other objects to themselves.
7. If a student needs help during recess, he/she is to go to the adult on playground supervision for assistance.
8. When the whistle blows to end recess, students are to stop their activities, hurry to the doorway and quietly enter the building.
9. Winter Rule: No sliding on the ice or throwing of snowballs.
10. Stay out of mud and water puddles.
11. Students will be excused from recess only through a doctor’s written letter.
12. Use the restroom on the way out to recess.
13. If you take something out of the recess shed (for example: a jump rope or playground ball), then you are responsible for putting it back inside at the end of recess.
14. If you can’t see the playground supervisor, then you are not in the right place!

Playground Equipment

1. No jumping out of the swings or twisting of swings.
2. No walking up the slide or sliding down backwards. Students should be sitting on their bottom, facing forward on the slides.
3. No climbing boundary fences.
4. No climbing on top of big tunnels.
5. No climbing on top of playground framework.
6. No playing “tag” on any playground equipment.
7. Only one person on a swing at a time.
8. Only one person on a slide at one time.

Disciplinary action will be taken to insure safety for all students if playground rules are not followed. Refer to chart for possible consequences.

Bullying - Defined - When someone says or does something intentionally hurtful and they keep doing it even when you tell them to stop or show them you’re upset.

Each year there are students who use verbal and physical intimidation to control others. Verbal intimidation includes unwanted teasing, name-calling, gossiping, and spreading rumors. We

find this behavior to be contrary to the objectives set by our school. Therefore, we want it to be understood, when it comes to bullying behavior at LaVille Elementary, whether it is at school, on school property, or on the bus, such behavior will not be tolerated and will be dealt with quickly and firmly.

Bullying may be verbal, physical, or psychological. In fact, any action, which makes a child feel uncomfortable, insecure or threatened, may be defined as bullying. Exclusion is a form of bullying. Bullies often use exclusion to make their victim an outcast. The school will not approve of bullying in all its forms and considers it a most serious offense. Therefore, ANY person seeing bullying take place should report the incident to any school personnel immediately. To preserve the safety and effectiveness of the educational environment at school, on the way to or from school, or at a school sponsored activity, parents may be contacted and the student may face suspension and /or expulsion from school. In some case, the local authorities may need to be contacted.

In order for the school to eliminate bullying, it must be reported to school personnel (ie: principal, counselor or teacher). Staff members differentiate serious bullying from frequent tattletale recess issues. We will deal quickly and firmly with serious bullying.

Suspension

The School Code of Conduct of Indiana provides that the Administration may suspend a child from school for a period of time not to exceed 10 school days for gross misconduct. The parents will be notified of such action taken against their child. Upon the completion of such suspension, a parent conference with the administration will be held before the child is entered back into the classroom.

In some cases, the child will be suspended from school but will not be sent home. We use an in-school suspension system with some students when deemed appropriate. The student is isolated from all others during the day.

Expulsion

Unfortunately, the process of expulsion occasionally needs to be enforced. This process is not entered into lightly. It is utilized only after a history of behavior has been established or in the most extreme violation of school policy, **handbook policy, and/or** Indiana State Law.

If, in the Principal's opinion, the alleged infraction warrants a longer period of removal from school, he/she shall refer the case to the Superintendent for consideration for expulsion. The Superintendent shall review the case and may appoint a designee to conduct the expulsion meeting. This person may be an attorney or an administrator who has not been involved in the particular expulsion case or circumstances leading to it.

Functional Behavior Assessment

If a student begins to show or continues to show a behavioral pattern of inappropriate conduct, we are required to have a meeting with the parents, teachers, and administrators to develop a plan for the student that will attempt to assist the student in changing his/her behavioral pattern.

If such a plan is developed, and the student continues to habitually misbehave, suspension or expulsion from school may be the only alternative left “to prevent or substantially reduce the risk of (1) interference with an educational function or school purposes; or (2) a physical injury to the student, other students, school employees, or visitors to the school.” I.C. 20-33-8-23.

Cumulative Records – Confidentiality

All academic and personal records pertaining to individual students are confidential and can only be inspected by students, parents, and school officials.

The parent has the right to inspect or copy the information contained in their child’s school record file.

All records are handled in compliance with the Family Educational Rights and Privacy Act. (FERPA)

TRANSPORTATION AND BUS RULES

Students being transported by car, Arrival:

All parents/guardians who are dropping off students must do so at the designated crosswalk. **Students are not to be dropped off on the curb in front of the school.** This presents a danger to both the students in the car and on the busses.

Students being transported by car, Dismissal:

Students who are not going home by bus after school must have a note from their parent or a slip on file in the office. Parents arriving to pick up their children, must park in a single file line at the curb by the front doors and stay in their car. A member of the school personnel will help direct traffic to make your pick up as safe as possible. Please follow the directions of the school personnel. Other supervising personnel will be helping the students find a loading zone and will dismiss students as their cars near the front of the line. Students will only be dismissed to vehicles in the “loading zone”. We will not dismiss students to parents/guardians who are not in a vehicle. Cars should leave through the outside drive. Children will not be allowed to walk to cars parked in the lot, unless accompanied by a parent or guardian. It is important, for the safety of everyone, that these rules be followed. Please follow the directions of the supervising personnel on duty after school. Any transportation changes will need to be in writing. Students with whom there are custody issues will have to be picked up in the office and signed out, instead of picked up at the crosswalk. Photo ID may be required. No transportation changes for students with custody issues by phone will be accepted.

Bus Stop

1. Students must be on time at the designated school bus stop. The driver is required to stay on schedule and will not wait beyond the regular time for students who are not at the stop.
2. Riders must stay off the road at all times while waiting for the bus, and respect the private property of the neighborhood and the persons around them.

Crossing the Road

When it is necessary for a student to cross a roadway, either to board or leave the bus, the student is to walk to a point at least ten (10) feet in front of the bus. The student is to wait for a signal from the bus driver permitting him/her to cross the road. Students should never move toward or away from the bus in an attempt to cross the road while the bus is in motion. Students are NEVER to cross behind a bus or walk any closer than ten (10) feet on either side of a bus before or after the loading or unloading procedure. For no reason should a student ever reach under the wheels of a bus for any object unless the driver is present. (PARENTS PLEASE EMPHASIZE THIS PROCEDURE TO YOUR CHILD).

Bus Emergency

Students must remain in the bus in the event of a road emergency until instructions are given by the driver or another adult. In the event a driver, due to an injury, is unable to give directions for evacuating the bus, the students may exit under the direction of student helpers.

Emergency Door

The emergency door is to be used only in the event of an actual emergency and/or during drills conducted by school officials or drivers for the purpose of practicing appropriate evacuation procedures.

Windows

Bus windows must not be lowered below the point marked on the window frame. Riders should always first secure permission from the driver before lowering a window.

Railroad Crossing

It is extremely important that ALL riders be absolutely silent when approaching and during the railroad crossing.

Safety

Bus aisles must be kept clear of all objects.

Large Objects/Dangerous Items

1. Objects too large (such as band instruments) for the student to hold in his/her lap while on the bus, must be brought to school by a parent or guardian, unless allowed by the bus driver. This will depend on the availability on the bus.
2. Items, such as pointed objects, weapons, knives, glass containers, and unlawful products, which may cause damage in certain circumstances, are not to be brought on the bus or to the school.
3. Carry-on luggage is not a good substitute for book bags. This type of substitution can be hazardous on the bus and cause more injuries to students in case of accidents. Please find another way to carry books, if you choose not to use a book bag.
4. Look-a-like toys and weapons are also prohibited.

Bus Rider Rules

1. School bus cameras are intended to help ensure the safety and proper discipline of students. Administrators may periodically view the tapes.
2. In the interest of safety, students must obey the following rules:
 - a. All students must remain seated.
 - b. Unacceptable language will not be tolerated.
 - c. Students must keep hands, heads, and feet inside the bus at all times.
 - d. Drivers may assign seats.
 - e. Fighting, pushing, or hitting will not be tolerated.
 - f. No smoking, eating, drinking, or littering on the bus.
3. A conduct form will be filed with administration for repeated infractions. A copy of this form will be sent to the parents or guardian. If a *history* of improper bus behavior develops, further disciplinary action will be taken, including suspension or denial of bus riding privileges.
4. Students who ride a bus to an activity sponsored by the school, for example a ball game or field trip, must ride the bus back to the point of departure. The student will not be allowed to ride home from the activity with his/her parents or friend's parents UNLESS the adult in charge has received a written permission slip from the student's parents authorizing the exceptions to this rule. The adult must see the person with whom the student leaves.
5. Students are expected to ride the complete route. No student will be let off the bus before it arrives to school. Students who are going to another destination after school MUST HAVE A NOTE from their parents, in order to ride a different bus or get off at another stop. This note is first to be given to the classroom teacher. The teacher will then send the note to the office to be placed on file. A yellow bus slip will be issued to the student. The yellow bus slip must be given to the bus driver in order for the student to board the bus.

MEDICATION AND HEALTH

Administrative Procedure of Medication at School

Medications will not be given without proper written permission. Only those medications that are necessary to maintain the child in school and must be given during school hours shall be

administered. IT IS THE PARENT'S RESPONSIBILITY for assuring the medication arrives safely at school in a PROPERLY LABELED CONTAINER with WRITTEN PERMISSION.

All medications are kept in a locked area in the nurse's office or are in tamper-proof containers. All medications will be administered by the school nurse or her designee. The parent may withdraw the request, in writing, for medication to be administered any time.

Prescription Medications

1. **Parents/guardians must bring any controlled medications such as Ritalin and Adderall to school instead of sending these medications with their student on the bus.**
2. A Medication Authorization Form must be completed and signed by the physician and/or parent of the student who is to receive the medication.
3. Medications prescribed for a student (legend drugs) are to be kept in the original container/package with pharmacy label and student's name affixed. The pharmacy label can serve as the written order of a physician. (Pharmacists will provide a duplicate empty container for school use upon your request.)
4. All permission for long-term medications shall be renewed annually. Changes in medication must be documented by written authorization of the prescribing physician.
5. When the prescription medication is to be administered at school, the school nurse must be provided with this information in writing:
 - a. The name of the medication
 - b. The purpose of the medication
 - c. The amount to be given
 - d. The time it is to be given
 - e. The route, such as orally
 - f. Possible side effect
6. Students with asthma may need to carry inhalers with them to gym class, sports, etc.

Rescue Type Medications

Should a student be required by a medical condition to carry medication with them at all times, they will need the following:

1. Permission to Administer Medication form filled out and signed by parent/guardian.
2. Written permission from your doctor or parents/guardians stating that the medication needs to be kept with the student at all times.
3. Rescue medications must be clearly identifiable with the student's name.
4. Labels are available in the Nurse's office.
5. Unused medicine by students in Kindergarten through grade 6 will be sent home only through the student's parent or an individual who is at least 18 years old and is designated in writing by the student's parent/guardian to receive the medication.

Over-The-Counter Medications

The nurse or her designees will distribute only medications with F.D.A. approval. In no instance will the Manufacturer's recommended dosage be exceeded.

1. No Tylenol, cough drops, etc. will be provided by the school to the students.
2. Over the counter medications in manufacturer's original package may be given at school only with the written permission of the student's parent or guardian. The note must also include:
 - a. The amount of medication to be given
 - b. The time it is to be given

Immunization Policy

The School Board of Union North United School Corporation adopts the immunization requirements in IC20-8.1-7-10 as amended by Public Law 150-Acts of 1980 as board policy.

The enforcement of the immunization requirements is as follows:

1. A current immunization statement on file with the school, or
2. A statement by the local health officer or physician that the required immunizations have been delayed by extreme circumstances and that a time schedule for immunization has been established, or
3. A statement of objection in accordance with IC20-8.17-1(a) or IC20-34-4-1-6.

New students must present immunization records upon enrollment in school. Transferring students have 20 days to present immunization records.

For the safety of all students, the school principal may remove a student from school, or establish a deadline for meeting State requirements, if a student does not have the necessary immunizations or authorized exemption. In the event of an epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted. Any questions about immunizations or exemptions should be directed to the school nurse.

Children who enter a school corporation with a history of receiving less than the minimum required immunizations have a period of 20 days to begin or resume their series. They may stay in school at the end of the 20 days by either:

- a. Completing requirements
- b. Starting immunizations and producing a schedule for completion
- c. Qualify for an exemption according to State Law

Physical Examination Policy

The Union-North Board of School Trustees requires physical examinations for all students attending the Union-North United Schools. Examinations must be administered by licensed physicians with the cost being borne by the parents and/or guardian.

Physical examination of students are required at Kindergarten, 5th and 9th grades and yearly for those students who will participate in competitive athletics at the 5th grade level and above.

Results of the physical examination will be recorded on their school health record and filed at the school.

Parents are to submit health questionnaires annually. The health questionnaires will be available at registration.

A dental examination by a licensed dentist is requested for Kindergarten students.

School Health Screenings

During the school year, screenings will be conducted through state required mass screenings, teacher and/or case conference committee referrals, or when new students enroll. By state law, all schools are required to do the following screenings:

Grades K & 1 & 4 = Hearing

Grades K, 1, 3 & 5 = Vision

Parents will be notified of any suspected abnormalities found during the screening. It is requested you arrange for an examination with the appropriate health professional to verify if there is a positive finding and to receive treatment. Please let the school nurse and classroom teacher know the results of the referral. If you do not wish to have your child screened, please submit a letter to the school office. Any student, regardless of grade level, will be screened upon parent or teacher request if “difficulties are suspected.”

Accidents

Every effort is made to prevent accidents. However, should an accident occur at school, the following procedures take place:

1. First aid is given
2. A parent/guardian is notified if the accident warrants further attention and an accident report is filed.

If the family or guardian cannot be notified, the school will attempt to procure the services of the family physician. Parents should make sure that the necessary emergency information is accurate on the registration page each year. Low-cost supplemental accident insurance is available that covers recess injuries. This must have been on file prior to the accident.

Head Lice

Head lice is a continuous problem among young children. Check your child on a regular basis and inform the office immediately if you should find head lice on your child. Remember, head lice can visit anyone, clean or dirty, rich or poor. The most important fact to remember is that

the problem should be quickly treated because delays only help to spread the infestation throughout the community.

LaVille Elementary School follows the guidelines set forth by the County Health Departments:

1. When a student is identified as having head lice, he/she will be excluded from school. Siblings will also be checked for head lice.
2. Instructions for treating the student and the home environment will be given to the parent/guardian.
3. The student will not be allowed to return to the classroom until the head is clear of lice.
4. Upon returning to school, the student will be inspected in the school nurse's room by the school nurse or by a person designated by the principal.
5. If lice leads to a serious attendance problem, the parent will be notified that the consequence for prolong unexcused absence is a referral to the appropriate County Truancy Prevention Program.

Child Abuse & Neglect

Anyone who suspects that a child is the victim of abuse and/or neglect is required by law to report that suspicion to the Department of Public Welfare or to the police in the county where the child lives. To not report is punishable by law.

SCHOOL DAY

Arrival Time

For the safety and well being of children, students not riding the school bus, and not eating breakfast should not arrive before 8:00 a.m. as they will not be able to enter the building until 8:00 am. Students not riding the bus should enter Door #2 in front of the school.

The students eating our school breakfast may enter the building at 8:00 a.m. and head straight to the cafeteria.

Pledge to Flag

Each school day will begin with the Pledge to the American Flag and a moment of silence by all classes. (Religious preferences will be honored.) Throughout the week, we may also sing the National Anthem, Lancer Fight Song, and/or recite the Lancer Best School Pledge.

Dismissal Time

Students being picked up by car will be dismissed at 3:00 p.m. A note is required from the parent if the student will not be riding the bus. Any change in a student's transportation must be in writing/on file in the office. Completion of bus dismissal ends at 3:15 p.m.

Emergency Closings

In case of inclement weather, delays, cancellations, and dismissals will be announced over local radio and television stations. Please do not call the school as that ties up the telephone lines. Please make advance arrangements for your child with responsible persons. Emergency Dismissal Forms are on file with your child's teacher. Please listen for the words "Union-North United Schools" to be announced. School closings are also posted on our school's website.

Safety Drills

Safety drills are held periodically throughout the school year as designated by state school safety regulations or directives. Fire evacuation and lockdown drills are held so as to avoid needless uncomfortable exposure. Tornado drills are conducted within the building in the storm shelter.

Recess Time

As a general rule, all students are to participate in recess time, inside or outside, with all of their classmates. A child well enough to come to school should be reasonably expected to take part in recess wherever it is held. If a medical condition exists which warrants a student staying in from recess, the school must receive a letter from a doctor stating the reason and the number of days the student should stay in. Otherwise, all children will participate in all outdoor recesses.

Outside recess requires proper clothing. Watch the weather. Please make sure your child has a hat, coat, and gloves in cold weather. Boots and snow pants are recommended for children wanting to play out on the playground and not only on the blacktop during winter.

We are constantly in contact with the weather/news stations. We monitor weather conditions and make appropriate decisions as to whether to go outside for recess or stay inside.

Field Trips

Written permission by a parent or guardian is required for participation of students in all field trips. Return slips promptly so your child can participate. Children who are unable to go on a field trip will spend the day in a school work area. If a parent is asked to help chaperone a field trip, please arrange daycare for younger sibling. This will allow you to direct your full attention to the group of children assigned to you. According to school board policy, and for the safety of our students, each volunteer who is in contact with students shall be required to submit a Limited Criminal History Record Check. Students who violate school rules may lose the privilege to go on field trips. There is a \$2.00 bus fee charge in addition to field trip costs.

Homework Policy

The outline below is to provide parents a means of developing a more common understanding of the policy on homework in our elementary school system.

General Objectives of Homework:

1. To enrich the school experience through related home activity.
2. To strengthen the basic skills by further practice and application.
3. To provide children who have been absent an opportunity to make up work.
4. To stimulate a voluntary effort among children to show initiative and feeling of responsibility in making good use of their time.
5. To encourage a carry-over of worthwhile school activities into permanent leisure interests.
6. To help children strengthen work and study habits.

Homework in Primary Grades (K-3)

Homework in the primary grades will be given to pupils because teachers know that it serves sound educational purposes. Generally, parents can play a positive role in helping their child by creating a good setting for the child to work in and by showing interest and concern about homework.

Homework in Upper Grades (4-6)

Children in the upper grades will be expected to do more homework than children in the primary grades. The broader curriculum in the upper grades provides a greater need for homework and leads to more in-depth homework projects. Children can expect to have some homework every day.

Parents can help their child most by providing a comfortable place where good study conditions prevail. It is not unreasonable to expect children of this age level to spend from one-half to two hours, occasionally at night, working on well-planned and gainful homework projects.

Poor Work Habits

1. Children who do not finish their homework at the assigned time may not receive the credit for their work. This may influence their grade. Please encourage your child to complete all assignments required by their teacher(s).
2. Parents may be notified in the middle of grading periods when their child is having academic and/or behavior problems.

Retention

Retention is not based solely on achievement within the classroom. We must show growth on state and/or local testing results. We are using these test results to determine a child's readiness to advance to the next level of education. Presently, we administer the iLEARN and may administer local tests, which measure a student's competency on Indiana Standards at

grade levels 3 through 6. At K, 1, and 2 we follow the state guidelines, or benchmarks, to determine a child's competency level, or readiness to advance.

If a child does not achieve at the level expected for their age and grade, the school may retain the student after consulting and notifying the parent/guardian.

Report Cards and Conferences

Detailed progress reports are sent to the parents four times a year in grades K-6. An effort is made to give you a report on your child's academic achievement, as well as some indication of the effort the pupil puts forth. Conferences that may be needed by either parents or teaches will be scheduled accordingly.

Grading Scale

A+ = 98% - 100%	B+= 88% - 89%	C+ = 78% - 79%	D+ = 68% - 69%	
A = 93% - 97%	B = 83% - 87%	C = 73% - 77%	D = 63% - 67%	F = 59% - 0%
A- = 90% - 92%	B- = 80% - 82%	C- = 70% - 72%	D- = 60% - 62%	

Honor Roll

The Honor Roll is calculated each marking period. Principal's Honor Roll requires students to have all "A's" on their report card. The Honor Roll requires students to have all "A's" and "B's".

Lost and Found

The student's name should appear on all personal belongings, i.e. books, clothing, eyeglass cases, lunch boxes, etc., so that lost items may be returned. Lost and found articles are located in the "Lost and Found" area provided in the building.

Parties

Parties in the classroom are held to a minimum. Occasionally, parents ask for permission to provide simple refreshments to celebrate their child's birthday. Teachers usually use the last 15 minutes of the day for this purpose. Arrangements for such parties must be made in advance with the student's teacher.

Halloween, Christmas, and Valentine's Day parties are normally held the last hour of the school day. This allows 45 minutes for the party and 15 minutes to clean up.

Our Wellness Policy permits only store bought treats, no homemade goods. Check with teacher for classroom allergies.

Student Visitors

School-age friends and relatives visiting a class during the day cause interruptions and interferences. Our strong commitment to LaVille students necessitates our refusal to allow students to bring visitors with them to school.

Pets

Arrangements must be made in advance with the teacher prior to bringing in pets due to new state regulations on allergy guidelines. Approved pet visits should be limited to 15-20 minutes so as not to disrupt the classroom academic times.

SPECIALS

Physical Education

Students receive physical education instruction. Athletic shoes that are in good condition are suggested. The shoes must have shoestrings. Slip-on shoes are dangerous and are not recommended.

Art

Art instruction is given to all students at each grade level as part of the regular curriculum.

Library

Library books will be checked out for a two week period. Those students who have a book or books checked out for more than two weeks will receive a notice that they have books overdue.

After the third (3rd) notice the student will be charged a fee towards the payment of a new book. If the book is found within a reasonable amount of time after the payment has been made, the student's money will be refunded.

Kindergarten and First Grade will check out one book per library visit. If the student does not bring the book back on the next library visit, we will assume that the student has not finished the book or has forgotten it, and will not be allowed to check out another book until the book is returned.

Second through Sixth Grade students are allowed to check out two books per library visit if they do not have any overdue or outstanding books. When a student is doing a report, an additional two (2) books may be checked out. Any other books needed for reports will be checked out under the advisement of the student's teacher and/or the librarian.

We feel that the responsibility and proper care of books is a beginning in developing responsible student attitudes.

Children With Special Needs

The Union-North United School Corporation is a member of the JESSE Cooperative for Special Education. Through this cooperative those children who have special needs are served. The following programs are available to students between the ages of 3 and 21:

Psychological Testing	Learning Disabled
Mildly Mentally Disabled	Moderately Disabled
Severe and Profound	Emotionally Disabled
Hearing Impaired	Visually Impaired
Multiple Impaired	Physically Impaired
Speech, Language & Hearing Evaluation/Services	

During the school year, the speech/language pathologist will conduct speech/language and hearing screenings. Screenings will be conducted through (a) state required mass screenings, (b) maturational lists from prior screenings, (c) teacher and/or case conference committee referrals and (d) new students. Should a student not meet the expected level, the parent/guardian will be notified. If a parent objects to speech screening the parent must notify the principal in writing.

These and other programs for impaired children are available after the students have been referred to JESSE through the school, a comprehensive case study has been done, and an educational plan has been devised by the school and parents to meet the needs of the student. If you have any questions, please contact the principal.

Extra-Curricular Activities

Students are given the opportunity to participate in various athletic and academic extra-curricular programs throughout the school year. These programs may include, but are not limited to: Volleyball, Cheerleading, Basketball, Wrestling, Track, Spell Bowl, Math Bowl, Chess Club, and Student Council. Students who participate in these programs are held accountable to our Extra-curricular and Athletic Policy that follows in the next section. There are also community-wide programs that are offered to our students. These could include Soccer, Football, Cheerleading, T-Ball/baseball, and Scouts. These programs are highlighted through school communication.

Extra-Curricular and Athletic Policy

1. Any student that receives an "F" or more than one "D" will be reported to the office for review of their eligibility by the administration. The eligibility will be based on their effort and/or improvement. The administration will make the final decision. The parents will be notified of the decision by the principal.
2. A student that receives any type of Suspension from school will not be permitted to attend any extra-curricular activity and will be removed from any academic/athletic team on which they are currently participating.

3. A student that is absent from school because of illness cannot attend an activity, practice or game after school the day they are absent.
4. All extra-curricular activity sponsors and athletic coaches reserve the right to remove any participant from the activity or team, if, after discussing the situation with administrators, they deem it necessary. In addition, each sponsor or coach may have rules or regulations in addition to these that will need to be followed in order to participate in extra-curricular activities and/or athletics.

PARENT INVOLVEMENT OPPORTUNITIES

Parent –Teacher Organization

We are very fortunate to have such active participation in our Parent-Teacher Organization. Parents, teachers, and other interested adults in the school community are encouraged to support and participate in the PTO.

Parent Visitation

We invite all parents to visit our school whenever they can. If you wish to talk with a teacher or principal, we ask that you call the office to set up a time to meet (784-2311) so that it is assured that the teacher or principal is available to meet with you. All visitors to the school must report to the office and have their driver's license scanned through our RAPTOR system upon entering the building. After signing in, visitors will be given a Visitor's Pass which must be worn when inside the school building.

Parent Volunteers

The school encourages parents to become involved in their child's education. If you are interested in volunteering, please contact your child's teacher or the PTO. Any volunteer working directly with students, including, but not limited to: Field Trips, Parties, Coaches, and Classroom Volunteers, shall be required to submit a Criminal Background History Record Check.

VOLUNTEER GUIDELINES

LaVille Elementary is fortunate to have a community of caring parents and those who can volunteer many hours to assist teachers, by providing tutoring and coordinating and/or supervising special events and activities. Guidelines have been developed to enhance the volunteer experience. Parents are asked to comply with the following guidelines:

1. All volunteers must observe all safety and security rules and procedures. These rules and procedures include signing in, participating in safety drills, signing out, access to classrooms, etc.

2. The teacher is responsible for giving direction and providing materials and a place to work when volunteers are helping him/her. The staff lounge and workroom are not available as volunteers' work space.
3. Volunteers may not bring young children with them when they are tutoring or supervising/helping with special events. If the purpose of your volunteer assignment is to assist the teacher with students, your attention to the students cannot be diverted as you attend to a younger child's legitimate need for attention or personal care. If you are unable to arrange for childcare, please select another type of volunteer activity.
4. Volunteers must treat all students with kindness and respect and must defer to the teacher when inappropriate behavior occurs. When in doubt, ask the teacher for direction/clarification of your role.
5. Volunteers must remember that what they see and hear about individual student performance or behavior is not to be shared among friends and neighbors. You are seeing one quick snapshot, not the big picture. Rumors and unnecessary confusion are often the result of a parent's casual observation.
6. If you see something that confuses or bothers you, talk with the teacher first. If your concern cannot be adequately addressed at that level, schedule a conference with the principal.
7. It is inappropriate for parent volunteers to correct student work or to interact with assessment data for individual children.
8. According to the school board policy and for the safety of our students, each volunteer who is in contact with students shall be required to submit a Limited Criminal History Record Check.