



**ELEMENTARY SCHOOL
STUDENT
HANDBOOK
2018-2019**

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Academics

GRADING SCALE

Grade 1

M = Mastery
NM = (Non Mastery = below 70%)
A = 90-100
B = 80-89
C = 70-79

Grades 2-3

M = Mastery
NM = (Non Mastery = below 70%)
A = 93-100
A- = 90-92
B+ = 87-89
B = 83-86
B- = 80-82
C+ = 77-79
C = 73-76
C- = 70-72

Grades 4-6

A = 93-100
A- = 90-92
B+ = 87-89
B = 83-86
B- = 80-82
C+ = 77-79
C = 73-76
C- = 70-72
D = 60-69
F = Below 60%

TEXTBOOKS/FEEES

Fees are due at time of registration. If full payment cannot be made, a payment schedule may be arranged until the fees are paid in full. Some families may qualify for financial assistance for text books only. You may apply for lunch assistance during registration on Skyward and this will also qualify a student for textbook rental assistance.

HOMEWORK

Homework can assist schools in emphasizing the partnership needed between home and school in the educational process of children. Evidence indicates that before students will accept the responsibility for their education, they must first understand what is expected of them.

Well-chosen, clearly-communicated homework is an integral part of the instructional process. Homework that reinforces, enriches, and enhances instruction encourages families to become more involved in their child's education and causes students to work independently and become more responsible for their achievement. Teachers and administrators will develop strategies of instruction to include homework appropriate for the students and their educational levels. Homework should:

1. Give the student the opportunity to accept responsibility for participation in the learning process.
2. Teach and improve the student's self-discipline.
3. Provide an extension of specific instruction to reinforce the instruction in the classroom.
4. Reinforce effective study habits, independent study, and inquiry skills.
5. Promote positive self-esteem.
6. Strengthen communication between the home and school while affording parents an opportunity to become involved in the educational process.

Students are responsible for knowing what is assigned, completing the task(s), and for turning in homework assignments on time. It is hoped that students will take pride in doing their homework well and communicate homework requirements accurately and openly to their parents.

MIDTERMS

Midterm grades will be issued each 4 ½ weeks in all core classes. Midterms are sent home with the student. The following dates are the midterms for each of the nine weeks' grading periods.

August 29

November 7

February 6

April 17

REPORT CARDS

Report cards and midterms are issued as a system of reporting a student's effort and achievement in class. A uniform electronic system is used for grades. Report cards will be distributed at the end of the nine-week grading period. Report cards are sent home with the student. Parents can expect report cards one week after the end of the grading period, with the exception of the last report card of the year, which is sent home on the last day of school. The following dates mark the end of each nine week grading period and the dates report cards are sent home:

End of 9 Weeks: September 28

December 20

March 8

May 23

Report Cards: **October 3 (at conferences)**

January 9

March 13

May 23

HONOR ROLL

Grades 3 through 6 will have an academic honor roll for all students. To achieve honor roll status, a student's report card must reflect a combination of all A's and /or B's. The A honor roll will reflect A's in all of the core subjects. Honor roll students will be recognized for each nine-week grading period. Students can also be recognized at the end of each semester for standards attainment in special area classes.

Attendance

Daily attendance is essential for academic growth and development. Regular daily attendance is the responsibility of the parent and student. Students are expected to comply with the Indiana State Law (IC 20-8.1 and 20-8.1-3-33) regarding attendance. Parents and students are responsible for making sure absences are documented. It is the responsibility of the school to report chronic absenteeism. All visitors will be asked to show a valid, government issued, photo ID upon arrival during school hours. Please contact school administration with any questions or concerns about this procedure.

ABSENCES

REPORTING

Parents/Guardians are to report the absence of their child by telephone within one hour after school starts on the day of the absence. Excessive absences may result in legal action for educational neglect.

EXCUSED ABSENCES

Students are expected to be in school except for the following reasons with documentation:

- A. Doctor, dentist, counseling appointments (Documented with a note from the doctor, dentist or counselor for an excused absence)
- B. Death in the immediate family
- C. Serving as a witness in a court proceeding (documented with a copy of the subpoena)
- D. Election day activities as authorized by statute
- E. Serving as a Page in the Indiana General Assembly
- F. Educational activities as approved by the principal
- G. Major religious holidays

***Parents must always call the school when their child is absent. The absence will remain unexcused until the necessary documentation is provided.**

It is the responsibility of the teacher to notify the clerical assistant of attendance problems. Tardiness and early releases will be addressed if necessary by the classroom teacher.

Absence consequences:

1. Five(5) absences – teacher will make phone contact to parent
2. Seven (7) absences – will make phone contact to parent and attendance letter sent from school office
3. Eleven (11) absences – home visit made by school personnel
4. Fifteen (15) absences, with ten (10) being unexcused –letter sent from the superintendent’s office
5. Twenty (20) absences, with thirteen (13) being unexcused – family will be referred to Decatur Township Attendance Intervention Council, a letter will be delivered by Decatur Township Police, and a report will be made to DCS
6. Continued unexcused absences will be referred to the Marion County Prosecuting Attorney, Juvenile Division
7. The district reserves the right to refuse intra-district transfers due to excessive absenteeism.
8. District administration reserves the right to refuse out of district requests due to excessive absenteeism

***These guidelines are for the academic year.**

MAKE-UP WORK

The student has one day for every day missed to make up the work. Credit will be given for completed assignments if submitted work meets the standards for passing for that grade level. The teacher shall inform the student of the deadline for make-up work. Any assignments which are not made up in a timely manner may receive a lower grade. Parents and students are responsible for obtaining work and submitting it in the manner prescribed by the teacher.

PERFECT ATTENDANCE

Any student, who is present for the entire school day, each and every school day, shall receive a Perfect Attendance Award.

COMMENDABLE ATTENDANCE

Any student who is present for any portion, but not the entire school day, each and every school day will receive a Commendable Attendance Award. A student may be present for any portion, but not the entire day, because:

1. The student was tardy.
2. The student was released early during the day.
3. The student left the building for lunch.

The school reserves the right to deny this award in cases of chronic tardiness or early dismissal.

TARDY POLICY

Students are expected to arrive at school each day on time. Any student who arrives at school 5 minutes after the start of school is considered tardy.

AFTER SCHOOL PROGRAM

AYS will offer a before and an after school program for elementary students. Information will be made available at registration and at the main office throughout the school year.

Cafeteria Information

BREAKFAST AND LUNCH PROGRAM

Our cafeteria provides nutritious, well-balanced meals for our students to purchase, or children may bring a sack lunch to school if they choose. In support of our district's wellness policies, please **DO NOT** send carbonated beverages in your child's lunch. **NO** item should be sent in glass containers. Current meal prices are student at \$1.95 and adult at \$3.50. Extra items are available for purchase daily in your school cafeteria. These items include smart snacks, bottled water, extra milk, and extra lunch items. If you would like to limit your students spending, please contact your cafeteria manager.

Our cafeteria needs to operate just as all public food services do. The charging of meals is not a common practice. An occasional daily charge will be allowed, but the charging of more than two days will not be allowed unless special arrangements are made. Applications for free or reduced lunches are available in the office. We offer a free universal breakfast program each morning. We invite parents to enjoy lunch with their child. When coming for lunch, please sign in at the front office. All visitors will be asked to show a valid, government issued, photo ID upon arrival during school hours. Please contact school administration with any questions or concerns about this procedure. We do allow lunches to be brought in, but we ask that you bring in food **ONLY** for you and your child. **For the protection of all of our students and guests, we can't allow you to invite other students to join you and your child at lunch.**

CAFETERIA EXPECTATIONS

1. Students will not cut into the cafeteria line.
2. The students are allowed to use the restroom or leave the cafeteria with permission from a lunch supervisor.
3. Appropriate table manners are expected in the cafeteria.
4. Students should use their **own** ID number.
5. Students are to remain seated until permission is given to leave.
6. Students will return their trays to the receiving area when finished eating and then return to their seat. (ALL FOOD OR DRINK WILL STAY IN THE CAFETERIA.)
7. Any violation of the cafeteria rules could result in an isolated lunch, assigned seating, or other disciplinary action as a Category I discipline concern for the teacher.
8. While we encourage parents, guardians, and family members to join their children for lunch, we ask that you adhere to the prescribed lunch periods only. Lunch time should not extend beyond the designated lunch times.

Communication

WEBSITE INFORMATION

Each of our schools has a website to provide information for students and their families. The website address is www.decaturlproud.org. Important dates and other information can be found on our website. You can also contact your child's teachers and/or other school and district personnel via the website. Information on how to do this will be provided to parents who need to log on to their child's class page to view content.

SKYWARD FAMILY ACCESS

An internet option to view your child's grades and attendance is made available to all parents. At the beginning of the year, all parents will receive their password and username for the MSD of Decatur Township website. To utilize this service:

1. Click on the Parents section of the MSD Decatur Homepage.
2. Next, click on the Skyward link (Skyward – Family Access).
3. A login and password will be required.
4. Click Submit after reading the information and you will be ready to login.

To obtain a username and password, contact your school office for assistance.

PARENT NEWSLETTER

A school newsletter is published on a regular basis. This newsletter contains important information for parents regarding upcoming events and important dates.

PARENT/TEACHER ORGANIZATION

Each school has its own Parent/Teacher group. Information about group meetings will be sent home in the newsletter.

STUDENT USE OF TECHNOLOGY AND INTERNET SAFETY

The MSD Decatur Township School Corporation intends that technological resources provided by the district be used in a safe, responsible, and proper manner in support of the instructional program and for the advancement of student learning.

The Superintendent or designee shall notify students and parents/guardians about authorized uses of district devices, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities in accordance with district regulations and the district's Acceptable Use Agreement.

The Superintendent or designee shall provide age-appropriate instruction regarding the district's Acceptable Use Agreement, including instruction on the safe use of social networking sites and other Internet services including, but not limited to, the dangers of posting personal information online, misrepresentation by online predators, and how to report inappropriate or offensive content or threats.

The Superintendent or designee, with input from representative students and staff, shall regularly review this policy, the accompanying administrative regulation, and other relevant procedures to help ensure that the district adapts to changing technologies and circumstances.

Current copies of signed student forms will be kept on file at each district building location.

Specific details regarding the above information can be found in electronic form on the district website and in hard copy form at each school or district building.

CLOSING OF SCHOOL (EMERGENCY)

When severe weather conditions occur and it is necessary to close school, announcements will be made via radio, television, a phone messenger system and this information will be posted on the school website. PLEASE DO NOT CALL THE SCHOOL.

MSD Decatur Township/Community Health Network School Health Guidelines K-6

CLINICS:

Parents/guardians have primary responsibility for the health care their children receive, but schools have a responsibility for health and safety while children are at school. Health services include programs, services, and activities that assure a healthy environment, thereby promoting and protecting the health and well-being of all students. The school clinics are available for emergencies, injuries, and illness that arise while the child is at school, in addition to management of chronic illnesses and special needs. Each Decatur Township clinic is staffed with a Community Health Network nurse (RN or LPN). Nurses do not make medical diagnoses, but they are skilled in assessment, planning, intervention, evaluation, promotion of wellness, health counseling/education, prevention, emergency care, and referral.

Students must have a CHN consent form on file in order for the nurse to see the student for a clinic visit. Students without consent on file will be seen for emergencies only. Please speak with the nurse at your school if you have questions about the consent form.

The school clinics are open daily during school hours. Students must have a pass to enter the clinic. Students without a pass will be sent back to class to obtain a pass. He/she will be asked the nature of the complaint, will have his/her temperature taken, and may be allowed to rest for a short period of time. Please remember that time in the clinic is time out of a class—instructional time is being lost. If the nurse needs to send a student home due to a sign of illness (see below), the nurse will call the phone numbers in Skyward. If contact information changes, it is essential that phone numbers be updated in Skyward. If the nurse is unable to reach a contact, the student will be sent back to class unless there are signs of a contagious illness (below). An illness-related early release from school is only excused when sent home by the nurse. If the student has an emergent or urgent health need and/or the parent or other contact cannot be reached, EMS may be contacted.

ILLNESS:

General guidelines for illness follow the guidelines, laws, and recommendations of the Indiana Department of Health, the Marion County Health Department, Community Health Network, and Indiana State Code to prevent the spread of communicable diseases. If the nurse should call you to pick up your child, they are acting in accordance with these laws and directives. Parents should make every effort to come to the school to pick up their students in a timely manner. Bus transportation cannot be utilized if the child exhibits symptoms of a contagious illness (below).

Please do NOT send your child to school if one or more of the following symptoms are present: diarrhea, vomiting, undiagnosed body rash, sore throat with swollen lymph nodes, severe coughing, eye discharge or redness, or fever of 100 degrees or above. Please do NOT send a child back to school until he/she has been fever-free (without fever-reducing medications) and with no vomiting/diarrhea for 24 hours. Antibiotics which have been prescribed for eye or throat infections must have been given for 24 hours before the student returns to school. This will help prevent the spread of infection to others and ensure that the student is feeling well enough to learn. Students who have had surgery may be asked to provide a doctor's note to return to school.

INJURY:

Students who are injured at school will be assessed at the time of the injury, if they report to the clinic. If a student has a deep laceration, cannot walk, has extreme swelling, pain, obvious deformity, head injury, or has any other sign of an emergent/urgent need for further evaluation, the nurse will determine the best course of action for the situation. This may include a call home or an EMS call. Only an x-ray can determine if a fracture has occurred.

The clinics possess wheelchairs for emergency response by school staff only. Decatur Township cannot provide a wheelchair or any other medical supplies or devices which are necessary for student injuries or recuperation from surgeries, including crutches, dressing supplies, wraps, splints, etc. Parents should contact their healthcare provider or insurance carrier if these devices are needed beyond the school's initial response.

MEDICATIONS:

Decatur Township clinics do not stock any medications. All medication must be supplied by the parent/guardian. Medication given for the academic success of students or other medications given for acute or chronic conditions may be administered at school. Medications should be brought to school by the parent or guardian. Students should not transport medications to school. Medication administration forms are available at each school or online and must be filled out by a parent or guardian for each medication. This form must be filled out and signed by the parent or guardian before a medicine will be administered by the nurse. Please try to schedule a three-time-per-day medication at home. Do not send once or twice daily medications to school. Medication administration forms are available at each school or online. This form must be filled out and signed by the parent or guardian before a medicine will be administered by the nurse. Prescription medication must have the current prescription label with student's name attached to the medication. Per Indiana State code, all medications must be in the ORIGINAL containers. For the safety of your student, if medication is received in a baggie or envelope, it will NOT be given. A physician's order is necessary in order for an emergency medication (EpiPen or inhaler) to be carried by a student. It is helpful to have a backup of this medication in the clinic. If cough drops are needed, we suggest that hard candy be substituted for the same effect, with no time out of class to go to the clinic.

Over-the-counter (OTC) medications for children must state that the medicine may be given to children under twelve years of age. The label on an OTC serves as the guideline for dosing and frequency. If the parent desires a dose or schedule that is different than the label, a physician's order shall be necessary for administration. Supplements and non-FDA approved substances are not considered appropriate for school administration.

LICE

Students who exhibit scratching or evidence of live bug in the hair may go to the school clinic for evaluation by the School Nurse. The School Nurse will examine the student's hair and scalp in a confidential manner.

If live lice (crawling bugs) are visualized, the parent/guardian shall be contacted by phone. Factors such as the severity of infestation, child's age, or other health concerns influence professional judgment regarding parent pick up and recommended treatment options. Close household contacts should be inspected. Students remaining at school until the end of the day will be discouraged from direct head to head contact with other students in the classroom.

If nits only are visualized, the student may remain in school and the parent will be notified at the end of the school day. Nits located closer than ½ inch on the scalp require parental action at home. Nits farther than ½ inch are not considered to be viable.

Once confirmed, student with live head lice must be cleared by the nurse in order to return to school. School Nurses will assist parents/guardians with strategies for prevention and ways to enable the student to return to school as quickly as possible.

MISCELLANY:

In the event that Indiana Poison Control is consulted, the advice received shall be absolutely followed by clinic/school personnel, to include emergency transport.

It is the parent's responsibility to provide any student-specific supplies that are needed on a regular basis at school. This includes dressing supplies for injuries beyond initial first aid, supplies of clothing, hygiene items, equipment/supplies for any type of special need, etc.

Immunization records shall be reviewed at the time of the student's enrollment or whenever a change in the law requires additional immunizations for current students. Decatur Township clinics shall inform parents about changes in state laws. All students must meet state requirements for immunizations. Students may be excluded from school if immunizations are not up to date. The nurse may be contacted for further information.

Elementary clinics have some availability of spare clothing for needs that may arise during the school day. However, the selection varies from day to day, and there may not be an appropriate size available. In this case, the parent shall be called to bring clothing. Borrowed clothing should be laundered and returned to the school clinic the following day. Donations of clean gently used items are gratefully accepted.

Vision and hearing screenings for certain grade levels take place sometime during the school year and are performed by either Decatur Township nurses or the Marion County Health Department. Referrals for follow-ups are mailed to the home. Parents should make every effort to act promptly if a referral is received, as vision and hearing deficits greatly impact educational performance. Notice of screenings shall be by newsletter, call system or via the school/district website. Please do not hesitate to contact the nurse for any concerns during the school year.

TRANSPORTATION

Each student will be limited to **one** seat, **one** bus. Pick up and drop off locations must be the same.

Students in the elementary schools must register for pick up and drop off at an address located in their elementary school district. Every student will be asked to register for bus transportation during the summer registration dates.

Due to bus capacity and routing efficiencies, students will **not** be able to use multiple bus stops or ride alternate buses. If you would like to know how to track your child's school bus during their bus route you may visit the transportation webpage where it is titled, "FREE GPS service." Synovia Solutions provides this system at no cost. This is a great way to stay updated with our transportation service in Decatur Township.

DISMISSAL FROM SCHOOL

Children are to be picked up at the designated area of the building at dismissal. Students will not be allowed to cross between cars. Please follow the handout on student car riders. Our children must be able to enter their cars safely, and then the cars will be able to leave quickly once they have their passengers. For safety reasons, if your child's dismissal routine will be changed, you must send a note in with them that morning. Your child either rides his or her assigned bus or becomes a car rider/walker. The following are two examples of an acceptable dismissal change:

- Your child normally rides the bus, but today he/she will be picked up by car.
- Your child normally walks home, but today he/she will be riding the bus.

For security reasons, it is the expectation of the MSD of Decatur Township that any/all parents will provide PHOTO identification when picking up your child from school.

WALK/RIDE PLAN

At registration or upon enrolling, parents will be required to fill out a transportation plan for their child: bus rider, car rider, or walker. These plans will assist us making sure our students arrive and depart from school in a safe, planned form of transportation that is approved by the parents. ***Any changes made to the primary form of transportation that the parent has requested, must be in writing and will need to be approved.***

FOOD FREE BIRTHDAY CELEBRATIONS

You are welcome to send a donated book, puzzle or game to celebrate your child's birthday. Due to food allergies and diet restrictions, all birthday celebrations will be FOOD FREE. This is to assure that all students can participate in the birthday celebrations. Students will be recognized on the announcements and in their classroom for their special day. At times, parents have asked us to help them by passing out birthday party invitations to children in the class. We are not able to do this unless every child in the class is invited.

DRESS CODE

When choosing what to wear to school each day, please keep the following in mind:

- ❖ On days when students have PE, they should wear regular athletic style tennis shoes that tie, zip or fasten with Velcro. Girls need to wear shorts (fingertip length or longer) or slacks. Students may not wear short-shorts nor tight bicycle shorts.
- ❖ Midriff, halter, tank or spaghetti-strapped tops are **NOT** allowed. Tank tops with large armholes may be worn if another T-shirt is worn underneath. Undergarments are **NOT** to be visible. Shirts should completely cover students' midsections, both front and back.
- ❖ T-shirts with writing or pictures must be appropriate for school (no tobacco or alcohol references, profanity or suggestive material).
- ❖ No pajamas are to be worn at school unless designated as a "pajama day" by the school.
- ❖ Students should come dressed appropriately for changeable weather.

- ❖ Boys or girls may not wear hats or head coverings nor have hats hooked on belts in the building except on designated days or for medical or religious reasons.
- ❖ Coats do not need to be worn to class and should be kept in assigned areas.
- ❖ Clothes should fit the student's body size and pants will be worn at the waist.
- ❖ Shorts or skirts are **NOT** to be shorter than fingertip length.
- ❖ Shoes with wheels or that are difficult or dangerous to walk in are not permitted.
- ❖ Appearance should not be disruptive to the educational environment.
- ❖ No make-up or perfume should be applied while students are at school.
- ❖ Studded bracelets, belts, wallet chains, or abnormal metal objects are not permitted.
- ❖ If styles change throughout the school year, administration reserves the right to modify the dress code as deemed necessary.
- ❖ In reference to the above guidelines, a general rule of thumb parents and students should follow is:

"When in doubt, don't wear it!"

ELECTRONIC DEVICES

Unless specifically requested by the teacher for a student to bring to school, electronic devices such as cell phones, CD players, video cameras, handheld video games, MP3 players, etc., are **NOT** allowed at school. The following guide is the 2-step progression in reference to dealing with violation of this rule:

- ❖ Item will be confiscated by teacher – given back to student by teacher at the end of the day.
- ❖ Item will be confiscated by teacher – given to the office by teacher, given back to student by the office at the end of the day.

SAFETY DRILLS

For the safety of our students, each school conducts routine drills that teach children what to do in the event of an emergency. These drills include fire, tornado and lockdown drills. During all drills, students will be expected to follow the safety rules and procedures taught to them.

FUNDRAISING

We sponsor fundraisers each year. All participation will be voluntary for the individual students. We do not condone door-to-door sales. Students participating in any other group's fundraiser will not be permitted to sell any item during the school day, unless given administrative approval. Non-approved or personal items are not to be sold on school property/buses. Non-approved items will be confiscated and sent to the office.

LOST AND FOUND

Students are responsible for their textbooks, library books, and other personal belongings. Students are advised to put their names in books, coats, backpacks, and other personal items. Please do not bring valuables to school. Books, school materials, and other student items that are found are to be turned into the office. Any student who loses an item should inquire at the office to see if the item has been found. Items remaining in the lost and found will be discarded or donated to charities at the end of the school year.

NON-CUSTODIAL PARENTS

Regarding access to records and grades, meetings with the teacher, attending school events: Non-custodial parents have equal access unless the custodial parent produces a court order that limits the non-custodial parent's right to access records and participate in school activities or terminates the parental rights of the non-custodial parent.

Regarding access to child at school: Non-custodial parents do not have a right to access the child at school unless they produce a court order specifically allowing for visitation at school. This presumption would cover having lunch with the child, visiting the child's class, and taking the child from school.

PHYSICAL EDUCATION

A student will be excused from P. E. class for one day with a written excuse from the parent or guardian. For exclusion for more than one day, a doctor's statement is required. If any limitation is to be placed on participation, a written statement that clearly sets forth the restrictions must be signed by a physician.

RECESS

Recess is a vital part of each child's school day. However, recess is a privilege per teacher discretion. Weather permitting, our children may go outdoors for recess. A heat advisory would mandate indoor recess. During the winter months, 20 degrees is the rule for temperature and/or wind chill. A child will be kept in from recess for up to three days upon receipt of a parent's note. If for some reason your child should not go outside for an extended period of time (three or more consecutive days), you must send a written request from your doctor.

SEARCHES

Administrative personnel reserve the right to search a student's locker, desk, book bag or other storage areas if a staff member believes a search is necessary to maintain the integrity of the school environment and to protect other students. In such searches the following guidelines will be observed: authorization to open and search lockers and or desks should be given by the building principal; although not legally required, attempts will be made to make the student aware of a search being made; whenever possible, the student, administrator, and a third individual will be present during the search.

Visitor Sign-In Procedures

All visitors requesting entrance into the school building past the front office must produce a valid driver's license or state identification card that can be scanned through our Raptor screening system. (No other forms of identification are acceptable to enter the school any further than the front office.)

Visitors who do not have a valid driver's license or state identification card may visit with their student in the front office area, but may not enter the school past the front office.

VISITING THE CLASSROOM

The MSD of Decatur Township has an "Open Door Policy" for parents coming to visit during the school day. We encourage you to visit your child's room during the school year. It is best to wait until the school and classroom routines have been established before you visit. We ask that you make arrangements for other children, and not bring siblings to school. Please call or send a note stating when you will be coming, and please give the teacher reasonable notice prior to any classroom observation or visitation. To limit disruptions to the learning environment, we ask that you limit your classroom to a half hour unless prior arrangements have been approved by the teacher and principals. All visitors entering the school past the front office are required to have a valid driver's license or state identification card to be scanned through our Raptor screening system.

FIELD TRIPS

In regard to field trips, it is the philosophy of the staff that field trips can be exciting and an effective means of learning for our students. Therefore, children are expected to take part in these learning experiences. You will always receive the details from the teacher several days in advance. Students cannot participate without written parental permission. Permission over the phone is NOT acceptable. All admission and fees are due 48 hours prior to any field trip so processing may occur. If a field trip must be pre-paid, the deadline will be much sooner. There will be no refunds given for field trips. If you serve as a chaperone, you are volunteering your time to assist with student supervision. Therefore, **no other children** other than the students for that specific field trip are permitted to attend. All chaperones must be approved through the volunteer hub and have a current background check.

RETURNING TO SCHOOL AFTER HOURS

To promote responsibility and in order to maintain the security of the building, only school personnel will be allowed to have access to the lockers and/or classrooms after student dismissal.

WITHDRAWAL FROM SCHOOL

If a student is to be withdrawn from school, please report this to the office and teacher at least one full day before withdrawal.

RIGHTS OF STUDENTS WITH DISABILITIES

As mandated by state and federal laws, Decatur Township provides a Free and Appropriate Public Education (FAPE) to all students. Students with disabilities receive appropriate supports and services to help them progress in the general education curriculum to the greatest extent possible. In the event of a disciplinary offense resulting in the recommendation of expulsion from school, students with disabilities are entitled to a manifest determination in order to decide whether or not there is a causal relationship between the student's disability and the behavior in question. Expulsions can only occur in the event that the behavior is not related to the disability, and students continue to receive services throughout the expulsion. Any questions regarding special education services or Section 504 plans should be directed to the local school or the district Director of Exceptional Learners.

Notice Concerning Release of Directory Information Without Parent/Student Consent Under FERPA

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that MSD Decatur Township, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. *Many parents and students find that the written consent required by "FERPA imposes a burden on them with respect to the release of information they do not consider to be private. Therefore FERPA permits MSD Decatur Township to disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow MSD Decatur Township to include this type of information from your child's education records in certain school publications. Examples of this type of information include:*

- A playbill, showing your student's role in a drama production;
- The annual yearbook'
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want MSD Decatur Township to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. MSD Decatur Township has designated the following information as directory information

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Grade level and dates of attendance
- The most recent educational agency or institution attended
- Audio and video recordings made on bus and building security cameras in areas other than restrooms and locker rooms*

ELEMENTARY CODE OF CONDUCT

MSD of Decatur Township 2018-2019

Introduction

We believe that schools must provide a safe and secure learning environment for all students. This endeavor requires the support, cooperation and direct involvement of the three most important components in a child's life- family, school, community. These three groups must work together for the good of the child.

We must use a common sense approach and be active listeners to our children in order for all of us to safeguard their right to an education. Part of this common sense approach is to teach our children to speak out and speak up when they see or hear things which can be considered dangerous or threatening behavior. Our schools will maintain a positive and orderly environment in which students can learn. It is the responsibility on the part of parents and students and school staff to resolve issues. The nature of each offense will be decided on an individual basis by the principal using the Code of Conduct as a suggested guide.

Section I: Rights of Students

Students enrolled in Decatur Township's elementary schools have the right to an education regardless of color, race, creed, sex, national origin, or handicapping condition.

Students have the right to freedom of speech and expression as established by the First Amendment to the Constitution of the United States, provided that speech and expression do not slander nor create a clear and present danger, do not violate the rights of others or interfere with the learning environment in the school.

Students have the right to freedom of assembly and petition as established by the First Amendment to the Constitution of the United States, provided that the assembly or the petition do not interfere with the learning environment in the school.

It is the policy of the Metropolitan School District of Decatur Township to provide equal opportunity to all, without discrimination on the basis of race, age, gender, religion, color, national origin, or handicap, including limited English proficiency. If you have questions regarding this policy, contact:

MSD of Decatur Township Administrative Office 5275 Kentucky Ave, Indianapolis, IN 46221
The Section 504 Plan regarding nondiscrimination of students or employees with disabilities is available in the district office.

Section II: Rights of Students with Disabilities

As mandated by state and federal laws, Decatur Township provides a Free and Appropriate Public Education (FAPE) to all students. Students with disabilities receive appropriate supports and services to help them progress in the general education curriculum to the greatest extent possible. In the event of a disciplinary offense resulting in the recommendation of expulsion from school, students with disabilities are entitled to a manifestation determination in order to decide whether or not there is a causal relationship between the student's disability and the behavior in question. Expulsion can only occur in the event that there is no causal relationship to the disability, and students continue to receive services throughout the expulsion. Any questions regarding special education services or the Section 504 plans should be directed to the local school or the district Director of Exceptional Learners, Linda Watkins at 317-856-5265.

Section III: General School Behavior Standards

Students at all elementary schools will follow the established behavior standards while on school property, at school activities and on the bus to and from school. These general behavior standards include:

- keep one's self and one's belongings to one's self
- be honest and cooperative at all times
- be prompt at all times
- walk quietly through the halls
- follow the directions of school staff immediately, the first time that directions are given
- treat others politely in both behavior and conversation
- possess or use NO drugs, alcohol or tobacco products
- bring NO dangerous or unnecessary items to school
- assume responsibility for the security of personal possessions
- use school equipment in the manner for which it was intended and in its designated location
- eat in the assigned place at lunch time, display good manners and leave the eating place clean
- place all trash in the appropriate containers

Section IV: Classroom Standards

1. All classroom teachers will have a classroom discipline plan which encourages the positive social and educational development of the child.
2. Classroom discipline plans may include specific rules- consequences, and positive consequences for desired behaviors.
 - a. Referrals to the office for disciplinary action will be for:
 - (1) The final step in an individualized behavior plan;
 - (2) Severe misbehavior - Category II and III offenses - as listed in the Elementary Code.

Section V: Discipline Offense Descriptions

Students are responsible for abiding by school standards at all times while they are under the school's responsibility. The discipline offenses have been divided into three categories depending on the severity of the offenses.

Category I Offenses - These offenses include actions which are disruptive to the school environment and do not follow the established standards of school behavior. The classroom plans will designate appropriate disciplinary consequences for these misbehaviors.

Category II Offenses - These offenses include actions which interfere with other students, adults or their property. These offenses represent definite violations of established school standards and impair the learning of the students and/or others. These offenses will result in a referral to the principal's office for disciplinary action.

Category III Offenses - These offenses include actions which are illegal and are severe violations of the established school standards. These offenses will result in a referral to the principal's office for disciplinary action.

Section VI: Definitions of School-Wide Offenses

Category I

- **Cheating** - The intentional act of obtaining information/answers on school related work or tests in a dishonest manner.
- **Disrespect for Authority** - the willful act of not following directions or instructions of an adult staff member or speaking to an adult staff member in a noncourteous manner.
- **Disruptive Behavior** - an action which creates turmoil or disorder. This includes the throwing of objects, horseplay, bullying or rough housing.
- **Dressing Improperly** - the act of wearing clothing which creates undue attention or a disturbance within the school. This includes: hats, midriff shirts, tanktops, and studded bracelets or belts that could be used as weapons, and any apparel which displays offensive language or symbols. Dress associated with gangs is prohibited.
- **Gang Signs / Symbols** - Use and display of gang signs/symbols is prohibited.
- **Misusing School Property** - the use of school property for any purpose other than the purpose for which it was intended.
- **Possession of non-school related items causing a distraction to the learning environment. – determined by the teacher.**
- **Violation of Classroom Rules** - the act of not following established classroom rules.

Category II

- **Forgery** - the intentional act of falsifying or altering the contents of written documents with an intent to defraud.
- **Bullying of a Student (5517.01)**- any repeated, unwanted, aggressive, or unsought attention by another student.
- **Leaving School Grounds Without Permission** - the act of leaving school property without the permission of the parent or school authority.
- **Maliciously Causing Damage to School Property Costing Under \$20.00** - the conscious and intentional act of destroying school property under \$20.00.
- **Misuse of Individualized Behavior Plan** - failure to comply with rules developed in students' individual behavior plan.
- **Persistent Disobedience** - Category I misconduct which continues after implementation of classroom consequences and/or individualized behavior plan.
- **Possessing, Using, Selling, or Giving Away Fireworks** - the conscious act of:
 - possessing: having in one's actual and physical control
 - using: employing or availing one's self of
 - selling: transferring the property in the contract of sale
 - giving away: transferring the property to another or any device which may be detonated.

- **Possession of Pornographic Material** - having in one's possession or control lewd, indecent or sexually explicit material (which includes images found in hard copy or electronic form, i.e. cell phones, cameras).
- **Possession or Use of Tobacco** - the act of possessing, using or availing one's self of any tobacco product, or other smoking materials (including matches and lighters), on school grounds, before, during, or after school hours, or off school grounds at school activities.
- **Reckless Endangerment** - the act of pulling chairs out from under, throwing rocks, etc. without intent to hurt someone. Thoughtless actions causing danger.
- **Stealing or Possessing Stolen Goods Valued up to \$20.00** - taking something that belongs to the school or another person without permission.
- **Trespassing** - unauthorized or illegal use of the building before, during or after school hours.
- **Truant from School** - the willful absence from school without school or parental permission.
- **Use of Vulgar Language/Offensive Gestures** - any use of obscene, offensive, profane language or gestures, or racial slurs.
- **Violation of "Acceptable Use Agreement"** - concerning electronic information resources.

Category III

- **Aggressive Behavior/Fighting** - engaging in aggressive, physical contact by one or more persons in the course of which engagement punches are thrown or any part of the body is used either aggressively or in retaliation, for the purpose of restraining or inflicting injury or pain upon another.
- **Threatening a Staff Member** - an intentional threat through verbal or other actions that physical force would be used against a staff member or another adult associated with the school.
- **Battery of a Staff Member** - the intentional use of physical force in a rude, insolent, or angry manner against a staff member which could result in serious injury
- **Threatening a Student** – an intentional threat through verbal or other actions that physical force would be used against another student.
- **Battery of a Student** - the intentional use of physical force in a rude, insolent, or angry manner against another student which could result in serious injury.
- **Extortion** - the act of obtaining by threat or attempting to obtain by threat control over money, property of the owner, or favors.
- **Indecent Exposure** - the intentional act of exposing the private parts of the body in a lewd or indecent manner.

- **Maliciously Causing Damage to School Property Costing More than \$20.00** - the conscious and intentional act of destroying school property valued over \$20.00.
- **Possessing, Selling, Threatening to Use, or Using a Firearm, Weapon Other Than a Firearm, Explosive or Explosive Device-**
 - the act of having in one's possession a firearm, weapon, explosive or explosive device during or after school hours or off school grounds at a school activity
 - the act of selling or trying to sell a firearm, weapon, explosive or explosive device during or after school hours or off school grounds at a school activity
 - the act of threatening to physically harm a person with a firearm, weapon, explosive or explosive device during or after school hours or off school grounds at a school activity.
 - the act of physically using a firearm, weapon, explosive or explosive device to harm a person during or after school hours or off school grounds at a school activity

A weapon is defined as any object that can reasonably be considered a weapon and be used with intent of causing bodily harm.

An explosive is defined as any substance or device having the possibility to blow up or burst with loud noise and force possibly causing damage or harm.
- **Possessing, Using, or Being Under the Influence of Drugs or Alcohol and Anything Represented to be Drugs or Alcohol** - the act of:
 - possessing: have in one's actual and physical control
 - using: employing or availing one's self of
 - being under the influence of: indulging to any degree in the use of any narcotic drug, amphetamine, barbiturate, hallucinogenic drug, marijuana or look-alike drug on school grounds, before, during or after school hours or off school grounds at a school activity which would deprive one of that clearness of intellect and control which he would otherwise possess.
- **Selling Drugs in School** - the act of transferring to another person in the contract of sale, any narcotic, drug, amphetamine, barbiturate, hallucinogenic drug, marijuana, controlled substance or look-alike drug on school grounds before, during or after school hours or off school grounds at a school activity.
- **Setting Fires at School** - the act of setting any fire in school or on school property without permission of the principal or teacher.
- **Setting Off a False Fire Alarm** - the act of intentionally causing any fire alarm to be sounded when no fire exists.
- **Stealing or Possessing Stolen Goods Valued Over \$20.00** - the act of taking an item with a value over \$20.00 that belongs to the school or another person without permission of the owner or having the item in one's possession.
- **Verbal/Written Abuse of a Staff Member** - the flagrant and/or excessive use of foul, obscene, slanderous or offensive language or gesture against a staff member.
- **Criminal Organization/Criminal Gang Activity-** as per Indiana Code 20-26-18, you will find a written policy and information regarding criminal gang activity under Board Policies on our M.S.D. Decatur Township Website.

- **Harassment of a Student (5517)** - Harassment involves unwelcome conduct directed to a person or group of persons based on the actual or perceived membership in a protected class of a person, the person's family, or individuals with whom the person associates.
- **Racial Harassment:** Racial harassment is unwelcome physical, verbal, or nonverbal conduct directed to a person or group of persons based on race or color and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from the District's education programs or activities. Such harassment may occur where conduct relates to the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.
- **Religious (Creed) Harassment:** Religious harassment is unwelcome physical, verbal, or nonverbal conduct directed to a person or group of persons based on religion or creed and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from the Districts' education programs or activities. Such harassment may occur where conduct relates to characteristics of a person's religious tradition clothing, or surnames, and/or involves religious slurs.
- **National Origin Harassment:** National origin harassment is unwelcome physical, verbal, or nonverbal conduct directed to a person or group of persons based on national origin and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from the District's education programs or activities. Such harassment may occur where conduct relates to characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames., or ethnic slurs.
- **Disability Harassment:** Disability harassment is unwelcome physical, verbal, or nonverbal conduct directed to a person or group of persons based on disability and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from the District's education programs or activities. Such harassment may occur where conduct relates to the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments, or appearances, or the like.
- **Sexual Harassment:** Sexual harassment is unwelcome sexual advances, sexually motivated physical conduct or other verbal, nonverbal or physical conduct or communication of a sexual nature which has the purpose or effect of substantially or unreasonably interfering with an individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from the District's education programs or activities.

Any individual who believes a student has been or is the victim of discrimination, bullying, harassment, hazing, or similar conduct should immediately report the situation to the building principal or designee (acting as the school-level nondiscrimination coordinator), the District-wide Nondiscrimination Coordinator(s), or the Superintendent, and/or complete the School District's Harassment, Intimidation and Bullying report form, which is available online at www.decatuproud.org.

Upon receipt of a complaint or report of discrimination, harassment, bullying, hazing, or similar conduct, the school district will undertake or authorize an investigation by the building principal or designee, acting as the school-level nondiscrimination coordinator, the District-wide Nondiscrimination Coordinator(s) or a third party designated by the school district.

All complaints of discrimination, harassment, bullying, hazing, or similar conduct will be promptly investigated. The building principal or designee, acting as the school-level nondiscrimination coordinator will prepare a written report of the investigation upon completion. Such report will include findings of fact, a determination of whether acts of discrimination, harassment, bullying, hazing, or similar conduct were verified, and, when prohibited acts are verified, a recommendation for appropriate disciplinary action or other non-disciplinary interventions or supports will be included in the report. Where appropriate, written witness statements will be attached to the report.

If the investigation finds an instance of discrimination, harassment, bullying, hazing, or similar conduct has occurred, it will result in prompt and appropriate disciplinary action or other non-disciplinary interventions and support. This may include up to expulsion for students, up to discharge for employees, up to exclusion for parents, guests, volunteers, and contractors, and up to removal from any official position and/or a request to resign and Bullying report form, which is available online at www.msddccatur.k12.in.us. for School Board members. Individuals may also be referred to law enforcement officials where appropriate.

The investigation process will begin within two (2) school days after the complaint is made. The investigation will be completed within thirty calendar days of the complaint being received. The building principal or designee, acting as the nondiscrimination coordinator, or the District-wide Nondiscrimination Coordinator(s), will notify the parent/guardian of the targeted student(s) when the investigation has concluded, including, where appropriate, information on the actions taken to resolve the complaint. In providing such notification, the District employees will take care to respect the statutory privacy rights of all students, including the targeted student, the student(s) who engaged in the prohibited conduct, and witnesses.

If after investigation, the district determines that a student has engaged in prohibited discrimination, harassment, bullying, hazing, or similar conduct, the building principal or designee, acting as the school-level nondiscrimination coordinator, or the District-wide Nondiscrimination Coordinator(s), will notify that student's parent/guardian of that finding. If disciplinary consequences or non-disciplinary interventions and supports are imposed against such student, a description of such discipline will be included in the notification. In providing such notification, the District employees will take care to respect the statutory privacy rights of all students the targeted student, the student(s) who engaged in the prohibited conduct, and witnesses.

Retaliation against any person who reports, or is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of discrimination, harassment, bullying, hazing, or similar conduct, is prohibited and will not be tolerated. Such retaliation will be considered a serious violation of School Board policy and independent of whether a complaint is substantiated. Suspected retaliation will be reported and investigated in the same manner as discrimination, bullying, harassment, hazing, or similar conduct.

Board policies prohibiting discrimination, harassment, bullying, hazing, or similar conduct, and their related administrative guidelines, if any, will not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

VII: Bus Policy

Bus students, as a matter of safety, must abide by the following rules and regulations.

1. Each pupil shall be seated immediately upon entering the place assigned by the driver.

2. No pupil shall stand or move from place to place during the trip.
3. Loud, boisterous, or profane language, or indecent conduct shall not be tolerated.
4. Pupils shall not be allowed to tease, scuffle, trip, hold, hit, or use their hands, feet, or body in an objectionable manner.
5. No windows or doors will be opened or closed without the permission of the bus driver.
6. No pupil shall enter the bus or leave their seat until the bus has come to a full stop and the door has been opened by the driver.
7. School authorities may deny the privilege of riding the school bus to any pupil who refuses to follow these rules.
8. The student should be waiting at his/her stop when the bus arrives.
9. Bus students are not allowed to walk to or from school.

School district policy outlines six steps in handling students who choose not to follow the above bus rules. The following disciplinary actions have been listed in general order of application or severity. **However, they do not have to be adhered to in sequential order.**

1. Student conference with the Principal/Bus Driver. (Step 1 only or in combination with one of the following steps.)
2. Bus probation.
3. Suspension from bus for one day.
4. Suspension from bus pending parent conference.
5. Suspension from bus for more than one day.
6. Suspension from bus for balance of semester.

Suspension from the bus does not mean suspension from school. The parent is responsible for arranging transportation for the child. If a student is not in attendance, the absence will count as an unexcused absence.

Video cameras may be used on school buses to monitor and document the behavior of the passengers for purposes of safety.

Parents should stress to their children the importance of safe and proper behavior on the school bus. The safety of all children will depend on the good citizenship of each individual. Misbehavior on the bus will not be tolerated.

If you have any questions concerning the buses, call school or the Transportation Director at 856-8060.

Tardy to School:

Any student who arrives at his/her Elementary school 5 minutes after the start of school is considered tardy.

2018-2019 CALENDAR

JULY 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST 2018						
S	M	T	W	Th	F	S
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19	20	21	22	23	24	25
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SEPTEMBER 2018						
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30						

OCTOBER 2018						
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28	29	30	31			

NOVEMBER 2018						
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DECEMBER 2018						
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30	31					

FIRST SEMESTER 2018
(92 Teacher Days, 89 Student Days)

Wed. Aug. 1 Teacher Contract Day (No students)

Thurs. Aug. 2 First Semester Begins (Full day for students)

Monday, September 3 Labor Day (No school)

Friday, September 28 End of 1st term (41 days)

Wednesday October 3 – Parent Conferences (No students)

Mon., Oct. 15 - Fri. Oct. 19 Fall Recess (No school)

Mon., Nov. 19 – Fri. Nov. 23 Thanksgiving Recess (No school)

Thursday, December 20 End of 2nd term (48 days) End of 1st Semester

Friday, December 21 Teacher Work Day (No Students)

Fri., Dec. 21 – Fri. Jan. 4 Winter Recess (No school)

SECOND SEMESTER 2019
(92 Teacher Days, 91 Student Days)

Monday, January 7 Second Semester Begins (Full day for students)

Monday, January 21 Martin Luther King Day (No school)

Monday, February 18 Presidents' Day (No school)

Friday, March 8 End of 3rd term (43 days)

Fri., March 22 - Fri. Mar. 29 Spring Recess (No school)

Thursday, May 23 Last Student Day and End of 4th term (48 days)

Friday, May 24 Last Teacher Contract Day

Student Make-up Days
January 21, 2019
February 18, 2019
May 24, 2019
May 28, 2019

Grading Periods
Aug. 2 – Sept. 28 (41 days)
Oct. 1 – Dec. 20 (48 days)
Jan. 7 – Mar. 8 (43 days)
Mar. 11 – May 23 (48 days)

**There will be a minimum of one week between the occurrence of a lost/snow day and the actual make-up day used.*

- Teacher Work Days
- Conference Days
- Breaks
- School Days
- Holidays

JANUARY 2019						
S	M	T	W	Th	F	S
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27	28	29	30	31		

FEBRUARY 2019						
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MARCH 2019						
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31						

APRIL 2019						
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28	29	30				

MAY 2019						
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26	27	28	29	30	31	

JUNE 2019						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

School Board approved
November 14, 2017