



Student/Parent Handbook
for
Manchester Elementary School
School Year 2019-2020

Dr. Teresa Gremaux, Superintendent of Schools
(260) 982-7518

Amy Korus, Principal
(260) 982-7541

Kathy Hensley, School Secretary/Receptionist
(260) 982-7541

Kelly Louvier, Secretary/ECA Treasurer
(260) 982-7541

Adopted by the MCS Board of Trustees

SCHOOL DAY	M-T-R-F	Wednesdays
School Doors Open for Students	8:05 a.m.	8:35 a.m.
Breakfast Program Begins	8:05 a.m.	8:35 a.m.
Classes Begin/doors lock	8:20 a.m.	8:50 a.m.
Classes End/doors open	3:00 p.m.	3:00 p.m.
School Doors Locked	4:00 p.m.	4:00 p.m.

**Faculty and Staff
2019-2020**

Amy Korus	Principal
Kathy Hensley Kelly Louvier	Receptionist/Secretary Secretary/Treasurer
Michele Rose	Pre- Kindergarten
Kristin Buuck	Kindergarten Teacher
Mani Jones	Kindergarten Teacher
Brenda Self	Kindergarten Teacher
Natalee Osborne	Kindergarten Teacher
Brenda Self	Kindergarten Teacher
Kathy Domenico	First Grade Teacher
Patty Good	First Grade Teacher
Amy Lambert	First Grade Teacher
Rebecca Ramer	First Grade Teacher
Carrie Sauter	First Grade Teacher
Whitney Bazzoni	Second Grade Teacher
Hannah Krull	Second Grade Teacher
Jody Rockwell	Second Grade Teacher
Bethany Hall	Second Grade Teacher
Katie Ayres	Third Grade Teacher
Hailey Hadden	Third Grade Teacher
Randy Myers	Third Grade Teacher
Josh Troyer	Third Grade Teacher

Erica Schipper	Third Grade Teacher
Karen Daniels	Developmental Preschool
Beth Rosen	Rtl Specialist
Bekah Brun	Speech/Hearing/Language Pathologist
Brooke Airgood	Physical Ed. Teacher
Cathy Huber	General Music Teacher
Christy Schuler	Art Teacher
Joel Eichenauer	STEM Teacher
Ashley McMahon	School Counselor
Sarah Emmert	R.I.S.E. Teacher
Samantha Sorg	Special Education Teacher
Nicole Sscreeton	EL Coordinator
M.A. Hire	Nurse
Cheri Culver	Psychologist
Jeff Hunn	Technology Assistant
Joyce Shock	Library Assistant
Mary Randall	Media Specialist
Annie Baker	Instructional Aide
Brenda Blocher	Instructional Aide
Carrie Boyd	Instructional Aide
Julie Diefenbaugh	Instructional Aide
Wendy Ellet	Instructional Aide
Anita Henderson	Instructional Aide
Melody Holmes	Instructional Aide
Erin Linkenhoker	Instructional Aide
Deb Marcum	Instructional Aide
Cory Markstahler	Instructional Aide
Deb Myers	Instructional Aide
Emily Penrod	Instructional Aide
Carolyn Rice	Instructional Aide
Michelle Rice	Instructional Aide
Bonita Schmidt	Instructional Aide
Diane Sincroft	Instructional Aide
Kathie Sites	Instructional Aide
Frannie Sleighter	Instructional Aide
Sarah Steely	Instructional Aide
Lisa Williams	Instructional Aide
Joanne Allen	Custodian
Dan Hartog	Custodian
Vanessa Johnson	Custodian
Sue Raber	Custodian

Carol Miller	Head Cook
Janelle Walters	Cook
Ulonda Burdette	Cook
Debbie Coe	Cook
Erica Risner	Cook

**Manchester Community Schools
Board of Trustees**

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Bryce Bedke, Member

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and guidelines. Please take time to become familiar with the following important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to the Principal, who you will find listed in the Staff Directory section of the handbook. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of June 2011. If any of the policies or administrative guidelines referenced herein are revised after June 2011, the language in the most current policy or administrative guideline prevails. Copies of the current Board policies and administrative guidelines are available from the building principal and on the District's web site.

MISSION/VISION OF THE SCHOOL

To be the school of choice for students, families, and staff.

SQUIRE GUIDELINES

Be Respectful

Be Responsible

Be Safe

EQUAL EDUCATION OPPORTUNITY

It is the policy of this corporation to provide an equal education opportunity for all students.

Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the corporation, or social or economic background, has the right to file a complaint. A formal complaint may be made in writing to the School Corporation's Compliance Officer listed below:

Mr. Mike Pettibone, Superintendent
Title IX Coordinator/Section 504 Coordinator
404 West Ninth Street, North Manchester, IN 46962
(260) 982-7518

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights will be protected and that they will be treated with fairness and respect. Likewise, students will be expected to respect the rights of their fellow students and the staff. Students will be

expected to follow staff members' directions and obey all school rules. Disciplinary procedures are designed to ensure due process (notice and a fair hearing) before a student is disciplined because of his/her behavior.

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

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

STUDENT WELLBEING

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

All students must have current emergency medical information completed, signed by a parent or guardian, and filed in the school office. Students with specific health care needs should submit those needs in writing and with proper documentation by a physician, to the school office.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures and attempt to make contact with the student's parents.

ILLNESS-If a child becomes sick during the day, a teacher may excuse him or her to visit the health room. If a child is sick enough to be sent home, a parent/guardian will be called. It is recommended that a child be fever free and/or symptom free (regarding the symptoms listed below) for 24 hours before returning to school. Per the Principal's and/or nurse's' discretion, a parent/guardian will be called to take a child home with any of the following symptoms:

Injury and Illness continued...

- *Vomiting
- *Diarrhea
- *Unidentified rash which is spreading or not yet medically treated
- *Elevated fever of 100 degrees or more
- *Head lice (active or with > 5 units remaining. Please contact the school if you discover your child has lice.
- *Suspected eye infections with drainage
- *Chicken Pox - until lesions are crusted over
- *Shingles lesions which are not crusted over or completely covered
- *Other contagious illnesses as defined by the CDC, Indiana Dept. of Health criteria for exclusion from school

Remember hand-washing is the single most effective way to prevent a wide variety of diseases. Many illnesses can be stopped or slowed if we remind ourselves to practice frequent hand-washing, blowing noses into tissues, and covering mouths when coughing or sneezing. Sometimes staying home is the only way to benefit our kids, ourselves and our community.

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

Students are expected to enroll in the attendance corporation in which they have legal settlement, unless other arrangements have been approved.

Students that are new to the school are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

- a birth certificate or similar document,
- court papers allocating parental rights and responsibilities, or custody (if appropriate),
- proof of residency, (no homeless child will be denied enrollment based on a lack of proof of residency)
- proof of immunizations.

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

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

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the Corporation Liaison for Homeless Children with regard to enrollment procedures.

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

SCHEDULING AND ASSIGNMENT

The principal will assign each student to the appropriate classroom in which the student will be participating. Any questions or concerns about the assignment should be discussed with the principal. Parents/Guardians that wish to provide input for classroom placement for the following school year may do so by filling out a "Classroom Information Packet" in the MES office after Spring Break until the last student day.

EARLY DISMISSAL

No student may leave school prior to dismissal time without the parent coming to the school office to personally request the release. No student will be released to a person other than a custodial parent(s) without a permission note signed by the custodial parent(s) or other legal authorization.

TRANSFER OUT OF THE CORPORATION

If a student plans to transfer from Manchester Elementary School, the parent must notify the principal. School records shall be transferred within fourteen (14) days to the new school corporation. Parents are encouraged to contact the school secretary for specific details.

HEALTH and SAFETY

IMMUNIZATIONS

Students must provide documentation that complies with the rules set forth by the Indiana State Board of Health that all immunizations required by law are current, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements (I.C. 20-8.1-7-9.5) Every student who enters kindergarten or grade 1 shall be immunized against hepatitis B, and chickenpox. From time-to-time other communicable diseases may be designated by the State Board of Health as diseased that require immunizations. 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 a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the School Nurse.

In order to uphold our role in ensuring our students are protected, if your child's immunization profile is not complete, and you do not have a medical or religious waiver on file with the school nurse, your child will be excluded from participating in extracurricular activities (i.e. sports, band, choir) as well as off campus field trips. This is to protect your child and others from being exposed to any contagious diseases.

Information concerning meningococcal disease (meningitis) and its vaccine shall be provided to students and parents at the beginning of the school year by the Superintendent. The information must include information concerning the causes, symptoms and spread of meningococcal diseases and places where parents may obtain additional information and vaccinations for their children.

USE OF MEDICATIONS

In those circumstances where a student must take prescribed medications during the school day, the following guidelines are to be observed.

- A. Parents should, with their physician's counsel, determine whether the medication schedule could be adjusted to avoid administering medication during school hours.
- B. The Student Medication Permit must be filed with the school nurse/designee before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the school nurse/designee.
- D. Medication that is brought to the office will be properly secured.
 - ALL medication (prescription and OTC*) will be dispensed ONLY if it is in its original container.
 - *(OTC medications include but are not limited to acetaminophen, ibuprofen, cough drops, cough/allergy pills or syrups.)
 - Expired medications will not be dispensed.
 - Prescription medication bottles must have the student's name on the label.

- Medication must be conveyed to school directly by the parent or by an individual who is eighteen (18) years of age or older and who has been designated by the student's parent to deliver the medication. A two to four (2-4) week supply of medication is recommended.
 - Medication MAY NOT be sent to school in a student's lunch box, pocket, school bag, or other means on or about his /her person, except for emergency medications for allergies and/or reactions. (Refer to Self-Administered Medication)
- E. Students who require administration of an emergency medication may have such medication stored in the health suite. However, if authorization for self-medication has been provided by the parent and physician, the student may retain possession of the self-administered medication.
- F. Medication that is possessed by the school for administration during school hours or at school functions, for students in grades K-8, may be released only to the student's parent or to an individual who is eighteen (18) years of age or older and who has been designated by the student's parent to receive the medication.
- G. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.
- H. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- I. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

Self-Administered Medication (IC 20-33-8-13)

A student may possess and self-administer medication for chronic diseases or medical conditions provided the student's parent files a written authorization with the school nurse/designee. The written authorization must be filed annually. A physician's written statement must be included with the parent's authorization.

The physician's statement must include the following information:

- An acute or chronic disease or medical condition exists for which the medication is prescribed.
- The student has been given instruction as how to self-administer the medication.
- The nature of the disease or medical condition requires emergency administration of the medication.

Manchester Community Schools or the School Board is not liable for civil damages as a result of a student's self-administration of medication for an acute or chronic disease or medical condition except for an act of omission amounting to gross negligence or willful and wanton misconduct.

Non-prescribed (Over the Counter) Medications

No staff member will be permitted to supply non-prescribed, over-the-counter (OTC) medication to any student.

Parents may authorize the school to administer a non-prescribed medication using the Student Medication Permit form, which is available at the school office. A physician does not have to authorize such medication but all of the other conditions described above under Prescribed Medications will also apply to non-prescribed medications. All OTC medications will be secured in the health suite.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's code of conduct and will be disciplined in accordance with the drug-use provisions of the code.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

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

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

Any removal will be limited to the contagious period as specified in the school's administrative guidelines

CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES

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

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

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

HEALTH SUITE

The basic purpose of the health suite is to provide care to students who are ill or injured. Because of our limited facility and staff, the following regulations must be in effect:

- A.** Except in cases of an emergency, a student must have a pass from his/her teacher to come to the health suite.
- B.** All students needing to go to the health suite must first “check-in” at the office with the school nurse/designee.
- C.** Students who are not seriously ill or injured will be assessed and returned to class immediately.
- D.** Students who are ill or injured will be allowed to lie down for 15-20 minutes. At that time, their current health status will be reassessed.
- E.** Students that cannot return to class after 30 minutes in the health suite will have their parent/guardian notified so arrangements can be made for the student to go home.

SPECIAL EDUCATION

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

The law defines person with a disability as anyone who:

- A.** has a mental or physical impairment that substantially limits one or more major life activities;
- B.** has a record of such an impairment; or
- C.** is regarded as having such an impairment.

The Corporation has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

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

A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the School encourages the parent to be an active participant. To inquire about the procedure, a parent should contact the Principal at 982-7541.

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 Dr. Bill Reichhart at 260-982-7518.

HOMELESS STUDENTS

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the Corporation. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in high ability programs, and receive

meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the Principal.

PROTECTION AND PRIVACY OF STUDENT RECORDS

The Corporation maintains many student records including both directory information and confidential information. Directory information includes: student's name; address; telephone number; date and place of birth; dates of attendance; listing on an honor roll and/or perfect attendance.

Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the board to disclose any or all *directory information* upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the Board's annual Family Education Rights and Privacy Act (FERPA) notice which can be found on the Corporation website.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, social security numbers and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violate the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required as a part of the school program or the Corporation's curriculum, without prior written consent of the student (if an adult or an emancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or the student's parents;
- B. mental or psychological problems of the student or the student's family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the principal receives the request. The information a parent may access include:

- A. activities involving the collection, disclosure, or use of personal information collected from student for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose; and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following e-mail addresses:

FERPA@ED.GOV; and
PPRA@ED.Gov.

STUDENT FEES AND CHARGES

The Corporation charges specific fees for the following activities and courses. Such fees or charges are determined by the cost of the materials, freight/handling fees, and add-on fees for loss or damage to School property. The School and staff do not make a profit.

Charges may also be imposed for the loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks, and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Students can avoid late fines by promptly returning borrowed materials.

Failure to pay fines, fees, or charges may result in the withholding of grades.

I understand that I am financially responsible for book rental fees and any charges the school may assess for but not limited to lost books, cafeteria fees, library fees, extracurricular activities, fund-raising and tuition. I shall also be responsible for all reasonable costs of the collection of this account, which may include but not limited to, late fees, client collection fees, collection agency fees, reasonable attorney fees and court costs on any outstanding balance.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, (iPods, CD's) and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

DISTRACTING AND EXPENSIVE TOYS

Portable radios and televisions, cellular phones, iPods, walkmans, boom boxes, walkie-talkies, radio-controlled toys and/or water toys, play guns and laser devices, etc. are some of the things included within this category. These items are considered either too valuable to be at school, distracting from the purposes of school, or in conflict with the educational purposes of school. Therefore, these items should be left at home. If brought to school and used inappropriately, parents will be notified to pick up the items in the school office at their convenience. While students may possess cellular phones on school property, students are prohibited from turning on their phones or allowing them to be visible during the school day.

MEAL SERVICE

The school participates in the National School Lunch Program and makes lunches available to students for a fee. Students may also bring their own lunch to school to be eaten in the School's cafeteria.

Applications for the school's Free and Reduced-Priced Meal program are available to all students. If a student does not receive one and believes that s/he is eligible, contact the school office.

Breakfast and Lunch Programs

Manchester Elementary School will continue to use SNAP – the School Nutrition Accountability Program. When a student brings a check or cash to pay for breakfast, lunch, lunch milk (if the student is carrying), or snack milk, it is deposited into the student's account in the SNAP computer. When a student goes through the lunch line, a cashier scans the barcode for their account. The cost of the meal or extra milk will automatically be deducted from the student's account.

Monies sent to school **MUST BE IN AN ENVELOPE** and turned in to the office by 8:30 each morning in order to be deposited into their account. The school will have a supply of envelopes for students to use. The following information must be filled in on the envelope:

*Child's first and last name

*Teacher's Name

*What you wish to purchase (breakfast, lunch, lunch milk if student is carrying)

* The amount of money enclosed

Any amount of money may be deposited in a child's account. Fees for breakfast, lunch, or snack drinks are all pulled from this same account. Parents are encouraged to pay ahead and on the first day of the week or month.

Lunch accounts must be maintained with a positive balance. Parents will be notified, by phone, of their child's low balance on a daily basis. This notification informs parents that their child's account will be in the negative if money is not sent to school the following day.

Students, who qualify for the Free Breakfast/Lunch Program, must maintain a positive balance in their account in order to receive snack milk or juice.

Since notification is made daily with parents regarding low balances, students will not be allowed to call home requesting money.

Students who do not purchase a school lunch may bring a lunch from home. We do not allow parents bring in commercially prepared food for their child's lunch.

Parents who desire to join their child for lunch must notify the office by 9:00 in order to assure an accurate lunch count. Parents will be served the regularly scheduled school lunch.

Breakfast and Lunch

Students may enter the building at 8:05 to eat breakfast.

Lunch and milk may be paid by the week or month. Money should be sent on the first day of the week or month for the option chosen. Please send money separately for each child. Paying for lunch/milk with a personal check reduces the chance of a student losing cash.

Student may not bring pop or candy to school for lunch. Pop is not a nutritious drink and is not appropriate for school lunch.

Days when the school schedule changes, breakfast and lunch are served according to this schedule:

	Breakfast	Lunch	Snack Milk/Juice
2 hour delay	no	yes	yes
3 hour delay	no	yes	yes

FIRE, TORNADO, AND SAFETY DRILLS

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

Tornado drills will be conducted during the tornado season using the procedures prescribed by the State. The alarm system for tornadoes is different from the alarm system for fires and consists of alternating high and low pitches.

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

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, parents will receive a phone call from the automated phone system. In addition, MCS will notify the following radio and television stations:

WANE TV 15

WKUZ-95.9 FM

WPTA TV-21

WKJG TV 33

Classic Hits 105.9 FM

WKUZ-95.9 FM

WRSW-107.3

Willie-103/5

WMEE-97.3

WOWO-1190 AM

WFRN-93.7

WKUZ-95.9 FM

WAJI-95.1

WLDE-101.7 FM

Parents and students are responsible for knowing about emergency closings and delays.

ALTERNATE SCHEDULE DUE TO WEATHER

2 Hour Delay	Grades K-3	10:20-3:00
3 Hour Delay	Grades K-3	11:20-4:00

SAFETY AND SECURITY

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear building passes while they are in the building.
- C. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are *hanging around* the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. All outside doors are locked during the school day.
- F. If a person wishes to confer with a member of the staff s/he should call for an appointment prior to coming to the School in order to prevent any inconvenience.
- G. Students may not bring visitors to school without first obtaining permission from the Principal.
- H. All Corporation employees are to wear photo-identification badges while in Corporation schools and offices or on Corporation property.
- I. The Corporation may utilize video surveillance and electronic monitoring in order to protect Corporation property, promote security, and protect the health, welfare, and safety of students, staff, and visitors.

VISITORS

Visitors, particularly parents, are welcome at the School. **All visitors (this includes parents) to the school must report to the school office when entering the building and indicate their destination by signing the register and wearing a visitor's badge.** Please call the school at least one day in advance of any visitation to schedule a time with the teacher. If a person wishes to confer with a member of the staff s/he should call for an appointment prior to coming to the School in order to schedule a mutually convenient meeting time.

Student visitors during the school day are allowed only with prearranged permission of the teacher(s) and Principal. A visit of 30 minutes at one time is usually appropriate. The school reserves the right to limit visitations to the classrooms.

USE OF THE MEDIA CENTER

The Media Center is available to students throughout the School day. Passes may be obtained from a student's teacher or from the librarian. Books and magazines on the shelves may be checked out for one week. Students are responsible for lost or damaged books and will be charged for replacement of the book.

LOST AND FOUND

All lost items are taken to the office where they can be claimed by a parent or a student. Unclaimed items will be given to charity at the close of each trimester.

Parents are encouraged to mark outerwear in order that it can be identified and returned when lost.

STUDENT SALES

No student is permitted to sell any item or service in school unless they receive permission from the principal.

USE OF TELEPHONES

Students are not allowed to use the telephone except in an emergency. **Permission to use the telephone must be given by the classroom teacher and the office personnel.** Students will not be allowed to call home for assignments, books, or snacks unless the teacher feels these items are critical for the day's instruction. All arrangements for after school activities **must** be made prior to coming to school.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the superintendent. A minimum of one school days' notice is required to ensure that the superintendent has the opportunity to review the announcement or posting.

SECTION II - ACADEMICS

FIELD TRIPS

Field trips are extensions of the curriculum and expectations for student behavior are the same as when students are in the school building. No student may participate in any school-sponsored trip without parental consent.

Chaperones are frequently needed to accompany students on field trips. Teachers will request volunteers and school chaperones for each trip. **Chaperones may be parents or grandparents.** School age or preschool brothers or sisters may not take part in the field trip. Chaperones should not bring treats, candy, gum, etc. to be shared. Dressing appropriately for the planned activity is an expectation.

All potential chaperones must submit the form *Notice to Volunteers Regarding Background Information*. Only approved chaperones will be permitted to volunteer for field trips.

Chaperones are required to ride the bus and are not to participate in smoking or the drinking of beverages not approved for students. Chaperones should reinforce all rules established by the teacher.

GRADES

Manchester Elementary School has a standard grading procedure. The purpose of a grade is to indicate the extent to which the student has demonstrated achievement. In general, students earn grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

Each grade level assigns uniform weight to the specific areas of the coursework.

The School uses the following grading system:

Grades 2 and 3

90 to 100%	A = Excellent achievement
80 to 89%	B = Good achievement
70 to 79%	C = Satisfactory achievement
60 to 69%	D = Minimum-Acceptable achievement

Kindergarten and Grade 1

+ Doing well
√ Achieving at average rate
- Experiencing difficulty

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are scheduled for mid-October. See the school calendar on the inside front cover for details on the arrival and departure times for students on these days.

Report Cards and Grading Periods

Students shall receive a report card at the end of each quarter indicating their grades (2-4) or level of performance (K-1) for each academic area; Reading, Writing, Spelling, Math, Science/Health, and Social Studies. Students receive √'s, +'s and – 's for performance in Art, Physical Education and Music. The report cards are sent home with students one week after the end of the grading period. See the school calendar for dates.

PROMOTION, PLACEMENT, AND RETENTION

Promotion to the next grade is based on the following criteria:

- current level of achievement
- potential for success at the next level
- emotional, physical, and/or social maturity

Retention is only determined for a student when an additional year at a specific grade level will positively affect the child's academic and social success. Retention will be decided on a case by case basis in collaboration with the teacher, parent and principal. The building principal shall make the final decision regarding the student's placement.

RECOGNITION OF STUDENT ACHIEVEMENT

Honor Roll

Students in grades 3 and 4 who receive all A's and B's on their report cards are eligible for the school honor roll. Students may have an A- or B-marks. These students are recognized with certificates at the end of each grading period. The main purpose of the Honor Roll is to promote and recognize those students who show above average academic achievement.

Academic Excellence

Manchester Community Schools recognize students in grades four-twelve who are performing on grade level and maintaining high standards of academic excellence. Each student's grade point average must equal 10.0 (A-) with not less than a B in all subjects taken for credit. The grade point average will be figured from the 3rd and 4th quarters of the previous school year and the 1st and 2nd quarters of the current school year. Grades in art, physical education and music must not be below a satisfactory (S). Students will be honored at the annual Manchester Academic Excellence Program in early spring.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may enhance his/her school career through participation in the school's computer network, s/he and his/her parents must sign an agreement that defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account privileges and possible disciplinary action up to and including suspension from school or referral to law enforcement authorities.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with state standards and Corporation policies. Below is a list of assessments that students will take at MES

ILEARN-Statewide testing program administered to 3rd grade students.

IREAD3-Statewide testing program administered to 3rd grade students.

Pivot Inspect-Administered to K-3rd grade students.

CoGat-High Ability Screener Administered to all Kindergarten and second grade students in the second semester of the year.

Classroom Assessments-Administered to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives/benchmarks.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Depending on the type of testing, specific information and/or parent consent may need to be obtained. Manchester Elementary School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

SECTION III - STUDENT ACTIVITIES

NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the school office. Youth basketball and 4-H are examples of non-school-sponsored activities that use the school's facilities. School rules will still apply regarding behavior and equal opportunity to participate.

SECTION IV - STUDENT CONDUCT

ATTENDANCE

There are three basic reasons that regular and punctual attendance at school is important:

1. A day absent from the classroom can never be totally replaced by make-up work.
2. The attendance of each student becomes a part of his/her permanent record, and is often checked by prospective employers.
3. It is the law of the State of Indiana and the policy of Manchester Community Schools that each enrolled student must attend school regularly.

Manchester Elementary School insists that students be punctual and regular in attendance.

Student Absence Defined

According to the Indiana Department of Education and Manchester Community Schools, an absence occurs whenever a student is not present when school is in session. A student is considered absent for a half day if he/she is not reported to school by 11:30 OR if he/she leaves school before 11:30 and does not return.

Absenteeism falls into two categories: excused and unexcused.

Excused Absences

Students may be excused from school for one of the following reasons and will be provided an opportunity to make-up missed schoolwork and/or tests:

- personal illness-eight absences due to illness or serious injury – Any absence over 2 consecutive days will require a doctor's slip in order to be excused.
- death in the immediate family
- bona-fide religious holiday
- professional appointments that cannot be scheduled at non-school times – Provide a slip verifying the appointment
- absence approved by the principal for good cause
- statutory reasons as provided by Indiana Code 20-8.1-3-18 (Note: Absences for any of these statutory reasons are excused.)

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a licensed physician. Schoolwork must be made up in order to receive credit.

Unexcused Absences

All other absences are considered unexcused.

Parents are to call the school office by 9:00 a.m. to report their child's absence

Parents must provide an explanation for their child's absence by no later than 9:00 on the day of the absence to explain the reason for the absence. If the absence can be foreseen and the "good cause" is to be approved by the principal, the parent should arrange to discuss the matter as many days as possible before the absence to make arrangements for the student in making up the missed schoolwork.

Tardiness

The Department of Education and Manchester Community Schools define tardiness as a student's unverified absence from school for a period of time less than one-half school day. A student who is not in his/her assigned location by 8:20 a.m. (8:50 a.m. on Wednesdays) shall be considered tardy. Any student arriving late to school is to report to the school office to sign in and receive a pass before going to class.

Perfect Attendance

Perfect attendance is defined as being present every day of the school year with NO tardies.

Parent Responsibility

Indiana State Law IC 20-8.1-3-34 states that it is unlawful for a parent to fail, neglect, or refuse to send his/her child to a 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.

Students who are ill should remain at home during the course of the illness. For your child's safety, please contact the school by phone or note before 9:00 a.m. to report your child's absence. Request homework at this time.

Make arrangements to have homework picked up in the office at the end of the school day.

Attempt to schedule medical/legal appointments before and after school hours. If this is not possible, doctor or court slips are required.

Family vacation days are not excused and will count toward the 8-12-15 day policy. If a family must schedule a vacation that exceeds five days, parents will be asked to complete the student withdraw form that documents the student's absence for that time period. The student will automatically be re-enrolled when he /she returns to school. Students who are withdrawn for vacation purposes will not be eligible for perfect attendance awards.

Parent must make contingency plans for a child who becomes ill during the school day. Make sure the office has the telephone numbers of adults who can offer assistance to an ill child. Update changes in emergency contacts as they occur throughout the school year.

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a licensed physician. Schoolwork must be made up in order to receive credit.

Becoming chilled or wet does not cause a cold. Viruses, not weather, cause colds. However, if your child must remain inside at recess for health reasons, a doctor's note must be sent for the child's teacher.

School Responsibility

- Provide missed work.
- Inform the parents of attendance concerns.
- Report excessive absences or tardies to the Wabash County Prosecutor's Office.

Steps in dealing with absenteeism or tardiness

1. The school will notify parents when their child has accumulated 8 total absences or tardies.
2. The school will notify parents when their child has accumulated 8 total absences and/or tardies. Parents of

students who have accumulated 12 days of total absences and/or tardies will be asked to participate in an attendance mediation/conference.

Attendance Mediation/Conference is a meeting called by the school for the student, parents/guardians and a representative of the school. This meeting will be for the purpose of discussing reasons for the absences or tardies and to find remedies to eliminate further absences or tardies. Failure to attend this mediation/conference may result in the immediate implementation of Step 3.

3. The school may refer the parent/student to the Wabash County Prosecutor's Office when 15 total absences have accumulated OR parents have failed to participate in a schedule scheduled attendance mediation/conference.

Suspension from School

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused.

A suspended student will be responsible for making up schoolwork lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return to school. Assignments may be obtained from the child's teacher(s) beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school.

The student will be given credit for properly completed assignments and a grade on any tests that have been made up.

Discipline Policy

STUDENT BEHAVIOR STANDARDS

A major component of the educational program at Manchester Elementary School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

CODE OF CONDUCT

The Board of School Trustees has adopted the following Code of Conduct. This Code of Conduct is applicable to students:

- on school property at any time;
- during and immediately before and after any school activity at any location;
- traveling to and from school or to and from a school activity on the school bus.

Violations of the Code of Conduct may be punishable by suspension or expulsion:

1. Knowingly interfering with school purposes or inducing another student to do so;
2. Stealing or damaging school property or property of another person;
3. Knowingly causing bodily harm to another person;
4. Threatening another person with bodily injury;
5. Possessing a firearm or any other object that is readily usable as a weapon or is dangerous to others (such as fireworks);
6. Possessing, providing or using a drug or any type of drug-related paraphernalia except as authorized by prescription;
7. Possessing, providing or using any substance or any type of paraphernalia represented to be a drug or drug-related paraphernalia;
8. Possessing or providing an alcoholic beverage;
9. Consuming or being under the influence of a drug or alcohol except as authorized by prescription;
10. Possessing, providing, or using tobacco or any tobacco product;
11. Knowingly failing to report to scheduled assignment without permission or acceptable excuse;
12. Failing or refusing to comply with directions of an adult supervising a class or school activity;
13. Directing unwelcome statements, communications, or conduct of a sexual nature to another person; (See

Harassment below)

14. Materially altering any school document such as a hall pass;
15. Violating Indiana or Federal law;
16. Leaving a school activity or school property without prior approval of a teacher or supervising adult;
17. Cheating or plagiarizing on an academic assignment such as a test or homework, or knowingly assisting another student in cheating;
18. Attempting or conspiring with another person to violate any student behavior standard;
19. Harassment

The School prohibits the harassment, intimidation, or bullying of any student on school property or school sponsored events. Harassment, intimidation and bullying are defined as any intentional written, verbal or physical act directed towards another student that:

- A. causes mental or physical harm to the other student; and
- B. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for another student.

Discipline for any substantiated incidents of bullying, harassment, or intimidation will be prescribed in accordance with the appropriate section of the Student Discipline Code.

The School also prohibits retaliation against any person who reports an incident, files a complaint, or otherwise participates in an investigation. Filing false charges is also prohibited and will result in appropriate disciplinary sanctions. Suspected retaliation should be reported in the same manner as bullying, harassment, and intimidation detailed below.

Students should report incidents of bullying, harassment, or intimidation to the principal, or the Superintendent, teachers or counselor. Complaints about the principal should be filed with the Superintendent, and complaints about the Superintendent should be filed with the School Board President. All complaints will be reduced to writing and the student will have the option of either signing the complaint or affirming its veracity in front of 2 administrators.

The administrator or Board official receiving the report will conduct a prompt investigation. The parents of any child involved in prohibited conduct will be notified and permitted to view any reports related to the conduct subject to laws governing student privacy. A meeting between all concerned parties will be held within 5 workdays after receipt of a complaint. Any findings based on this meeting will be reduced to writing. At the close of the investigation, a written decision, including any disciplinary action, will be made and the Superintendent will be notified.

A complaining student who is not satisfied with the conclusion of the investigation may file and appeal with the Superintendent or designee within 10 days of receipt of the decision. The Superintendent or designee will arrange a meeting between all affected parties to discuss the appeal. Within 10 days of the appeal being filed, the Superintendent or designee will provide a written decision.

If the complaining student is not satisfied with the decision of the Superintendent or designee an appeal can be

made to the Board within 10 days of receipt of the latest decision. The Board will conduct a hearing within 20 days, and will issue a written decision within 10 days after the close of the hearing.

The School believes that every individual deserves to be able to come to School without fear of demeaning remarks or actions. The harassment/bullying of other students or members of the staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment.

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

Sexual Harassment

A. **Verbal:**

The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the Corporation or third parties (visiting speaker, volunteer, parent, etc.).

B. **Nonverbal:**

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

C. **Physical Contact:**

Threatening or causing unwanted touching or contact of a sexual nature, or attempts at same, including patting, pinching, brushing the body, or coerced sexual activity with a fellow student, staff member, or other person associated with the Corporation, or third parties.

Race/Color/Religion/National Origin/Age/Disability/Other Protected Forms of Harassment

A. **Verbal:**

1. Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the Corporation, or third parties.
2. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the corporation, or third parties by refusing to have any form of social interaction with the person.

B. **Nonverbal:**

Placing insulting or threatening objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the Corporation, or third parties.

C. Physical Contact:

Any intimidating or disparaging action such as hitting, pushing, shoving, or spitting on a fellow student, staff member, or other person associated with the Corporation, or third parties.

Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the Corporation, or third parties should make contact with one of two or three staff members selected by each building principal with whom the students would most likely be comfortable in discussing a matter of this kind.

The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly on Form 5517 F1 and a copy forwarded to the Superintendent.

Each report received by a designated person shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

- protect the confidentiality of the student who files a complaint;
- encourage the reporting of any incidents of sexual or other forms of harassment;
- protect the reputation of any party wrongfully charged with harassment.

20. Use of an object as a weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to pens, pencils, laser pointers, jewelry and so on. Intentional injury to another may result in a report to the police as well as discipline by the school. This violation may subject a student to expulsion.

21. Knowledge of Deadly or Dangerous Weapons or Threats of Violence

Because the School Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of deadly or dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

22. Bullying/Harassment and/or Aggressive Behavior (including Bullying/Cyberbullying)

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

Any student who believes s/he has been or is currently the victim of bullying should immediately report the situation to the building principal or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President. Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

Consequences for Violation of the Code of Conduct

Any student who is believed to violate the above code of conduct will receive an office referral. The principal will investigate the matter and determine if the student did in fact violate the code of conduct. If a student is found to be in violation of code of conduct, the principal will determine the consequence for the student based on the severity of the situation which may include suspension or expulsion from school.

School Board Policy 4200-Criminal Gangs and Gang Activity in Schools

The Board of School Trustees of the Manchester Community Schools Corporation prohibits gang activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions and prohibits reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders or other people with reliable information about an act of gang activity and similar destructive or illegal group behavior.

The following definitions apply to this policy:

Criminal Gang means a group with at least three (3) members that specifically:

- (1) either:
 - a. promotes, sponsors or assists in; or
 - b. participates in; or
- (2) requires as a condition of membership or continued membership: the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery.

Gang activity mean a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

Per state law, a school employee shall report any incidence of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the school principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. Appropriate consequences and remedial actions are those that take into consideration the severity of the offences and consider both the development ages of the student offenders and the students' histories of inappropriate behaviors per the code of conduct.

Any corporation and school employee who promptly reports an incident of suspected gang activity and who makes this report in compliance with the school corporation procedures is immune from cause of action for damages arising from any failure to remedy the reported incident.

The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang activity. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but no later than five school days from the date of the report of the alleged incident of criminal gang activity.

The principal shall take any appropriate disciplinary actions based upon the findings, of the investigation, in accordance with the code of conduct. The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of criminal gang activity is confirmed, according to the code of conduct. Consequences for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension and expulsion.

The principal shall provide the parents of the students who were investigated with information about the investigation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner.

As appropriate to the investigation findings the principal also shall provide intervention and/or relevant support services. The principal shall inform the parents of all students involved in alleged incidents and discuss the availability of counseling and other intervention services.

Gang Policy Continued...

Support services may include one or more of the following:

1. Gang awareness education that shows promise of effectiveness based on research. The gang awareness education information should be revised and updated regularly to reflect current trends in gang and gang-like activity.
2. Culturally and/ or linguistically appropriate services/supports for parents and families.
3. Counseling coupled with mentoring for students and their families.
4. Community and faith-based organizations and civic groups.
5. Viable, sustainable after-school programs developed in collaboration with other stakeholders.
6. Job training and employment opportunities as both a deterrent to gang involvement and an incentive to leave gang involvement.
7. School sanctioned/facilitated extra-curricular activities.

The principal shall submit the report to the superintendent of the school corporation within ten (10) school days of completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the school board on a quarterly basis during regularly scheduled board meetings.

Each school within the school corporation shall record the number of investigations disposed on internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the school corporation superintendent who shall submit a written report to the Indiana Department of Education by June 2 of each year.

This policy shall be annually disseminated to all parents who have children enrolled in a school within the school corporation. Notice of this policy must be published in student handbooks and all other publications of the school corporation that set forth the rules and procedures for schools within the school corporation.

School officials are encouraged to collaborate with stakeholders to provide gang prevention and intervention services within the school corporation.

1. Provide training for staff and teachers on gang prevention and intervention resources within a jurisdiction on periodic basis. The gang awareness information should be revised and updated regularly to reflect current trends in gang activity.
2. Create formalized collaboration plans between local school administration and community based prevention and

intervention providers (possibly using existing County Safe School Commissions as points of contact). The formalized collaborations should make effective, coordinated, and maximized use of federal funding a priority.

3. Coordinate resources and funding opportunities to support gang prevention and intervention activities.
4. Consider integrating the Gang Resistance Education and Training (G.R.E.A.T.) program into curricula.

Legal Reference: IC 20-26-18, IC 20-33-9-10.5, IC 35-45-9-1

Manchester Elementary School Behavior Expectations

MES has developed a positive behavior model for our students to follow. The Squire Coats of Arms are the expected behaviors students should display in all school settings. At MES we are Responsible, Safe and Respectful. A copy of this expectation chart will be posted throughout the school, in every classroom and will be sent home with students the first day of school.

Squire Coat of Arms Manchester Elementary

	Cafeteria	Playground	Hallway	Restrooms	Bus	All Settings	Adult Responsibilities	Class
Be Responsible	<p>Check and clean your area</p> <p>Follow adult directions</p>	<p>Take turns and share with all equipment.</p> <p>Use playground equipment properly.</p>	<p>Walk on the right side.</p> <p>Keep hands to yourself and at your side.</p>	<p>Place toilet paper in the toilet.</p> <p>Throw paper towel in the trash</p> <p>Return to class quickly.</p>	<p>Keep your personal items in your seat.</p>	<p>Leave a place better than you found it.</p>	<p>Arrive at duty stations on time.</p>	<p>Classroom expectations are determined by the teacher yet are aligned to our school expectations</p>
Be Safe	<p>Accept your place in line.</p> <p>Stay in your seat, and raise your hand if you need anything</p>	<p>Stop play at whistle.</p> <p>Get help from an adult on the playground when needed.</p> <p>Leave dirt, sticks, snow, and mulch on the ground.</p>	<p>Accept your place in line.</p> <p>Take one step at a time on the stairs.</p>	<p>Wash your hands with soap and water.</p> <p>Keep water in the sink and turn off water when done.</p>	<p>Sit and stay seated in your assigned seat.</p> <p>Follow all directions given by bus driver and other adults on the bus.</p> <p>Walk to and from the bus.</p>	<p>Keep your hands, feet, body and your things in your personal space.</p>	<p>Monitor student behavior and interactions constantly.</p>	
Be Respectful	<p>Use appropriate manner</p> <p>Voice level 1 + 2</p>	<p>Outdoor: use a voice level of 3</p> <p>Indoor: Use a voice level of 2 or lower</p>	<p>Your voice should be at a level 0.</p>	<p>Use a voice level of 1 or lower.</p> <p>Be private and allow others to have privacy.</p> <p>Take turns for toilets and sinks.</p>	<p>Use a voice level of 2 or lower.</p>	<p>Use kind words and kind actions.</p> <p>Practice good manners: Use "Please, Thank You, Excuse me"</p>	<p>Greet students as they enter the school and/or classroom.</p> <p>Address people and situations in a respectful and appropriate manner.</p>	

Voice Levels: 0 = silent, 1 = whisper, 2 = conversation, 3 = audience

Students that display the expected positive behaviors will be acknowledged for their efforts by the principal, teachers and staff.

Students that go above and beyond to be a positive member of our school community will receive a positive behavior referral. Students that are referred for Positive Behavior will be receive a principal's award.

Each classroom teacher will have a classroom management plan that teaches students the proper way to behave with

appropriate consequences and acknowledgements of positive behavior.

Interventions and Discipline

Minor Infractions

Students that are not able to follow the expected behaviors will be taught the expectations and intervened at two different levels of student discipline; Major and Minor infractions.

Minor infractions are less serious offences but still have a negative impact on our school environment. For example, students that are unable to follow the cafeteria expectations will receive a minor referral. For minor referrals the teacher or aide will follow a list of interventions in order to help the students learn the expected behavior and/or procedure. A minor infraction can become a major infraction if it has been repeated 3 times for an individual student. Teachers will track student minor infractions with a minor infraction form.

Disrespect - Walking away from an adult, talking back to an adult, providing false information, swearing, inappropriate gestures, derogatory comments, arguing with adults

Possession or misuse of personal property-Toys, Electronic devices, cell phones

Insubordination – refusal to work, refusal to comply with directions of an adult or staff member of authority

Disruption – chronic talking, rude noises, refusal to remain seated, horseplay, slamming chairs or desks or any other action that interferes with the learning environment but not student safety

Threatening or Intimidating - a written, verbal, or physical threat to strike, attack, or harm another student, including teasing others.

Horseplay – rough or noisy play or pranks

Cheating- Copying another student's spelling test, math test, etc.

Inappropriate Language- Rude or coarse talk towards others.

Minor Infraction Interventions

Teacher/Aide/Classroom Based Implemented Interventions

- 1. Parent Notification**
- 2. Teacher/Student Conference**
- 3. Teacher/Parent/Student Conference**
- 4. Parent/Guardian accompanies student to school**
- 5. Individual instruction on appropriate behavior (explaining, demonstrating, and practicing)**
- 6. Acknowledgement of appropriate behavior**
- 7. Re-teaching appropriate behavior (reminders, redirection, verbal correction)**
- 8. Seat change with instruction on appropriate behavior**
- 9. Daily Behavior Report Card**
- 10. Scheduled contact with preferred adult**
- 11. In class time out with instruction on appropriate behavior**
- 12. Written reflection or apology with instruction on appropriate behavior**
- 13. Buddy teacher system with instruction on appropriate behavior**
- 14. Small group session with instruction on appropriate behavior**
- 15. Loss of classroom, recess, and/or hallway privileges with instruction on appropriate behavior**
- 16. Teacher monitored after school detention**

Minor Infractions Continued...

Administrator/Counselor Based Implemented Interventions for Minor infractions that have become major infractions.

- 17. Administrator/Student Conference**
- 18. Administrator/teacher/counselor/parent/student conference**
- 19. Teacher/staff collaboration and problem solving based on student needs**
- 20. Referral to school counselor to identify student's behavioral needs**
- 21. Assign student mentor**
- 22. Conflict resolution with administrator and teacher**
- 23. Peer mediation**
- 24. Referral to health or mental health services**
- 25. School Behavior agreement/contract**
- 26. Service learning with instruction on appropriate behavior**
- 27. Restorative justice/ restitution with processing on appropriate behavior**
- 28. Written notification to parent**
- 29. Phone call to parent**

Major Infractions

Major infractions are 3 consecutive minor infractions. First offence major infractions are more serious infractions that immediately threaten the health, safety and well-being of students and staff.

MCS Code of Conduct-Any violation of the MCS Code of Conduct

Physical Aggression– Harmful physical contact by pushing, shoving, biting, spitting, hitting, or kicking that may cause harm to others

Throwing Objects – Throwing any object that may cause injury in any part of the school grounds, at school event or at school vehicles

Disorderly Conduct – Conduct which results in or is likely to result in serious bodily injury or substantial property damage (i.e. toilet flooding, defacement of property) or any act that disrupts the educational atmosphere and is continuous despite request to cease behavior (i.e. sustained classroom managed misbehavior)

False Alarm – False fire alarm or emergency calls

Weapons – Possessing or using objects that can reasonably be considered a weapon

Major Infractions Continued...

Any student who is believed to have committed a major infraction will receive an office referral. The principal will investigate the matter and determine if the student did in fact commit a major infraction. If the student is found to have committed a major violation the principal will determine the consequence for the student based on the severity of the situation which may include suspension or expulsion from school.

Major Infraction Interventions and Consequences

- 1. Referral to System of Support**
- 2. Referral to Case Conference Committee to develop/ revise a special education FBA and BIP that addresses the cause of behaviors and organizes supportive strategies consistently across settings, times of day, and varied staff**
- 3. Change in class or schedule with processing on appropriate behavior**
- 4. Loss of extracurricular privileges**
- 5. Evening school with instruction on appropriate behavior**
- 6. Administrative time-out for less than a full day with instruction on appropriate behavior**
- 7. In-school suspension for one day with instruction on appropriate behavior**
- 8. Referral for special education evaluation**
- 9. In-school suspension for one day or with instruction on appropriate behavior**
- 10. Suspension less than a full day**
- 11. Suspension 1-5 days**
- 12. Probationary contract with suspension**
- 13. Probationary contract without suspension**
- 14. Request for expulsion**
- 15. Notification of law enforcement with request for expulsion**

Probationary Contract: Students that are placed on probationary contracts are students who have committed a major infraction on the bus. The probationary contract can last up to 18 weeks. If a student who is on a probationary contract commits another major bus infraction they will not be able to ride the bus for the remainder of the school year.

Student Behavior at High School Events

Football

Students are to remain in the bleachers during football games, leaving the stands only between halves.

Basketball and Other Events

Students of Manchester Elementary School who choose to attend basketball games and other events at Manchester High School are asked to follow these guidelines:

1. Demonstrate respect during the playing of the national anthem. Students are to stand still, not talk, and remove hats if wearing one.
2. Running, throwing objects, and shoving others is not permitted.
3. Students will be allowed in corridors only during half time and in between games. Students are expected to be in the gym and seated while the games are in progress.
4. Students should sit in areas designated for Manchester fans, either the upper bleachers or the stadium seats. Manchester students who sit on the visitor's side will be asked to move.
5. Concession items eaten in the cafeteria or gym are to be properly disposed. There are large trash containers located in several areas of the cafeteria and gym.
6. The phone near the cafeteria is for emergency use only. It may be used after the game to call parents for a ride.

***Students who are disciplined at Manchester High School events will be either returned to their parents or removed from the game or event and not allowed to attend future games/events.**

Enforcement of Student Behavior Standards and Code of Conduct

1. School administrators, teachers, teacher aides, bus drivers will enforce the standards and the Code of Conduct, and any other adult authorized by the school to supervise students.
2. The objectives of the enforcement of these standards and the Code of Conduct are:
 - a. to protect the physical safety of all persons and prevent damage to property;
 - b. to maintain an environment in which the educational objectives of the school can be achieved;
 - c. to enforce and instill the core values of the Manchester School Corporation and its school community.
3. The seriousness of the offense and nature and extent of any discipline utilized to enforce student

behavior standards and Code of Conduct will be determined by:

- a. the nature and extent of any potential or actual injury, property damage, or disruption;
- b. the student's prior disciplinary history and the relative success of any prior corrective efforts;
- c. the willingness and ability of the student and the student's parents to participate in any corrective action;
- d. the interest of other students in the school in a school environment free from behavior that violates the school's behavior standards;
- e. any other aggravating or mitigating factor or circumstance including but not limited to zero tolerance policies.

In compliance with State law, the Board may expel any student who possesses a deadly or dangerous weapon in a weapon-free school zone or commits either arson or rape in a corporation building or on corporation property, including school buses and other school transportation. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon belonged to a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion.

- A. A firearm is defined as any weapon that is capable of or designed to or that may readily be converted to expel a projectile by means of an explosion.
- B. A deadly weapon is defined as:
 1. a loaded or unloaded firearm;
 2. a weapon, device, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.

Disabled students under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to disabled students. Students who qualify for service under IDEA or Section 504 may be expelled only after a manifestation determination has been held.

A student who has been expelled may apply for reinstatement in accordance with guidelines which are available in the Principal's Office.

EXPULSION FOR FIREARMS POSSESSION

Any student who is found to possess a firearm on school property shall be reported immediately to law enforcement officials. In addition, s/he shall be subject to expulsion for a period of one (1) year.

DUE PROCESS RIGHTS

Before a decision is made as to whether or not to suspend or expel a student from school, the school will follow specific procedures.

Suspension from School

When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the administrator in charge will make a decision whether or not to suspend. If a student is suspended, his/her parents will be notified, in writing, of the reason for and the length of the suspension. The student is expected to complete the assignments missed during his/her suspension.

The Appeal Process

The suspension may be appealed after receipt of the suspension notice, to Superintendent. The request for an appeal must be in writing and made within two (2) days after notification.

During the appeal process, the student shall not be allowed to remain in School. When a student is suspended, s/he may make-up work missed while on suspension.

Any learning that cannot be made up such as labs, field trips, skill-practices, and the like or any learning that the student chooses not to make-up may be reflected in the grades earned.

Expulsion from School

If, in the Principal's opinion, the alleged infraction warrants a longer period of removal from school, s/he 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.

Expulsion is defined as a period of time (either the remainder of the current semester and/or the following semester) students are not allowed to attend school or any school-sponsored activities. If expulsion is recommended, the student and his/her parents/guardians have the option of requesting a hearing to determine if the expulsion is justified. Students recommended for expulsion will receive ten days out-of-school suspension.

A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days, according to guidelines established in the code of conduct.

In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current trimester plus the following semester, with the exception of a violation of rule M listed under the Ground for Suspension or Expulsion in this policy.

Notice of Expulsion Meeting

The student and/or the parent(s) will be notified of the time and place of the expulsion meeting and their rights in connection with that meeting as well as their right to waive the meeting if they choose to do so. The expulsion examiner, appointed by the superintendent, will issue a written decision following the expulsion meeting.

Appeal of an Expulsion

Upon receipt of a written appeal, the Board shall hold a meeting to consider the written evidence and arguments presented at the expulsion meeting. The Board may then decide to uphold the expulsion, authorize alternative disciplinary action, or decide no disciplinary action is necessary. The student or his/her parents may appeal the Board's decision to the appropriate court.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of School Trustees, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent by school authorities.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. Anything that is found in the course of a search that may be evidence of a violation of School rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items that have been confiscated.

Use of Dogs

The Board authorizes the use of specially trained dogs to detect the presence of drugs and devices such as bombs on School property.

The dog may be allowed to examine school property such as lockers or students and items in their possession, but any search of a student's person will be based upon individualized reasonable suspicion in addition to any information resulting from the dog's examination. See Manchester Community Schools' Board Policy 5771 for further clarification.

Use of Breath-Test Instruments

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

There is the possibility that a "false-positive" result could be obtained. If the student believes that the test is inaccurate s/he may request an immediate retest be administered by local law enforcement authorities.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be

advised that such refusal is a violation of school rules and will subject the student to disciplinary action. The student will then be given a second opportunity to take the test.

STUDENT SUGGESTIONS AND COMPLAINTS

The School is here to educate and benefit the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the School, s/he should feel free to offer them. Written suggestions may be presented directly to the Principal.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns, and grievances may be directed to the Principal.

If the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard, the student may file a grievance with the Principal. That grievance will be promptly investigated and findings will be shared with the student. A student may not use the grievance procedure to change a grade.

This section adopted by the Board of School Trustees on June 2, 2009.

SECTION V – TRANSPORTATION

Bus Transportation to School

The school provides bus transportation for all students. Homeless students are eligible to receive transportation services. The bus schedule and route is available by contacting the Transportation Office.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

A change in a student's regular assigned bus stop may be granted for a special need, **if a note from a parent is submitted to the school office stating the reason for the request and the duration of the change** and the principal approves.

Bus Conduct

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. The driver is responsible for student safety and will assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

At the bus stop each student needs to follow these basic safety requirements:

- be on time at the designated loading zone or bus stop;
- stay off the road at all times while walking to and waiting for the bus;
- line up single file off the roadway to enter;
- wait until the bus is completely stopped before moving forward to enter;
- refrain from crossing a highway until the bus driver signals it is safe;
- go immediately to a seat and be seated and remain seated for the duration of the trip.

On the bus each student needs to follow these basic safety requirements:

- obey the requests / instructions of the bus driver at all times;
- remain seated while the bus is in motion;
- keep head, hands, arms, and legs inside the bus at all times;
- not litter in the bus or throw anything within the bus or from the bus;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other bus riders;

Leaving the bus each student needs to follow these basic safety requirements:

Each student shall:

- remain seated until the bus has stopped;
- cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
- be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

Videotapes on School Buses

The School Board has authorized the installation of video cameras on school buses for purposes of monitoring student behavior. Actual videotaping of the students on any particular bus will be done on a regular basis.

If a student is reported to have misbehaved on a bus and his/her actions were recorded on videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

Manchester Elementary School Bus Behavior Expectations

MES students are required to display the same positive behavior on the bus as in the school building.

Minor Bus Infractions

Disrespect - talking back to an adult, providing false information, swearing, inappropriate gestures, derogatory comments, arguing with adults

Possession or misuse of personal property-Toys, Electronic devices, cell phones

Insubordination – refusal to move, refusal to comply with directions of an adult or staff member of authority

Disruption – chronic talking, rude noises, refusal to remain seated, horseplay

Horseplay – rough or noisy play or pranks

Littering- Throwing paper, garbage, trash or any other undesired materials on the bus floor or under the buss seats instead of the trashcan

Minor Bus Infraction Interventions

B.1 Parent Notification

B.2 Driver/Student Conference

B.3 Driver/Parent/Student Conference

B.4 Individual instruction on appropriate behavior (explaining, demonstrating, and practicing)

B.5 Acknowledgement of appropriate behavior

B.6 Re-teaching appropriate behavior (reminders, redirection, verbal correction)

B.7 Seat change with instruction on appropriate behavior

B.8 Daily Behavior Bus Report Card

B.9 Written reflection or apology with instruction on appropriate behavior

B.10 Loss of classroom, recess, and/or hallway privileges with instruction on appropriate behavior

Major Bus Infraction

Any Violation of the MCS Code of Conduct-See MCS Code of Conduct

Threatening or Intimidating- a written, verbal, or physical threat to strike, attack, or harm another student, including easing others

Physical Aggression– Harmful physical contact by pushing, shoving, biting, spitting, hitting, or kicking that may cause harm to others

Throwing Objects – Throwing any object that may cause injury in any part of the school grounds, at school events or at school vehicles

Disorderly Conduct – Conduct which results in or is likely to result in serious bodily injury or substantial property damage (i.e. slamming bus windows, poking holes in seats, touching the driver’s steering wheel or other bus control mechanisms.) or any act that disrupts the safety of the bus and the driver’s ability to drive the bus safely is continuous despite request to cease behavior

False Alarm – False fire alarm or emergency calls

Weapons – Possessing or using objects that can reasonably be considered a weapon or a look alike weapon

Major Bus Interventions and Consequences

- B.11** Administrator/counselor/parent/student conference
- B.12** Loss of extracurricular privileges
- B.13** Service learning with instruction on appropriate behavior
- B.15** Restorative justice/ restitution with processing on appropriate behavior
- B.16** Bus Behavior Contract without suspension
- B.17** Bus Behavior Contract with suspension
- B.17** Suspension 1-5 days
- B.18** Probationary contract without suspension
- B.19** Probationary contract with suspension (1-5 days)
- B.20** Request for expulsion
- B.21** Notification of law enforcement with request for expulsion

Probationary Contract: Students that are placed on probationary contracts are students who have committed a major infraction on the bus. The probationary contract can last up to 18 weeks. If a student who is on a probationary contract commits another major bus infraction they will not be able to ride the bus for the remainder of the school year.

Note to parents: If a bus suspension occurs, arrangements must be made for the student to be in attendance in school. Furthermore, arrangements must be made for the student to be dropped off no earlier than 15 minutes before school begins and to be picked up no later than 15 minutes after school has been dismissed. Certain behavior, depending on severity, can result in immediate loss of bus riding privileges and / or consequences normally assigned at a higher offense level. In addition, any consequences assigned at the end of one school year and not able to be completed in that year will be carried over to the next school year.

Certain types of clothing can create a hazard as your child gets off the school bus. These items can be caught in the bus handrail, door, or other equipment as the child gets off the bus. These include:

- Long, dangling jacket or sweatshirt drawstrings;
- Long backpack straps;
- Long scarves or other loose clothing.

Helium balloons may not be transported on school buses due to the hazard that they present. Arrangements will need to be made to pick up the balloons from school. Flowers may be transported on the bus after the water has been removed from the vase.

Bus Change Requests

In order to inform the school of a change in bus transportation for your child, please provide the following:

- Student's name
- Date of change
- Bus Number
- Address of destination
- Name of person at that destination
- Telephone number, if available
- Number of days the change is to be in effect.

Bus Drivers

Bus Number	Bus Driver	Telephone Number
1	Randy Fruitt	306-2072
2	Lance Christiansen	982-7226
3	Lisa Boocher	578-4674
4	Arnold Bishop	306-1595
5	Daphne Steele	578-0721
7	Kylie Rickert-Snyder	982-2899
8	Theresa Smith	578-2281
9	Todd Brewer	578-6064
10	Spare Bus	
11	Phil Cripe	578-8309
13	Spare Bus	
14	Anita Henderson	260-352-0846
15	Deb Williams	578-7443
16	Debi Vawter	260-774-3231
17	Spare Bus	
18	Wayne Staton	306-1284
19	Donna Medley	306-1384
20	Deb Dyson	982-4700
21	Spare Bus	
22	Adrienne Kamphues	260-224-7359
28	Heather Schannep	982-6566

NOTE: Be advised that the following forms must be available in the School Office as they are referenced in the Student/Parent Handbook.

- Title VI, IX, 504 Grievance Form 2260 F2
 - Notice of Nondiscrimination and Grievance Procedures for Title II, Title VI, Title VII, Title IX, Section 504 and ADA Form 2260 F8
 - Memorandum to Parents Regarding School Board Policy on Drug-Free Schools Form 5530 F2
 - Notification to Parents Regarding Student Records Form 8330 F9
 - Notification to Parents on Blood-Borne Pathogens Form 8453.01 F5
 - Parent/Student Acknowledgement of Student Handbook Form 5500 F1
 - Authorization for Prescribed Medication or Treatment Form 5330 F1
 - Authorization for Non prescribed Medication or Treatment Form 5330 F1b
 - Authorization for the Possession and Use of Asthma Inhalers Form 5330 F1c
- Student Network and Internet Acceptable Use and Safety Agreement Form 7540.03 F1