

**Heritage Intermediate School**  
**56647 Northridge Dr.**  
**Middlebury, IN 46540**  
**Phone: (574) 822-5396**  
**Website: [www.mcsin-k12.org](http://www.mcsin-k12.org)**

To the Parents of Our Students:

The Heritage Intermediate Family Handbook has been written to outline some important information regarding the people, programs, activities, and guidelines, which make H.I.S. an outstanding and safe place for your children.

We believe the educational process must be a shared responsibility between home and school, and that together we can achieve success for all of our students. We provide students with a safe, respectful school environment that is conducive to learning and strengthening the educational process. You can play an important role by reinforcing the academic expectations of your child's classroom teacher at home. We will also focus on the following creed: Be Respectful, Be Responsible, Be Ready.

By working together we can better achieve our Heritage Intermediate School mission statement:

*to equip students to achieve their potential and positively impact their community.*

Respectfully,

Kari Dyer  
Principal

Jennifer Raycroft  
Assistant Principal

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*For additional information on H.I.S. please visit our website: [www.mcsin-k12.org](http://www.mcsin-k12.org)*

## MIDDLEBURY SCHOOL BOARD MEMBERS

Mr. Robert Souder  
Mrs. Joanna King  
Mr. James Lichtenberger  
Mrs. Delores Merrick  
Mr. David Black

## MIDDLEBURY COMMUNITY SCHOOLS INFORMATION

Middlebury Community Schools Administration Office  
56853 Northridge Drive  
Middlebury, IN 46540  
Phone: (574) 825-9425

Mr. James Conner	Superintendent
Mrs. Jane Allen	Director of Curriculum & Instruction
Mrs. Shirley Meyer	Business Manager
Mr. James Bromley	Director of Personnel
Mr. Craig Baker	Director of Buildings, Grounds & Transportation
Dr. Mary Beth Hamilton	Director of Elkhart County Special Education Cooperative

For any questions regarding other school personnel, use our corporation website:  
[www.mcsin-k12.org](http://www.mcsin-k12.org)

### **MISSION OF THE SCHOOL CORPORATION**

Public schools exist to transmit the culture and intellectual heritage of their society, and to equip the young for effective citizenship and economic competency. They were created by society through the governmental process. Thus, they are subject to the political process at the local, State, and national levels.

In keeping with this philosophy, the Board adopted the following mission statement:

*“The mission of the Middlebury Community Schools is to prepare our students to be lifelong learners and contributing citizens.”*

In order to support the mission of the Middlebury Community Schools, the community developed the following beliefs which are statements of an organization's fundamental convictions, its values, and its character. They provide the bedrock upon which the organization commits itself to a specific mission and objectives.

We believe that:

- A. Learning is a life-long process.
- B. All students can learn and share in the responsibility for their own education.
- C. Education provides the means for students to develop and fulfill their vision.
- D. Students are entitled to a quality education that strives to meet their individual needs.
- E. Education promotes the development of the "whole person".
- F. Quality school personnel are essential in developing young minds.
- G. Homes and schools should provide stimulating learning experiences and encourage positive values.
- H. Education is a cooperative effort involving students, families, school personnel and the people of the community.
- I. The school and community must anticipate and prepare for change.

***HERITAGE INTERMEDIATE STAFF:***

Mrs. Kari Dyer	Principal
Mrs. Jennifer Raycroft	Assistant Principal
Mrs. Liz Phillips	Secretary
Mrs. Doretta Janowski	Bookkeeper
Mrs. Donna Alwine	Building Assistant
Mrs. Sue Pohl	Building Assistant
Mrs. Kori Cripe	School Counselor
Mrs. Crystal Kauffman	School Nurse

**Fourth Grade:**

Mr. Mark Anderson	Mrs. Meghan Miller
Mrs. Anne Toth	Mrs. Vickie Emmons
Mr. Byron Warkentin	Mr. Kahlil Schertz
Mrs. Carla Kasten	Mr. Kirby Carpenter
Miss Mary Jane Dickey	Mrs. Cindy Houser
Mrs. Heidi Mathews	Mrs. Jessica Barkby
Mrs. Michelle Rohrer	

**Fifth Grade:**

Mrs. Brook Friesner	Mr. Dave Perkins
Miss Heather O'Dell	Mrs. Becki Royal
Mrs. Cindy Gehlke	Mr. Steve Hamilton
Mrs. Tina Yeater	Mrs. Kathy Miller
Mr. Ralph Fireoed	Mr. Jay Hochstetler
Mrs. Beth Hawn	Mrs. Erin Lang

**Art:**

Mr. Dale Berryman

**Librarian:**

Mrs. Tina Menefee

**Music:**

Mrs. Cinamon Short  
Mrs. Pat Nuyken  
Mr. Richard Loar

**Mild Disabilities:**

Mrs. Mary Eaton  
Mrs. Bonnie Miller  
Mrs. Stephanie Morgan

**Physical Education:**

Mr. Andrew Brabender  
Mr. Brent Miller  
Mrs. Lori Pickard

**School Psychologist:**

Mrs. Alyssa Nichols

**Speech:**

Mrs. Roz Fine

**High Ability:**

Mrs. Cathy Morgan

**ESL- English-2<sup>nd</sup> Language:**

Miss Laurene Bishop

**Technology Assistant:**

Mr. James Bontrager

**Noon-Time Assistant:**

T.B.D.

**Special Education Assts.**

Chris Tribble, Amy Storey, Tena Jakubewicz, Nean Smith



## 2011 - 2012 SCHOOL CALENDAR

<i>Back to School Night – Grades 4 &amp; 5</i>	<i>August 15</i>
<b><i>First Day of School</i></b>	<b><i>August 17</i></b>
<b><i>Labor Day – No School</i></b>	<b><i>September 5</i></b>
<i>Fall Picture Day</i>	<i>September 9</i>
<i>4<sup>th</sup> Grade Hearing Screening</i>	<i>TBA</i>
<b><i>Fall Family Night (6:00-8:00)</i></b>	<b><i>TBA</i></b>
<i>End of First Grading Period</i>	<i>October 19</i>
<b><i>Fall Break- No School</i></b>	<b><i>October 28</i></b>
<i>Book Fair</i>	<i>November 7 - 11</i>
<i>Parent Teacher Conferences</i>	<b><i>November 2 &amp; 3</i></b>
<b><i>(Parent/Teacher conferences evening only of Nov. 2 &amp; 3)</i></b>	
<b><i>No School</i></b>	<b><i>November 4</i></b>
<i>Thanksgiving Vacation – No School</i>	<b><i>November 23-25</i></b>
<i>End of Second Grading Period</i>	<i>December 22</i>
<i>Winter Vacation – Schools Closed</i>	<b><i>Dec. 23 – Jan. 3</i></b>
<i>Teacher Records Day– No School</i>	<b><i>January 4</i></b>
<i>Martin Luther King, Jr. Day- No School</i>	<b><i>January 16</i></b>
<i>President’s Day – No School</i>	<b><i>February 20 (This could be a snow make</i></b>
<b><i>up date if there have been 3 weather related days off prior to 12/23/11)</i></b>	
<b><i>ISTEP+ (Grades 4 and 5)-Part 1</i></b>	<b><i>March 5 – March 14</i></b>
<i>End of Third Grading Period</i>	<i>March 13</i>
<b><i>Parent/Teacher Conferences-Evening</i></b>	<b><i>March 22</i></b>
<b><i>No School</i></b>	<b><i>March 23</i></b>
<i>Spring Vacation– Schools Closed</i>	<b><i>April 2-6</i></b>
<b><i>ISTEP+ (Grades 4 and 5)-Part 2</i></b>	<b><i>April 30-May 9</i></b>
<i>Built in Snow Days</i>	<b><i>May 7, 25</i></b>
<i>4<sup>th</sup> Gr. Indy Trips (3 classes per day)</i>	<i>May 15 – May 18</i>
<i>5<sup>th</sup> Gr. Chicago Trips (3 classes per day)</i>	<i>May 21 – May 24</i>
<i>Memorial Day – Schools Closed</i>	<b><i>May 28</i></b>
<i>Field Day</i>	<i>May 29</i>
<i>Last Day for Students/End 4<sup>th</sup> Grading Period</i>	<i>May 30</i>
<i>Snow Make-up Days, as needed</i>	<i>May 31, June 1</i>

### INFORMATION ON SCHOOL CLOSINGS OR DELAYS

In the case of an emergency, which may cause the schools to be closed or delayed, all local radio and television stations (see list below) will be notified. If there is bad weather, please use these sources for the most up-to-date information.

**Do not call the school or the administration office.**

WSJV	WZOW (FM 97.7)
WSBT	WKAM (AM 1460)
WNDU	WVPE (FM 88.1)
WTRC (AM 1340)	WLDE (FM 101.7)
WLEG (FM 102.7)	WFRN (AM 1270 and FM 104.7)
WHME (FM 103.1)	U93 (FM 92.9)

## **SAFE SCHOOLS POLICY**

Middlebury Community Schools Safe Schools Mission is to establish and maintain a safe and secure environment for students and staff.

Middlebury Community Schools is prepared to respond to crisis situations effectively as we protect and safeguard human lives and property.

To this end, all of Heritage's doors will be locked from 8:05 A.M. until 2:30 P.M. All visitors and parents must sign in at the office and receive an identification badge to wear while they are in the building. We would like to emphasize these measures are taken to ensure the safety and well-being of all our students.

## **CURRICULUM AND INSTRUCTION**

Heritage Intermediate's instruction is based on our beliefs as professional educators. We believe...

- Successful schooling is a shared responsibility of parents, students, staff, and community.
- Children learn best in a caring, safe, and orderly environment where respect and high standards are the norm.
- All children can learn and should be challenged to achieve at their highest potential.
- Education should be a lifelong adventure that instills a love of learning.
- Curriculum and instruction should be relevant and connect learning with real life experiences.

Given these beliefs, we aim to achieve our H.I.S. mission statement:

*to equip students to achieve their potential and positively impact their community.*

Indiana State Standards, which are subject-specific at each grade level, guide all curriculum and instructional decisions. Parent copies of the Indiana Department of Education standards for your child's grade level will be distributed later this fall.

In our classrooms, our teachers focus on...

- *decision-making and problem-solving* opportunities to encourage independent, responsible, and critical thinkers.
- *integrated learning* as a way of relating a variety of experiences in a meaningful way.
- *quality reading material* where children interact with literature in authentic situations.
- *real issues and events* that are important and have an impact on each individual child.
- *talk to express, clarify, and rehearse thoughts and ideas* through active listening and reflective speaking.
- *critical observation* to promote more focused and perceptive observations of the world.
- *risk-taking* to allow children the freedom to learn from and through their mistakes.
- *discovery learning* to encourage a concrete, hands-on approach to learning
- *learning as a process*, which ultimately results in better performance.
- *conferencing* to promote interaction and cooperation with adults and peers to help clarify and communicate meanings.
- *fluency* in both written and oral expression to develop literate, proficient users of language.

## GENERAL INFORMATION

### ARRIVAL

- Classes begin at 8:05 A.M. Adult supervision begins at 7:45 A.M. For safety reasons children **must not** arrive at school before this time. Each Wednesday, all times listed above will begin 25 minutes later.
- Please remember not to block our school bus lane. If you bring your children to school, we would appreciate it if you would drop them off along the curb in the front of the building.
- Students must not walk or ride bikes to school. All students will need to ride the school bus or be dropped off by an adult at the front doors of Heritage.

### DISMISSAL

- Students will be dismissed at 2:30 P.M.
- Parents who pick up their children at the end of the day must park in the parking lot in back (Door #7). A circle line will be formed and students will wait for an adult staff member to release them before walking to their car.

### EARLY PICK-UP

If it is necessary to pick up your child early, a parent must come in and sign the child out. A child will be released only to a parent unless we have been notified that someone else will be picking him/her up. Notification should include the name and telephone number of the person authorized to take your child from school. The office will notify the teacher to send the child to the office. Your cooperation in this matter is essential; your child's safety is our first concern.

### VISITORS

Family and community members are always welcome to visit the school. If you wish to visit a classroom, please make arrangements with your child's teacher. For safety reasons all visitors must report to the school office before visiting classrooms. All visitors will be issued an identification badge.

### LOCKERS

Lockers are the property of the Middlebury Community Schools. Students are assigned lockers. Students may not deface or misuse lockers at any time. Personal locks are not allowed. Lockers are provided for over-clothing, books, and materials. We strongly suggest students do not store valuable items in their lockers. The school is not responsible for losses due to theft. \* *The school corporation retains the right to inspect lockers and their contents to ensure that the locker is being used as intended.*

### GAMES, CELL PHONES, TOYS, PARTY INVITATIONS

- All electronic equipment must be kept at home. These items include, but are not limited to, CD players, iPods, Nintendo DS's, etc. These items can cause a distraction to the learning environment; therefore, should not be brought to school. A classroom teacher can make an exception during field trips and/or special classroom events.
- Cell phones are not encouraged on school grounds, including school buses. Heritage encourages students to leave cell phones at home as access to phones at school is available through the classroom teacher when needed. Students who bring cell phones to school must keep them concealed in their backpack and turned off at all times. This pertains to School Board Policy #5136.
- ***Toy weapons are not allowed at any time.***
- Please do not send party invitations with your child to hand out at school.

- Balloons do not get forwarded to classrooms and cannot be taken home on the bus. Parents will be called to pick them up after school.

**More information regarding cell phones:**

- Cell phones are **not permitted** on the school bus or at school at any time.
- **Important Notice to Students and Parents Regarding Cell Phone Content and Display**
- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.
- It is “child exploitation,” a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.
- It is “child pornography,” a Class D felony under I.C. 35-42-4-4(c), for any person/student to *possess* a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.
- “Sexual conduct” is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.

The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.

Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

**GROUP OR CLUB POLICY**

Heritage Intermediate is committed to establishing an environment where the Lifelong Guidelines and LIFESKILLS are practiced daily. In order that students do not feel left out and excluded, starting or participating in groups or clubs will not be permitted on school property. If staff members become aware of any such participation, the students involved will be given a verbal warning. Further participation will result in disciplinary action. *\* School sponsored or approved clubs such as Girl/Boy Scouts, 4-H, and Student Council are permitted.*

**LOST AND FOUND**

The lost and found items are stored near the cafeteria. Students may check the lost and found during the school day with their teacher’s permission. It is very important and helpful to have all your child’s personal items marked with his/her name. Clearly marked items facilitate their quick return and answer questions of ownership. *We strongly encourage and advise that children do not bring large sums of money or valuable items to school.*

## **STUDENT EMERGENCY INFORMATION FORM**

During the first week of school your child's teacher will send home an emergency information form for you to complete. Your prompt attention to this matter is of the utmost importance. A record of this information is kept in the school office in case you need to be contacted. Please make sure all telephone numbers and addresses are accurate and clearly written. Remember to put the name and telephone number of a person who can be contacted in case you cannot be reached. **Please notify the school of any address or telephone change during the school year. It is very important to keep our records updated.**

## **TEXTBOOK RENTAL INFORMATION**

The book rental system is used at Heritage Intermediate School and in all elementary schools in the Middlebury District. Fees are payable on the first day of the school year. Rental books may be used by the students providing proper care is taken with all such books. Damages are assessed for books that are lost or damaged in relation to the condition of the book.

### **Book rental fees for the full year are due by October 1<sup>st</sup>.**

The fees include use of all textbooks and workbooks. The book rental program is designed as a savings and convenience to the parents. The success or failure of such a program is based entirely upon parental response to their responsibility of paying the fees. Students qualifying for free and/or reduced lunches on or before October 31st are eligible for textbook assistance. All other students are required to pay the rental fee. If parents are unable to pay the book rental fee at the beginning of the school year, they should make arrangements with Mrs. Baylis, the school bookkeeper, for a payment plan whereby the fee is divided into several small payments throughout the school year. Any unpaid fees are subject to collection through Small Claims Court.

**Textbook Rental Fees for 2011 – 2012 School Year:**  
Grades 4 and 5 fees = \$102.00

## **ATTENDANCE EXPECTATIONS**

For maximum success in school, regular attendance is important. Student attendance at school is the primary responsibility of the parent/legal guardian and student. Your cooperation regarding the regular attendance of your child is urged and needed. The illness of a pupil, a death in the immediate family, religious observances, and court appointments are the only acceptable reasons for an absence. If doctor or dental appointments have been previously scheduled, children may be excused for those appointments. However, such absences are discouraged.

If a student is absent:

- The parent or guardian ***must*** call the school before 7:45 A.M. Messages regarding absences can be left on the operator's voicemail. Please leave the student's name, teacher's name, and the reason for his/her absence.
- Parents may be contacted at home or work if the school has not received a call.
- Parents or guardians who do not call in and cannot be contacted will be required to provide a written excuse for the student's absence upon his/her return to school.

- Failure to call, be contacted, or have a written excuse will result in the absence being considered a truancy. The school attendance officer will investigate unexplained and doubtful absences.

\*\* Children **are not** to be absent from school for:

Vacations	Private lessons
Non-medical appointments	Baby-sitting
Business trips	Shopping excursions
Family celebrations	Visits with relatives

\*\*These situations must be communicated with one of the building administrators.

Assignments and other work **will not** be given in advance of a trip. *\*Work missed from any type of absence will be considered the responsibility of the student upon his or her return to school.*

Students are requested to be in their seats by 8:05 A.M. Students who arrive after this time are recorded as tardy. If a student is tardy, he/she must report to the office before going to the classroom. *Any student arriving after 9:00 A.M. or leaving before 1:30 P.M. will be counted absent for half a day.*

An attendance update will be mailed home after a student has been absent and/or tardy five or more times. If absences and/or tardies reach a total of eight days, it may be necessary to meet with an administrator to discuss attendance concerns. At that time a plan will be developed to assist in meeting the student's needs. After eight days a student may be considered habitually truant. Be aware that probation may then become involved. Students are not permitted to leave the school premises without first being signed out in the office. All teachers in the system have been instructed not to excuse any child early unless a written request for such dismissal is received. *No child is permitted to leave the school premises under any circumstances with anyone other than the parent without written or phone permission from the parent.* Please notify the office if there are custody considerations for your child. Identification may be requested.

## **ELKHART COUNTY ATTENDANCE PROGRAM** (K-15 Years Old)

All Schools, Juvenile Probation, Juvenile Court, Office of Family & Children,  
Police, Sheriff, Health Department

**Definition:** Absence of Concern: truancy, non-verified absence or absences verified with question

### **School**

#### **Level 1 – 4 incidents of absences of concern**

Parent/guardian will be contacted by letter or telephone to confirm the absences and to notify them and the student of possible consequences if the attendance pattern continues.

#### **Level 2 – 7 incidents of absences of concern**

**A legal notice** will be sent by registered mail to parent/guardian and copied to Probation and/or Office of Family and Children

**Level 3 – continuing absences of concern**

An **Attendance Hearing** will be scheduled within ten school days with the parent/guardian, student, hearing officer, school administrator and any other concerned individual. The hearing officer will discuss the attendance concerns with the student, parent/guardian, and administrator to attempt to identify the factors interfering with regular attendance and resolve the attendance problems. The hearing officer will submit a written summary with recommendations to the parent/guardian, school administrator, Probation Office, and/or Office of Family and Children. He/she will also notify the parent/guardian and student that continued absences will result in a referral to the Probation Office or Office of Family and Children (OFC). Failure to attend the attendance hearing will result in advancement to level 4.

**Probation/OFC**

**Level 4 – continuing absences of concern**

The school will file a **violation of legal notice** with the Probation Office or OFC. The parent/legal guardian will receive notification of a mandatory meeting with the probation officer, or a representative from OFC, and a school representative. The meeting with the parents and student should take place within 10 school days of the violation of legal notice. Juvenile Probation or OFC can utilize any of the following interventions to reduce the juvenile's absences:

- (A) Saturday School with student delivered by police (if necessary)
- (B) Community service by student and/or parent
- (C) Parenting classes
- (D) Drug assessment/testing
- (E) Counseling
- (F) Student declared child-in-need of services
- (G) Case worker assigned to the family
- (H) Juvenile Court
- (I) Other

**ELKHART COUNTY ATTENDANCE PROGRAM (Con't)**

**Level 5 – continued absences of concern**

A **formal referral to juvenile court** will be filed. The court hearing will take place within 20 school days of the referral by probation or OFC. The juvenile magistrate may use any of the above interventions or additional consequences/services such as:

- (A) Parent/Guardian required to attend school with the student
- (B) Drug treatment
- (C) Assignment to the Elkhart County Juvenile Detention Center
- (D) Other

**GENERAL SCHOOL POLICIES**

Heritage Intermediate School is one of five elementary schools in the Middlebury Community School District. It operates under the rules, regulations, and policies established by the Board of School Trustees and by directive from the office of the Superintendent of Schools. Each school may have some variation in general administrative procedures to provide for differences that exist in various parts of

the school district. Parent and student knowledge and understanding of school policies is important in helping make a satisfactory adjustment to the school community.

## **CODE OF CONDUCT**

### **MIDDLEBURY COMMUNITY SCHOOLS**

The Superintendent, Principal, administrative personnel, or any teacher of the school corporation shall be authorized to take any action in connection with student behavior that is reasonably desirable or necessary to help any student to further school purposes or to prevent an interference therewith. This action includes matters such as counseling with a student or group of students, conferences with a parent or group of parents, assigning students additional work, rearranging class schedules, requiring a student to remain after regular school hours to complete school work, or restriction of extra-curricular activities.

### **Heritage Intermediate School**

Effective school discipline begins first and foremost with effective home discipline. We ask that you support our discipline code and encourage your child to become a model citizen of Heritage Intermediate School. We encourage and recognize students who contribute to our positive school environment.

Our goal is to provide a safe and orderly environment for teaching and learning. Students are taught to be self-disciplined and responsible for their own behavior and academic learning. It is our belief that we can best accomplish this goal by using our school creed...

***Be Respectful, Be Responsible, Be Ready!***

### **OLWEUS BULLY PREVENTION RULES**

1. I will not bully others
2. We will help students who are bullied
3. We will include students who are left out
4. If somebody is being bullied, we will tell an adult at school and an adult at home

### **BEHAVIORAL EXPECTATIONS:**

The following behaviors are not acceptable at anytime:

- ✓ Possession, use, or distribution of weapons, drugs, tobacco, or alcoholic beverages\*
- ✓ Fighting and/or any other aggressive physical behavior
- ✓ Verbal or written threats, intimidation, and bullying
- ✓ Inappropriate language or gestures
- ✓ Stealing
- ✓ Defacing or destroying personal or public property
- ✓ Sexual harassment
- ✓ Disrupting the learning of other students
- ✓ Insubordination and disrespect
- ✓ Chewing gum on school grounds

## **BEHAVIORAL CONSEQUENCES:**

Our goal is to have students take responsibility for their own behavior. While there will be consequences for any student choosing to act in inappropriate ways, our focus will be to help and support a change in behavior. No physical punishment will be used.

Consequences will be based on the severity of the behavior and/or accumulation of other inappropriate behaviors and may include:

- ✓ Verbal warning
- ✓ Recess detention
- ✓ In-school suspension
- ✓ Out of school suspension\*\*
- ✓ Expulsion\*\*

\* Violation will result in an immediate suspension and/or expulsion in accordance with state and federal laws and the policies of the Middlebury Community School Corporation.

\*\* Students can be suspended or expelled for unlawful conduct off school property that can reasonably be considered an interference with school purposes or an educational function.

## **CHRONIC/SEVERE MISBEHAVIOR**

If a student establishes a consistent pattern (3 – 5 incidents) of committing one or more offenses on a regular basis, he/she shall be subject to the following actions:

- ✓ The teacher shall initiate a conference involving the student, parent/guardian, and principal.
- ✓ A behavior plan will be developed.
- ✓ In severe cases suspension from school will be considered.

## **DRESS CODE**

- Students must wear appropriate fitting clothing.
- Students must have appropriate footwear. ***At the intermediate level, flip-flops are discouraged. They pose a safety concern as children move through the building or run and play at recess.***
- Short shorts, bare midriffs, and other revealing attire (thin straps, mesh, low riding pants, etc.) may not be worn. Shorts should be able to pass the fingertip test.
- Students are expected to come to school dressed appropriately for the weather. We go outdoors for recess on all days except in extreme weather. On snowy days students are encouraged to wear boots.
- In the fall, shorts are not permitted after Fall Break (October 28, 2011). In the spring, shorts are not permitted until after Spring Break (April 9, 2012).
- Attire that displays a questionable message or activity will not be allowed.
- Hats or hat-like attire may not be worn in the classroom or halls unless for a school sponsored event.
- Any dress or possession that is disruptive to the school's educational purpose or the safety of every child is not allowed.
- Students dressed inappropriately will be sent to the office to call home for a change of clothing.
- Make-up and/or excessive jewelry should not be worn during school or school sponsored events.

- Excessive hair coloring or streaks outside of normal hair colors (including but not limited to: blue, pink, green, crimson, orange, etc...) that is disruptive or distracting to the school's educational purpose is not permitted.

### **SCHOOL PROCEDURES:**

#### Hallway Procedures:

- Walk in a straight line.
- Stay to the right side of the hallway.
- Keep hands and feet to yourself.
- Use quiet voices.

#### Library:

- Sit and wait quietly until the adult in charge is ready to begin.
- Choose your books and then check them out.
- Sit at a table and read quietly after making your selection.
- Remember that the library is a *QUIET ZONE*.

#### Computer Labs:

- Work quietly.
- Proper care and use of the equipment is required.

#### Cafeteria:

- Always walk in the cafeteria.
- Be considerate of others.
- Use indoor voices.
- Practice good table manners.
- Clean your area before being dismissed.
- Lunches from home should contain juice or milk; carbonated drinks (pop) are not acceptable.

Playground: *Students are responsible to **all school personnel on duty**.  
Students may NOT leave the fence/classroom without an adult's permission.*

#### Swings

- One person to a swing.
- Swing without standing, jumping, or twisting sideways.

#### Football

- Touch only. Must be played on football field.

#### Zone #1 Equipment

- Walk at all times on the mulched areas.
- Do not sit or stand on top of equipment.
- Keep your hands and feet to yourself.

#### Students may bring from home:

- Playground balls, footballs, soccer balls, mitt, and jump ropes.  
They must share the equipment with others.

#### Students **may not** bring:

- Baseballs, bats, and frisbees.

## EDUCATION

### HOMEWORK POLICY

The purpose of homework is to give students practice with skills necessary to their progress and to prepare students so that more material can be covered in class. It is also the student's responsibility to ask for and to complete any assignments missed due to any absences from school. Children need to realize their responsibility to reinforce skills learned during the day. You can help your child by seeing that he/she has a place to work quietly and by offering to look over his/her work when done.

Following are the guidelines for assigning homework:

- Grade 4: Homework should be completed in one-half to one hour. It often will consist of a drill and practice, especially in basic math skills, spelling, and language arts. Special projects are suitable assignments in this grade level. Ordinarily, homework is not given on weekends except for special projects. Fourth grade students will record their assignments in a school issued assignment book.
- Grade 5: Homework will be given as necessary to complete and extend classroom work and special projects. Fifth grade students will record their assignments in a school issued assignment book.

***Any extreme variations from the above guidelines should be discussed with the classroom teacher and/or building administrators.***

### STUDY TRIPS

Study trips are an integral part of the educational experiences provided at Heritage Intermediate School. They are designed to be educational and linked to the curriculum being studied. The trips are also designed to be fun and provide students with opportunities they may not otherwise experience.

Parents are encouraged to participate in many of our study trips. It is an excellent way to share a unique experience with your child as well as provide needed supervision of students. So that you may focus on your child and any supervision responsibilities, ***younger siblings are not allowed to join parents on the study trips.***

Parents joining the study trips should be aware of the following procedures:

- Adults must refrain from smoking for the duration of the trip.
- Adults must comply with the same school rules, procedures, dress, and other policies as their child.
- Adults who are participating in the study trip experience are expected to ride the bus with students.

### STUDY TRIP BEHAVIORS

Students who display behavior that the teacher feels could be detrimental to the trip or jeopardize future field trips may be required to have an adult family member accompany them or be excluded from the trip. If excluded, these students would be expected to attend school on the days of the study trips and complete an alternate assignment.

## **REPORT CARDS**

Report cards are issued to students at the end of each grading period. They will indicate the academic and social progress of each student. Attendance will also be indicated on the report card.

## **PARENT TEACHER CONFERENCES**

Parents will be scheduled to meet with their child's teacher following the first grading period. To promote positive communication between parents and teachers, it is critical to attend this conference. Every effort will be made by the teacher to schedule a conference so that the parent or guardian will be able to attend. Parents are encouraged to schedule a conference with their child's teacher anytime throughout the school year as the need arises.

## **HEALTH AND SAFETY**

### **ACCIDENTS WHILE AT SCHOOL**

If your child is injured at school, we will make him/her comfortable and provide care in accordance with standing orders as provided by the Elkhart County Health Officer. If there is any question about the seriousness of an injury, we will attempt to contact the parent and arrange for the child to be taken home or to seek further medical evaluation. *It is, therefore, critical that we have current emergency phone numbers for all students.*

### **HEALTH ITEMS FROM OUR SCHOOL NURSE**

A number of our students need medications while at school. All medication, either prescription or over-the-counter, must be kept in the clinic and dispensed either by the school nurse or her designee. **Prescription medication can only be given out if the medication form is filled out in full by the child's doctor and by the parent.** When having prescriptions filled, it is helpful to request from the pharmacist a duplicate bottle so that we can keep one bottle at school while you keep the other one at home. Medication will not be given out unless it is in its original container. **Nonprescription medication can only be given if the student's parent fills out the release on the back page of the enrollment form.** You are welcome to bring in medication from home such as chewable Tylenol, antacids, and cough medicine. All medication must be brought in its original container. Our clinic stocks Tylenol, ibuprofen, and Benadryl for our students if they become ill while at school and they do not have medication from home.

If your child becomes ill at school, we will contact you to pick him/her up. Please be thorough in completing the enrollment form. Be certain to add work numbers, and phone numbers of other persons we can call if we are not able to contact you. Please contact our office anytime there is an address or phone number change. Also, please do not send your child to school if he/she is running a fever over 100 degrees or if he/she was sick the night before. A student must be fever-free for 24 hours **without** the use of fever-reducing medication such as Tylenol or Advil before returning to school. By keeping children home to fully recuperate, we can decrease the duration of the illness and decrease the spread of flu and colds to other students. If your child is not able to come to school, please contact the office as soon as possible. You may leave a message on our voice mail at any time the office is closed. If we do not receive notification from you that your child will not be in school, we will call your home. In the event that we cannot

reach you at your home number, we will begin calling work numbers and then the emergency numbers provided on the enrollment form. We cannot excuse your child due to illness unless we receive a message from you.

### **IMMUNIZATION POLICY**

Indiana Code 20-8.1-7-10.1, Sec. 10.1 (a) states “Each school shall require the parents of a child who has enrolled in the school to furnish no later than the first day of school a written statement of the child’s immunization.” It goes on to say in Sec. 10.1 (c), “A child may not be permitted to attend school beyond the first day of school without furnishing this written statement, **unless**: (1) the school gives the parents of the child a waiver.” The waiver referred to in subdivision (1) may not be granted for a period that exceeds twenty (20) days.

We offer that 20-day waiver period for all students transferring to Middlebury Community Schools from another school corporation. Those students who are enrolling in school for the first time (as in those who have been home schooled) may enroll but must provide immunizations before starting school. If no immunizations are available, parents must provide an appointment date and time that can be checked by the nurse before the students are allowed to attend. Students will be allowed to continue attending school as long as the appointments are kept. When immunizations are provided, but not current, a written statement and a time schedule for the completion of the remainder of the immunizations must accompany the immunizations. As long as the student keeps scheduled appointments, they may continue to attend school.

### **HEAD LICE**

Head lice is always a possibility in any family. We encourage parents to do head checks on all family members throughout the school year. The school nurse will do individual head checks as needed. Middlebury Community Schools has a “no nit” policy. What this means is, in addition to the use of lice shampoo, all nits (lice eggs) must be removed from the hair. If a student is found to have lice or nits, the parent will be notified and the student may not return to school until the lice & nits are removed. Upon returning to school, parents should accompany their student to the school to be checked & cleared by the nurse. Instructional pamphlets and information are available from your school nurse.

### **SEVERE WEATHER**

In order to keep our children safe, certain weather conditions (tornadoes, blizzards) may necessitate our keeping them at school. If this happens, students will follow the school’s practiced storm procedures.

### **BUS SAFETY**

Pleasant, safe, efficient and punctual transportation requires the understanding and cooperation of parents, students, drivers and administration. Therefore, it is necessary to have some specific rules. These are also posted in all buses.

#### ***A. BOARDING THE BUS***

1. Be at bus stop on time.
2. Do not destroy surrounding property.
3. Line up in orderly fashion.
4. Allow bus to come to full stop before boarding.
5. Always walk in front of the bus to load.

## **B. RIDING THE BUS**

1. Be seated properly and remain seated in a forward position.
2. Keep all parts of the body inside the windows.
3. Talk quietly and do not use profanity or sexually explicit language.
4. For safety of all passengers, listen respectfully and obey all instructions given by the bus driver.
5. No eating, drinking, smoking, drugs, alcoholic beverages, firearms, or objectionable articles that could cause injury to another person are allowed on the bus.
6. Any damage to bus property is the financial responsibility of the student.

## **C. UNLOADING**

1. Remain seated until bus comes to a stop
2. Unload from front to back alternating sides without crowding.
3. Stay six feet away from the side of the bus.
4. Always go around to the front of the bus (never behind) when crossing the roadway.

## **SCHOOL LUNCH PROGRAM**

A nutritious breakfast and lunch, which includes milk, is served each day. A monthly menu is sent home to help students and parents plan in advance. For the children who carry their lunch, milk may be purchased in the cafeteria. Orange juice is available for children with milk allergies. A doctor's request must be provided *each school year* and will be kept on file in the food service office. **Pop and restaurant lunches are not permitted unless accompanied by an adult lunch guest.** Students are encouraged to take a full breakfast or lunch. Due to food allergies and other health concerns, students are not permitted to share food. Money for school food is deposited in each student's account. The cost for a student lunch is \$1.85; breakfast is \$1.35; and an adult lunch is \$2.60. The bookkeeper will be available to take the money and deposit it into the student's account. You are encouraged to pay by the week or month. Due to time restraints, we are unable to take money as the students pick up their lunch.

A computerized system deducts the cost of items purchased from the student's account. Account balances can be verified at any time by calling Mrs. Baylis, the bookkeeper, or by checking their account online through the corporation website.

Parents are welcome to join their children for breakfast or lunch. The cost of of the parent's meal can be paid for in cash. *If the parent visits frequently, they may wish to set up their own account.* To set up an account, please contact the bookkeeper. Parents wishing to purchase a school lunch, need to call the school before 8:00 A.M., or send a note to school with their child. When a parent visits for lunch, he/she must sign in at the office and wait in the foyer for their child.

Visitors to any of the cafeterias in Middlebury Community Schools will no longer be allowed to bring in outside food such as McDonald's, Taco Bell, Subway, pop style drinks, etc. and eat in the cafeteria with their child. The reasoning for this is that the National School Lunch Program

Reimbursement Guidelines do not allow parents/visitors to bring in lunches for students, especially if soda is the beverage, if those lunches are eaten near where cafeteria food is served or eaten. For example, funding would be lost if there was a table set aside within the cafeteria for parents to bring in foods from Subway, McDonalds, Taco Bell, etc. Middlebury Community Schools could

lose federal funding if these guidelines are not followed and as a school corporation we cannot afford to lose any funding.

Parents are encouraged to either bring a lunch from home or eat the school lunch with their child when visiting. If a parent does bring an outside lunch for the student then they will be directed to a different area of the building, such as the office conference room, classroom, etc. - anywhere away from the cafeteria or kitchen.

The following procedures will be in place once a student reaches a negative balance:

- A notice will be sent home to be signed and returned.
- Parents will not be called by the school.
- Parents may choose to bring in a lunch, bring money to school, or let the student eat a peanut butter sandwich. (A possible reprieve may be given with the first call or written notice.)
- If a student is fed peanut butter sandwiches two days in a row or this problem becomes chronic, the parent will be notified. Further problems could become an issue of neglect issue and authorities could be contacted.

Free and reduced priced breakfast and lunch will be provided to students whose family meets the federal government income guidelines. **A new application must be completed each school year.** Applications are available in the school office. You will receive notification by mail of your child's eligibility for free/reduced breakfast and lunch.

## PARTNERSHIPS

### **VOLUNTEER CENTER**

The Volunteer Center is your room to use. Here you will find a place for coats and a parenting resource center to browse and borrow books, pamphlets, videos, and extra copies of menus, newsletters, and other notices that go home. For those of you who visit and volunteer to lend a helping hand, this will be an area where you can grade that stack of papers or help with the many other odds and ends readily provided by eager, forever grateful teachers.

### **PARENTS AND TEACHERS**

A parent and teacher partnership enables us to join hands and unite our efforts in an attempt to best meet the needs of all students. Parents who wish to be involved in their child's classroom should feel free to contact the teacher for opportunities to volunteer. Teachers may be contacted by voice mail, a note sent via your child, or a phone call to the office.

**VOLUNTEERS** - *We can't do it without you!*

Your helping hands in and out of school assist:

#### **Students:**

- to succeed in learning
- to develop school pride
- to develop positive home-school relationships

#### **Teachers:**

- to succeed in teaching
- to lessen stress, exhaustion, and burn-out
- to develop positive home-school relationships

**Parents:**

- to develop positive home-school relationships
- to increase your knowledge of all aspects of H.I.S.
- to develop school pride
- to feel good about giving your time and talents to help staff and children succeed

**SPECIAL PROGRAMS AND ACTIVITIES AT HIS**

- Student Leadership
- PTO Activities
- Christmas Musical – Grade 4
- Spring Musical – Grade 5
- Study Trips (Indy – 4<sup>th</sup> grade; Chicago – 5<sup>th</sup> grade)
- High Ability Program
- After School Sports
- Perfect Attendance Awards
- Student Spotlight
- Spelling Bee – 5<sup>th</sup> grade
- ARMS – Mentor Program
- Fitness Club

**SPECIAL SERVICES****PUPIL INSURANCE**

Generally speaking Middlebury Community Schools is not responsible for injuries and accidents occurring to students. Therefore, Middlebury Community Schools makes Student Insurance available each school year. The insurance is administered by a third party. At the beginning of each school year the plan coverage and rates are established. Contact the Administration Center at (574) 825-9425 and request for the Director of Business Services, to obtain the terms and application of the Student Insurance Carrier.

**Boys and Girls Club of Middlebury**

This program provides after-school child care for the students at Heritage Intermediate School. For information call the Boys and Girls Club at 825-0873.

**SCHOOL RECORDS**

A complete record is maintained beginning in Kindergarten and continuing through the child's entire school experience. All academic grades, test scores, health records, personal data, and citizenship records, are a part of this folder. These records are available for parent review. If you desire to see your child's record, please call the office for an appointment. To keep these important records accurate and updated, we ask for your cooperation when forms requesting pupil information are sent home to be completed.

**COUNSELING PROGRAM**

Heritage Intermediate School's Counseling Program is developmental by design, comprehensive in scope, and systematic in its implementation. This K-5 program is designed to maximize each student's social, educational, and career development. The developmental counseling program is preventive and proactive in orientation.

The counselors are in the classrooms presenting the guidance curriculum lessons on a regular basis. Counselors also consult with teachers, parents, and students. Students can access the counselor in several ways ~ through self-referral, staff or administrative referral, or parent referral. Parents are welcome to call the counselor with any concerns or questions.

### **STUDENT ASSISTANCE PROGRAM**

The Student Assistance Team (S.A.T.) provides options to help students who are experiencing academic, behavioral, or social difficulties. Each school within Middlebury Community Schools has a team of trained staff to plan strategies that are developed to help teachers, students, and families work together. Follow-up contacts assess the effectiveness of these recommendations.

### **SPEECH AND LANGUAGE THERAPY**

Our Speech and Hearing Therapist conducts special classes for children with speech and language difficulties. Parents are encouraged to visit speech correction classes and confer with the teacher in order to understand the program and ensure some carry-over of good speech habits in the home that would be especially good for their particular child.

### **SCHOOL HEALTH PROGRAM**

The school nurse conducts regular eye and hearing examinations. The school nurse makes no diagnosis but recommends that children see their family doctor when illness arises. The teacher refers children to the nurse whenever symptoms indicate the possibility of a problem.

### **STANDARDIZED TESTING PROGRAM:**

A standardized testing program is used to facilitate an objective evaluation of each child's general aptitude, achievement, and progress. This will assist the teacher in providing a more adequate program of instruction. Students in grades 4 and 5 will take the Indiana Statewide Testing for Educational Progress (ISTEP+) in the spring during the 11-12 school year. Fourth grade students will take language arts, math and science. Fifth grade students will take language arts, math, and social studies.

### **SPECIAL EDUCATION SERVICES**

Special instruction and resources are available for students who have difficulty being successful in the regular classroom. Placement requires specialized testing as well as parent conferences and permission. Students assigned to this program are instructed and monitored by both the classroom teacher and a special education teacher.

### **PSYCHOEDUCATIONAL EVALUATIONS**

A testing service is provided for students who are experiencing academic difficulties in the classroom. Teachers and/or parents may refer students to the Strategy Team for an evaluation. Testing is administered by school psychologists provided by the Elkhart County Special Education Cooperative. There is no fee for this service.



# **SCHOOL BOARD POLICIES**

## **POLICY OF NON-DISCRIMINATION ON THE BASIS OF DISABILITY Section 504 of the Rehabilitation Act of 1973 Americans with Disabilities Act (ADA)**

It is the policy of the Middlebury Community Schools to provide a free and appropriate public education to all disabled students, and not to discriminate against any otherwise qualified individual with a disability, in admission or access to, or treatment or employment in, any program or activity sponsored by this school corporation.

Inquiries regarding compliance with these policies may be directed to:

Mrs. Jane Allen, 504/ADA Coordinator  
Middlebury Community Schools  
57853 Northridge Drive  
Middlebury, IN 46540

Public schools may not discriminate against qualified individuals on the basis of disability in any of its programs, services, or activities. As the school corporation is unable to remove all physical barriers due to financial reasons, alternative methods of providing accessibility are permissible under the regulations. Achieving program accessibility with certain administrative policies will take the cooperation of all staff members. Therefore, staff members should be aware of certain administrative policies that have been adopted to provide accessibility to programs, services, and activities, to both students and patrons of the community. These policies of assistance to students and/or patrons are detailed in the ADA handbook located in the principal's office, along with the Transition Plan (a detailed plan of barrier removal).

## **DANGEROUS WEAPONS POLICY #5772**

The School Board will not tolerate the possession of weapons, bombs, devices, instruments, materials, or substances animate or inanimate that is used for, or are readily capable of, causing death or serious bodily injury by any student member while on Corporation property, at a school-sponsored event, or on a school vehicle.

This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

## **DRESS AND GROOMING POLICY #5511**

The School Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

Accordingly, the Superintendent shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- A. present a hazard to the health or safety of the student himself/herself

- or to others in the school;
- B. interfere with school work, create disorder, or disrupt the educational program;
- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

### **SCHOOL BOARD POLICY #2416**

It is the policy of the Middlebury Community School Corporation that students will not be required to participate in a personal analysis, evaluation or survey that is not directly related to academic instruction without prior written consent of the student's parent or guardian. Any instructional materials related to such an analysis, evaluation or survey will be made available for inspection by the parent or guardian. Questions about this policy may be addressed to the building principal or to the superintendent's office.

### **ELEMENTARY DRUG FREE POLICY #5530**

The School Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means. For purposes of this policy, "drugs" shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Indiana statute;
- B. all chemicals which release toxic vapors;
- C. all alcoholic beverages;
- D. tobacco and tobacco products;
- E. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- F. anabolic steroids;
- G. any "look-alike" substances;
- H. any other illegal substances so designated and prohibited by law.

The Board prohibits the use, possession, concealment, or distribution of any drug or drug paraphernalia at any time on Corporation property or at any school-related event. It further establishes a drug-free zone within 1,000 feet of any facility used by the Corporation for educational purposes.

- Students who violate the above rules will be disciplined by the building principal. Possible disciplinary measures include in-school suspension, out-of-school suspension, probation, a due process hearing, expelled or other measures.
- Major efforts will be invested in the Red Ribbon Week activities each year.
- Each teacher will provide drug free instruction each year as part of the health curriculum.

## **USE OF TOBACCO ON SCHOOL PREMISES #7434**

The Middlebury Community School Board and Coordinated School Health Program recognize that the use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors, and school facilities. The Board believes that the use of tobacco products on school grounds, in school buildings and facilities, on school property or at school-related or school-sponsored events is detrimental to the health and safety of students, staff and visitors. The Board acknowledges that adult employees and visitors serve as role models for students. The Board recognizes that it has an obligation to promote positive role models in schools and promote a healthy learning and working environment, free from unwanted smoke and tobacco use for the students, employees, and visitors on the school campus.

No student, staff member or school visitor is permitted to use any tobacco product at any time, including non-school hours:

- A. in any building, facility, or vehicle owned, leased, rented or chartered by Middlebury Community Schools;
- B. on any school grounds and property - including athletic fields and parking lots – Owned, leased, rented or chartered by Middlebury Community Schools; or
- C. at any school-sponsored or school related event on-campus or off-campus.

In addition, school district employees, school volunteers, or other persons performing services on behalf of the school district also are prohibited from using tobacco products at any time while on duty and in the presence of students.

Further, no student is permitted to possess a tobacco product while in any school building, while on school grounds, or property or at any school-sponsored or school-related event or at any other time that students are under the authority of school personnel.

### **MIDDLEBURY COMMUNITY SCHOOLS' COMPUTER NETWORK/INTERNET ACCEPTABLE USE AGREEMENT**

The last page of the agreement is for the parent or guardian to sign and date giving permission for their child to use the computers here at Heritage. Please return the signed form to your child's teacher. If you have any questions or concerns with the agreement, please call the office. Thank you for your cooperation. This form is for NEW STUDENTS to Heritage Intermediate School. You only need to sign the agreement one time while attending the intermediate school.

### **Several laws created during the 2005 session of the Indiana General Assembly are now in effect for ALL Indiana public schools:**

**Bullying (SEA 285):** Legally defines bullying. Creates local safe school committees. Provides statewide training to help teachers and administrators prevent and intervene in bullying situations and discipline bullies before they escalate to mental, physical harm, or worse.

**Pledge, Flags, Moment of Silence (SEA 332):** Requires a U.S. flag to be displayed in each classroom and the voluntary daily reciting of the pledge of allegiance. Provides exemptions for students who choose, or whose parents choose for them, not to participate. Requires school corporations to establish a daily moment of silence. Requires Indiana's Attorney General to defend schools in any civil suit based on the law's provisions.

## **FEDERAL EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

Middlebury Community Schools maintains records on all students who have attended and are presently attending schools of the Corporation, said records are directly related to the students. The Family Educational Rights and Privacy Act (FERPA) protects the privacy of student educational records and affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

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

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

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

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

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

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

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

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

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

## Directory Information

Although FERPA requires that Middlebury Community Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records, Middlebury Community Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Middlebury Community Schools to include this type of information from your child's education records in certain school publications. Examples include:

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

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

If you do not want Middlebury Community Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by **September 1st**. Middlebury Community Schools has designated the following information as directory information: [**Note: an LEA may, but does not have to, include all the information listed below.**]

- **Student's name**
- **Address**
- **Telephone listing**
- **Electronic mail address**
- **Photograph**
- **Date and place of birth**
- **Major field of study**
- **Dates of attendance**
- **Grade level**
- **Participation in officially recognized activities and sports**
- **Weight and height of members of athletic teams**
- **Degrees, honors, and awards received**
- **The most recent educational agency or institution attended**
- **Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)**

## **PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires [School District] notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office, whose address is stated above. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

## **EQUAL EDUCATION OPPORTUNITY**

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

Middlebury Community Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Mrs. Jane Allen, Director of Curriculum and Instruction  
Middlebury Community School  
56853 Northridge Dr.  
Middlebury, In 46540  
574-825-9425

## **Special Education**

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 school counselor or a building administrator.

## **Americans with Disabilities Act – Section 504**

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act requires the School to ensure that no individual be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the Corporation's programs and facilities. Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed through an interactive dialogue between the School, the student and the student's parent(s). Parents who believe their child may have a disability that interferes substantially with the child's ability to function properly in school, should contact Jane Allen at (574) 825-9425.

### **MIDDLEBURY COMMUNITY SCHOOLS' COMPUTER NETWORK/INTERNET ACCEPTABLE USE AGREEMENT**

Computer Network/Internet access is now available for students and teachers. We are very pleased to bring computer network/Internet system access to the Middlebury Community Schools and believe that it offers vast, diverse, and unique resources to both students and staff. Our goal in providing this service is to promote educational excellence in schools through innovation, communication, and resource sharing. This agreement is consistent with the mission statement of our school system. The primary purpose of providing access to its computer network/Internet system is to allow Middlebury Community Schools' students, faculty, and administration the privilege of using a unique educational resource. However, this access brings the availability of material not suitable for school purposes. The Middlebury Community Schools and its employees have taken precautions to avoid direct links to unsuitable materials. It is impossible to control all materials on a global network, and an industrious user may discover controversial information. We firmly believe the valuable information and interaction on this worldwide network far outweigh the possibility that users may obtain material not consistent with the educational goals of the school district. The purpose of this Agreement is to ensure that all who access Middlebury Community Schools' computer network/Internet system will use this unique resource appropriately. This Agreement establishes an acceptable use philosophy and standard of conduct to which all Internet and network users must subscribe and follow any time they access the computer network/Internet system regardless of the location from which the user is operating. This Agreement applies to each user of an account provided by the Middlebury Community Schools. It is the user's own responsibility to comply with these "rules of the road." Use of the school corporation's computer network/Internet system demands that users adhere to the following requirements.

#### **REQUIREMENTS**

##### **At school, responsible users shall not:**

- use the school corporation computer network/Internet system to perform any act that may be construed as immoral, illegal, or unethical, including unauthorized access to other systems or sites.
- deliberately cause damage to computer equipment or to software or help others to do the same.
- cause or attempt to harm, modify or destroy another user's data, information or materials.
- exchange or use other user's account password or other access codes.
- intentionally upload, download or create a computer virus.
- harass other users. Harassment includes, but is not limited to, sending unwanted e-mail, participating in conversations or chat rooms in which the theme or essence includes sexual, racial or ethnic slurs and innuendoes.

**(This will be considered a 3rd level violation)**

- **Under no circumstances should a user send or cause to be sent via internet e-mail or any other media, information of a personal identifying nature - his or her own or that of any other person (eg. Names, addresses, phone numbers, etc.). Remember, e-mail is not a private file!**
- deliberately access inappropriate materials or show others how to do the same. If any user should find or learn that another user has found materials that may be deemed inappropriate or illegal, the user shall refrain from downloading or otherwise transferring the material, and the user shall not identify or share the location of the material with any user other than the appropriate adult in charge.
- buy or sell products or services on the Internet.

**At school, responsible users shall:**

- respect the privacy rights of other users' files and not access or view those files without the owner's clearly stated permission.
- respect and uphold copyright laws
- follow the direction of the appropriate adult in charge and follow the established procedures to access the computer system.
- seek the advice of the appropriate adult in charge if questions arise.
- be polite and use no abusive or offensive language.

**RESPONSIBILITIES**

The user assumes full responsibility for the consequences of his or her own actions and activities while connecting or being connected to the computer network/Internet system. All student users of adequate age and their parents and guardians must sign the Middlebury Community Schools' Computer Network/Internet Acceptable Use Agreement. There are to be no exceptions, and a student who fails to provide the school with an appropriately signed agreement will forfeit their access privileges. To ensure user compliance with these guidelines, the corporation reserves the right to examine and to access student held computer disks and floppies, files, and accounts well as all data stored in the machines involved in the Internet or network.

**CONSEQUENCES**

Users of the Middlebury Community School Corporation computer network/Internet system should be aware that they are embarking into an electronic global community and their actions reflect upon the reputation of their school.

- All users have the responsibility of complying to a strict ethical and legal standard of conduct.
- All instances of abuse will be reviewed by the Building Principal or his/her designee.
- Anyone abusing the connection will be suspended from computer network/Internet system access and may be subjected to further disciplinary action and/or, if appropriate, a fine, jail sentence, or any combination of the preceding consequences.
- Violations, except where noted elsewhere, will be as follows:
  - o **first level violation** of these guidelines shall result in the offender's loss of user privileges for not less than nine (9) weeks.
  - o **second level violation** shall result in the offender's loss of user privileges for not less than one full semester.
  - o **third level violation** shall result in the offender's loss of user privileges for not less than twelve (12) months.
  - o **subsequent violation** shall result in permanent loss of user privileges.

- Other disciplinary actions may include, but are not necessarily limited to, removal from the activity for the balance of the exercise, removal from class, after school detention, in-school or out-of-school suspension, or expulsion.

The Middlebury Community Schools prohibits the illegal distribution, copying, pirating, or possession of software in violation of the copyright laws. Anyone transferring such files through the computer network/Internet system or anyone whose accounts are found to contain such files shall lose the privilege of using the service in accord with the above-described consequences. Also, such offenders may be turned over to the appropriate law enforcement agency. In some cases, the electronic transfer of certain materials is illegal and punishable by a fine, jail sentence, or both. Vandalism will result in the cancellation of privileges and any additional disciplinary action deemed appropriate. Vandalism is defined as intentionally defacing, disassembling, or destroying any part of the computer hardware. Students are not to move any cables, switches, and plugs associated with the network. Vandalism also includes any attempt to harm or destroy data of another user, the MCS network, the Internet, or any other connected agency or network. This includes, but is not limited to, intentional uploading, downloading or creation of computer viruses. Payment for repair or replacement of damaged hardware, or for services needed to undo software changes, may be required of the offender.

#### **WARRANTY**

Middlebury Community Schools makes no warranties of any kind, express or implied, for the services it is providing or for the reliability of the data connection. The Middlebury Community Schools will neither be responsible for any damages incurred to any equipment, software, or to any other materials not owned and housed at one of its educational facilities nor will it be liable for the actions of any user whether while accessing or while connected to the computer system, including the Internet or network, including but not limited to, any loss or corruption of data, service interruptions, user errors or omissions, or for the consequences whether resulting directly or indirectly from a user's access to any Internet site or service, or for any other service failures or access problems. The corporation takes no responsibility for any information, materials, programs, or files transferred through the computer system, including the Internet and network. Each user shall assume full responsibility for their actions associated with the user's computer system use. Middlebury Community Schools is not responsible for any financial obligations resulting from use of school corporation resources and accounts to access the Internet.

***To the extent that proprietary rights in a work product would vest in the student creation, I agree to assign those rights to the Corporation.***

The Middlebury Community Schools reserves the right to change this Agreement. Notice of any revisions of those rules will be made available in the same manner as are the policies of the corporation, the rules and regulations of the individual school buildings, and the student handbooks.

**MIDDLEBURY COMMUNITY SCHOOLS'  
COMPUTER NETWORK/INTERNET ACCEPTABLE USE  
AGREEMENT**

**Student Name (Print)** \_\_\_\_\_

**School** \_\_\_\_\_

I have read or had read to me the Middlebury Community Schools' Computer Network/Internet Acceptable Use Agreement. I will follow the guidelines. If I do not follow these guidelines, I understand I will lose my computer Network/Internet privileges.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*\*Required grade 6 and above\*\***

**PARENT OR GUARDIAN  
PERMISSION GRANTED**

As the parent or legal guardian of the student named above, I have read and accept the Middlebury Community Schools' Computer Network/Internet Acceptable Use Agreement. I understand this agreement will be kept on file at the school.

**I give permission for my child to have access.**

**Parent/Guardian Signature:**

**Date:** \_\_\_\_\_

(Questions should be directed to the School Principal or designee)

**PERMISSION DENIED**

As the parent or legal guardian of the student named above, I have read the Middlebury Community Schools' Computer Network/Internet Acceptable Use Agreement. I understand this agreement will be kept on file at the school. I am requesting that my child be provided with alternative resources and/or activities. **I DO NOT give permission for my child to have access.**

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_