

***Orchard View Elementary School
Student/Parent Handbook
2011-2012***



Home of the Eagles

MISSION STATEMENT

“The mission of Orchard View Elementary is to nurture all students in a safe environment with positive experiences that develop caring, responsible citizens and lifelong learners.”

***Orchard View Elementary School
56734 Northridge Drive
Middlebury, IN 46540
(574)825-5405
FAX: (574)825-5479
www.mcsin-k12.org***

Forward

Dear Student,

Welcome to Orchard View Elementary. Both your teachers and I are excited about the upcoming year. It is our hope that it will be both challenging and fun as you continue to learn and grow academically and as an individual, too. Your success will be a combined effort. With your best effort and the best effort put forth by your teachers and family, you are sure to continue to grow and be successful.

This handbook contains many items that will answer questions you and your family might have about procedures here at Orchard View Elementary. Much of it is similar to the handbook you received last year, and it might sound familiar. **However, some changes have been made. Please take some time to go over this handbook as a family.** While we can't list every detail about the year in one handbook, we have tried to key in on many of the main areas. Please follow the advice of your teachers and other adults in the building for any "missing details". Additionally, you have many important people in your life that are available to help you and are very interested in your success. Don't hesitate to talk to your parents, teachers, principal, counselor or other adults whom you trust if you ever need anything. By using the people around you who care about you, in combination with following the Lifelong Guidelines/Skills, you are sure to have a successful year.

I am looking forward to all of us having another great year!

Sincerely,

Mr. Sloan
Principal

Please use these numbers to reach your child's teacher for non-emergency items, as you will receive their voice mail during the instructional day. Teachers do check their voicemail every day and will get back to you as soon as possible. Time sensitive issues should be relayed directly to the office at 825-5405.

ORCHARD VIEW ELEMENTARY SCHOOL
STAFF ROSTER

<u>Assignment</u>	<u>First Name</u>	<u>Last Name</u>	<u>Phone Number</u>
Principal	Mr. Brian	Sloan	825-5405
Kindergarten	Ms. Lynn	McCarthy	822-5278
Kindergarten	Mrs. Amy	Ciokajlo	822-5356
Kindergarten	Mrs. Abbie	Mast	822-5363
Kindergarten	Mrs. Val	Lambert	822-5358
Grade 1	Mrs. Rebecca	Hostetler	822-5299
Grade 1	Mrs. Sherry	Bickel	822-5269
Grade 1	Mrs. Tina	Runge	822-5304
Grade 1	Mrs. Lisa	Graber	822-5109
Reading Recovery	Ms. Lynn	Lyons	822-5364
Grade 2	Mrs. Brianne	Estep	822-5381
Grade 2	Mrs. Jennie	Siri	822-5371
Grade 2	Mrs. Betsy	Rogusta	822-5292
Grade 2	Mrs. Tracy	Rivard	822-5098
Grade 3	Mr. Matt	Burrige	822-5099
Grade 3	Ms. Cindy	Gross	822-5366
Grade 3	Mrs. Allyce	Cripe	822-5373
Grade 3	Mrs. Lara	Palmer	822-5289
Music	Mrs. Pat	Nuyken	822-5287
Art	Mrs. Rachelle	Judd	822-5339
PE	Mr. Jacob	Gillette	822-5362
Special Needs Teacher	Mrs. Lisa	Campbell	822-5271
Functional Skills	Ms. Penny	Sage	822-5293
Psychologist	Mrs. Laura	Pettifor – Tuesdays only	
Speech/Hearing	Mrs. Whitney	Rahn - Tues./Thurs.	822-5147
Counselor	Mrs. Jennifer	Smith –T, Th, F	822-5295
Library Assistant	Mrs. Annette	Hooley	
Building Assistant	Mrs. Ruth	Freyenberger	822-5275
Building Assistant	Mrs. Ronda	Middleton	
Noon Assistant	Mrs. Shari	Haarer	
Special Needs Asst.	Mrs. Olivia	Comstock	
Special Needs Asst.	Ms. Khing	Mounsithiraj	

Office Secretary	Mrs. Carly	Davis	822-5279
Bookkeeper/RR Sec	Mrs. Gini	Bennett	822-5094
Nurse	Mrs. Jane	Oyer	822-5288
Head Custodian	Mr. Doug	Edlund	822-5274
Evening Custodian	Mr. Mike	Burkholder	
Evening Custodian	Ms. Donna	Alwine	
Cafe Manager	Mrs. Marcia	Miller	822-5282
Cook	Mrs. Judy	Boval	
Cook	Mrs. Inez	Hostetler	
Cafeteria Supervisor	Mrs. Darci	Hartman	
Cafeteria Supervisor	Mrs. Kelsie	Puckett	

OFFICE HOURS

7:30-3:30

TIME SCHEDULES Monday, Tuesday, Thursday, and Friday

Breakfast eaters – only those eating breakfast may enter the building at **7:30**

Bell 7:35 Earliest students may enter the building (unless eating breakfast)

Bell 7:45 Announcements and National Anthem/Pledge

Bell **2:10** Kindergarten Dismissal

Bell **2:12** Grades 1 - 2 Dismissal

Bell **2:15** Grade 3 Dismissal

Morning or afternoon recess

Time to be determined by individual grade levels

3. Recess and Lunch Schedule

1st Recess 10:45 – 11:10
Lunch 11:15 – 11:40

2nd Recess 10:55 – 11:20
Lunch 11:25 – 11:50

3rd Recess 11:05 – 11:35
Lunch 11:40 – 12:05

Functional Skills Class 11:50

K Recess 11:25 – 11:50
Lunch 11:55 – 12:25

Wednesday schedule – everything above is the same with the exception of the start of the day due to the delayed arrival every Wednesday.

7:55 a.m. Breakfast Drop-Off

8:00 a.m. Students Enter Building - Earliest students may enter the building (unless eating breakfast)

8:10 a.m. Classes Begin/Tardy Bell

2:10 p.m. Dismissal

ATTENDANCE

When your child is absent from school, it is our policy to send you an automated call inquiring about the absence. You can save us a phone call by letting us know before 8:45 or as soon as possible that your child won't be in school that day. **Please call the nurse's direct number to report all absences (822-5288)**. By using our "voice mail" you may make these calls as early as you desire.

EMERGENCY CARD INFORMATION

Anytime throughout the year when emergency information changes in your family, please call or write the school office with the updated information, i.e., cell phone numbers, place of employment, new telephone numbers, new addresses, sitter change, etc.

NURSE UPDATE

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. **When your child has a fever over 100 degrees, upset stomach/vomiting, diarrhea, or sore throat, keep him/her home where you can give the care needed and notify the Nurse's office of illness. Your child needs to be fever free (temperature below 100 without medication), diarrhea and vomiting free for 24 hours before returning to school after an illness.** 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.

HEADLICE

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.

DOCTOR’S NOTE

If your child needs to stay inside for recess you must provide a doctor’s note from a medical doctor at that time. Otherwise, students will need to go outside during recess times. Having a student stay in from recess for such things will be rare and limited to a short amount of time due to supervision issues this will create.

GOING HOME

Whenever your child will be going home a different way than usual, please continue to fill out our [blue bus note](#) we have supplied you with so that bus drivers can be notified. **If a blue bus note has not been sent or the school has not received a phone call, students will be sent home on the bus.**

If an **emergency** arises, please call the office so that we can make proper arrangements with everyone involved in the change. These “deviations from the norm” should be kept to emergencies. A convenience for a parent can cause an inconvenience for many people at the school. Also, please remember almost all of our buses are very full. Students who wish to go home with another for a special event such as a birthday party, etc. need to ride their own bus home and arrange transportation to the special event. **Blue bus notes are not to be used for parties, sleep overs, etc., as we simply do not have the extra bus capacity.** We appreciate your help and understanding in this matter.

SAFE BUILDING

At Orchard View, we believe the children's safety is paramount. We have a procedure in place for dealing with most all disasters. We have consulted legal authorities and taken logical and reasonable steps in setting up these plans to ensure the children's well being. You are always welcome to visit us at Orchard View providing it does not cause a distraction to the educational setting.

We have in place a system where the front doors to the building are locked. All visitors will buzz in and be heard through an intercom indicating the reason for the visit and anyone coming to the front doors will also be seen by office staff through closed circuit monitoring. When you do visit, please be sure to still check in and receive your visitor’s badge. You will be politely questioned in the hallway if you do not have a visitors badge and asked to return to the office to sign in and receive a badge. We have implemented this system to make our building as safe as possible for your child and we appreciate your help and patience in making our facility safe as we implement this new system.

VISITOR - PARENTS

Parents are welcome to visit classrooms and attend assemblies and special programs. However, the first few days of school, testing days, days directly before and after vacations and the last few days of school are not good days to visit. Teachers always appreciate knowing when visitors will be coming, just as parents appreciate knowing when they will have company at home or at their place of business. **Please arrange a time to visit in advance with the teacher if you wish to visit.** *All visitors must sign in and out at the office.* We ask that younger brothers and sisters not come along on the visit.

VISITOR - CHILDREN

Students who are not enrolled at Orchard View Elementary are not permitted to come to school with your child. This becomes a temptation when the following situations occur: Other school districts are on vacation, pre-school children in the home need a "babysitter", or when your middle school or high school children do not have classes. With your cooperation in this area, we will be spared a big supervision and potential discipline problem, involving children who are not enrolled here at Orchard View.

CLASSROOM PARENT HELPERS

While we promote and welcome your involvement with your child and teachers often use parent volunteers, it is ultimately up to the teacher if they wish to have parent volunteers in the classroom.

DISCIPLINE

The staff at Orchard View Elementary School has high expectations for all of our students in the areas of discipline. We approach any discipline problem or concern with a positive attitude. An attitude that believes, "all children are good children, some make good choices and some make bad choices, but it does not make bad children." We model the Life Goals here at Orchard View and expect students to:

1. Treat others right
2. Do the right thing

Classroom teachers establish their own expectations for student behavior within their classroom and there are school-wide expectations established for all other areas on the school grounds. This includes the halls, restrooms, lunchroom, playground, walking to and from school, riding a school bus, and other areas.

If a staff member sends a student to the office, Mr. Sloan will confer with the student and contact the parent/guardian if warranted depending upon the nature of the incident and frequency. Discipline steps will be progressive when necessary. It is our intention to keep you informed on what is happening with your child as it occurs. Mr. Sloan will have a conference with any parent at any time at their request and in some instances; Mr. Sloan might be the one requesting the conference.

Please refer to "*The Messenger*" for "Rules of Conduct for Students of Middlebury Community Schools." We hope these steps never have to be taken at Orchard View. If you have any questions, please give Mr. Sloan a call.

THREATS

I'm sure you can understand that, with what has been happening in our nation's schools, we have been alerted to investigate and deal in a straightforward manner with *death threats or any other type of threat* at school. Often this language is "elementary-kind-of talk"; however, we must now treat these as serious incidents. Even though in most cases these are more than idle threats, we want to make sure that our children don't grow up with these words in their vocabulary, which might give way to serious acts or behaviors later in life. Please help us by not permitting this kind of talk, even in a joking way, around the house. For, when it happens at school, it will be investigated and dealt with as a serious offense, **which can often lead to an In-School Suspension or an Out of School Suspension.**

TRAFFIC AT SCHOOL

Please do not park in parking spots reserved for the handicap. Do not do this even for a few minutes as it is illegal, sets a bad example to others, and to be perfectly honest, is disrespectful to those visitors who are in need of these spaces. Please take the few extra minutes and follow the procedures outlined below.

1. When you bring your child to school or pick him/her up, please use the south entrance, following the cars around the lot and along the curb **pulling forward as the line moves. Children should exit your car from the curbside only.** For safety reasons, please do not pull up in front of the building, on the west side where the buses are lined up. Please do not drop off your child at the front entrance in the morning or pick up from here in the afternoon as these spaces are for the buses only. Those who do this will be politely reminded about needing to drop off and pick up from the south entrance. Please do not be offended as we are treating and expecting the same form everyone in this area in order to be fair to all.
2. Just as students may not get off their bus until the 7:35 a.m. bell rings, students may not be dropped off (get out of their car) until the 7:35 bell rings. This will solve a difficult supervision problem for us and we appreciate your cooperation in this matter.
3. When parents pick up students after school, we respectfully ask that you observe the following safety guidelines:
 - Form a "curb lane" all the way to the far West end of our sidewalk
 - Form a "single lane" along the sidewalk when picking up your child-- Forming two lines dangerously forces children to walk between parked cars
 - Do not come inside to pick up your child while your car is parked in the "curb lane"
 - **Children should enter your car from the curbside only**
 - **Please be prompt, as we cannot provide adult supervision after 2:10. Children must be picked up by the time the busses depart; typically this happens each day at 2:20. If you have not arrived to pick up your child by 2:20 all students will be taken to the main lobby. Parents will then need to come to the main lobby to pick up students and sign them out at the office.**

Our children's safety is achieved through your cooperation in these matters.

TOYS/ELECTRONICS STAY HOME

Silly Band bracelets/necklaces are not permitted at school due to the distractions they create in the classroom. The same goes for any type of trading cards. All electronic equipment must be kept at home. These items include, but are not limited to, MP3 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.

The school 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 is per Board Policy #5136.

If such devices are brought to school and end up lost, stolen, or broken, the school will not be held responsible nor will Mr. Sloan spend much time trying to locate a device that was, in most instances, not to have been brought to school in the first place.

BUS RULES

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. Listen respectfully and obey all instructions given by the bus driver for safety of all passengers.
5. No eating, drinking, smoking drugs, alcoholic beverages, firearms, or objectionable articles that could cause injury to another person 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.

BUS ISSUES

1. Please do not pick up or drop off children at our front door when buses are present. During these times, we ask that you use the south entrance where there is adult supervision.
2. If your child normally goes home on the bus, but on a certain day you plan to pick him/her up, **please send a blue bus note in the morning so that we can alert the bus driver that he will not be riding home that day.**
3. As you would guess, with over 300 students in the building, we receive many phone calls each day between 1:30-2:10 asking that we get messages to students who should go home a different way than they normally do. We are glad to do this *in emergency situations*, but it would be far less confusing if, at least, when you know this change in advance, to write us a note a **blue bus note** which we send home to you at the beginning of the year.
4. Undoubtedly, you've heard through the media that there are those in society who are threatening the security and safety of our children. The number one purpose of our transportation system is to get Middlebury Community School students to school and home safely. To do this, we all must know where the children are at all times. It is very difficult for us to keep track of these children's whereabouts when there are so many of them, on a given day, going home a different way than normal. In order to keep our going home **safe and secure**, we have been asked to limit these deviations from the "norm" to **only emergencies and childcare requirements**. Students in all other situations are asked to leave school as usual, and when they arrive at their destination (home or a sitter) *then* are transported by you or your designee to a friend's house or wherever you plan for them to go. Your cooperation and help with this will bring us a great deal of relief and peace. In the interest of keeping Orchard View a safe place for children, thank you for your cooperation!

BOOK RENTAL

In Indiana, it is the parents' responsibility to pay rental to the school for the use of books and some supplies throughout the school year. Book rental payments are in **early September** and can be given to your child's teacher. A receipt will be issued. All checks should be made *payable to ORCHARD VIEW ELEMENTARY*.

Kindergarten - \$70.00

Grades 1-3 \$102.00

**Please write a separate check for book rental and a separate check for lunches payable to
ORCHARD VIEW ELEMENTARY**

LUNCH PROGRAM INFORMATION

1. Mrs. Bennett, our bookkeeper, goes to each room in the morning to collect lunch money.

Daily.....\$ 1.95

Milk.....\$.40

Weekly.....\$ 9.75

Semester I.....\$167.70

Breakfast (students)....\$1.45

Semester II.....\$183.80

Breakfast (adults).....\$1.75

*Adult lunch cost is \$2.85 for 2011-2012

2. We are encouraging parents to send their child's lunch money to school in a container/plastic bag. Please write your child's name & teacher on container/plastic bag. **You may also send additional money with your child to be put on account using the Meal Time program.**

4. **A reminder to parents** receiving free or reduced lunches - if you choose to send a sack lunch with your child and you want them to receive milk, it is necessary for them to purchase milk at \$.40 per carton. (The milk is not free to these children.) The cost of a reduced lunch is \$.40.

5. **Lunches may not be charged. Students must pay before eating.** There are some programs available for assisting you in paying for meals when there is need. If you would like this information, please contact our Food Service Director, Gary Barnard at 825-9425.

6. Our lunch staff does a great job of providing our children with a variety of fun themes throughout the year. Additionally, they do well at offering a variety of menus to help them enjoy the nutritious meals at lunch time. We hope you will encourage your child to try new things as they appear on the menus.

7. Birthdays are celebrated with a Red Tray! On your child's birthday, his/her lunch is served on a "Red Tray", plus he/she receives a Happy Birthday helium balloon. Additionally, a small ("one-bite") ice cream sundae is served.

8. We extend an invitation to parents and grandparents to eat with the students anytime. Adult lunches (\$2.60) should be prepaid whenever possible to our bookkeeper in the office.

9. **Seconds** – we may offer, on a limited basis, an opportunity for students to purchase another entrée on Fridays. This will be based upon there being enough time, availability of food, parents' wishes as it costs extra money and the overall nutritional needs as we continue to work to improve the nutritional needs of our students many items are not appropriate to give seconds. Students can purchase additional milk, fruit or vegetables daily. We do not ever allow seconds on dessert items. **If parents do not wish to have their child purchase seconds of any kind please make sure you communicate this to us by calling Mrs. Bennett at 825-5405 as it becomes an impossible task to monitor all 350 students unless we have been notified by the parent.**

Middlebury Community Schools Guest Eating Policy Regarding Fast Foods

September 2, 2010

Dear Parent(s)

Thank you for taking the time to come and eat with your child today. I know this is a special time and a positive memory your child will carry with him or her as they grow.

Throughout Middlebury Community Schools, we are required to implement a change to where you can eat with your child if you are bringing in outside food. An explanation is below and we hope you will understand seeing as how it is tied to federal funding that none of us can afford to lose.

I am confident you will still enjoy your visit in the space we provide as I'm sure the time with your child is the focus for you and not the location.

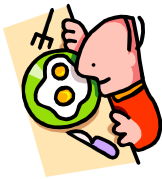
Sincerely,

Mr. Sloan
Principal

Explanation of Policy

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 eat the school lunch/salad bar 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 away from the cafeteria or kitchen.



Breakfast at Orchard View Elementary

Dear Parents,

The breakfast program will continue this year at Orchard View. School bus drivers will dismiss any student who wishes to eat breakfast. **Please note that all bus routes will begin approximately ten minutes early.** This is necessary in order for each bus to be able to arrive at the school by 7:30 so those who wish to eat will have enough time to do so. Those students who are not eating breakfast will remain on the bus until the regular 7:35 bell. Breakfast is open to any child attending Orchard View and breakfast costs are as follows:

Those students on Free Lunch will receive a free breakfast.

Those students on Reduced Lunch will pay \$.40 for breakfast.

Cost to all others is \$1.45

Cost to adults is \$1.75

Money for the breakfast program should be deposited into your student's current lunch account, as the cost for the breakfast will be pulled from this account.

Breakfast menus will be published along with the lunch menus on a monthly basis. Menus can be viewed at the Orchard View web site www.mcsin-k12.org.

Students eating breakfast will be asked to move through the breakfast line in a prompt manner as each student will need to be finished and in their classroom before the 8:00 tardy bell.

Those students desiring to eat breakfast, who do not ride the bus to school, should enter at the kindergarten doors (south entrance) and arrive no later than by 7:25. **Students eating breakfast may not enter the building prior to 7:30 on M, T, Th, and F (7:55 on Wed.) and parents need to make sure their child has safely entered the building.** Those arriving late may not be served.

Parents – please communicate to your child each morning if they will be eating breakfast that day. Those students not eating breakfast will not be allowed off the buses or dropped off at the south entrance early.

We are looking forward to once again providing this opportunity to our Orchard View students. If you have questions, please call 825-5405.

CLOSING INFORMATION

In case school is cancelled because of road or weather conditions during the winter or because of emergency situations at any time, the information will be reported to radio stations **WKAM** (1460AM or 98FM), **WTRC** (1340AM), **WCMR** (1270AM or 104.5FM), and **WOWO** (1190AM). Parents should make arrangements for children to be able to get into the house, or go to another safe place. If classes need to be dismissed during any school day because of road and weather conditions, or other emergencies, the information will be reported to the same media. Additionally, it will be reported on the local **TV** stations, all before 7:00 a.m., when possible. You should also be able to receive school delay/closing information at our web site www.mcsin-k12.org. **Our automated phone system will also call you to let you know of any delays or cancellations.**

TWO HOUR DELAY INFORMATION

If there is a two-hour delay on a Monday, Tuesday, Thursday or Friday the buses will run two hours later than normal and the tardy bell will ring at 9:45. If the two-hour delay is on a Wednesday the buses will run just as if it were a Monday, Tuesday, Thursday or Friday and the tardy bell will ring at 9:45 on that day as well. This means that the twenty-minute delay does not apply when we are under a two-hour delay. Please see below for the start times for a Wednesday in the event there is a two hour delay.

If there is a 2 hour delay on a Wednesday, the start times will be as follows:

K-3	9:45 a.m.
4-5	10:05 a.m.
6-8	10:40 a.m.
9-12	10:45 a.m.

These are the times classes would start in the school buildings.

COLD WEATHER NOTES

1. We like for our students to be able to get some fresh air during each school day; however, sometimes it is too cold to go out. Our guidelines for staying inside for recess are 15 degrees or colder based upon the wind chill factor. If it is borderline we may stay in for lunch recess (since it is longer), but go out at another recess for 5-10 minutes. Please make certain that you child is dressed appropriately for the weather expected for the day.

2. Please make certain that your child is dressed appropriately

MESSENGER

The "Middlebury Community Schools *Messenger*" can now be accessed through our corporation website (www.mcsin-k12.org). This publication is designed to give information needed by all school patrons. Additionally, we hope you had time to read the articles written to inform you of various school policies and programs. We hope you find this method of providing information helpful and will retain the sections you will need for reference throughout the year. If you need a paper copy, please contact the office for one.

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.

There are many times when students will be required to wear coats and jackets out at recess. Every attempt is made to have students go out at recess, as this is also a valuable time for their learning. Students should wear a jacket when the weather is below **60 degrees**. Students may go without jackets when the weather is above **60 degrees**. Students should not wear flip flops (sandals) and shorts when the weather will be below 60 degrees during the day.

Usually the fall and spring in northern Indiana bring us some warmer weather, when students tend to wear lighter weight clothes. Our policy at Orchard View is that children may wear shorts and sandals **during the warmer weather**. However, there are many different styles of shorts, some of which we believe are inappropriate for school. We believe that students should dress a "cut above" what they might wear to the beach or in the back yard. We ask that children **not wear short shorts or tight shorts of the "biker" type**. **Also, students may not wear tank tops without another shirt under it**. We also discourage flip-flop types of shoes, as they are not suitable for gym class or outside recess activities. During the winter months students will be expected to wear coats while outside at recess. While this may seem to be an obvious statement we have many who do not always feel coats are necessary at recess during the winter. We wish to keep all students healthy and present for educational purposes.

AWARDS

Orchard View believes in recognizing student achievement and accomplishment. There are far too many ways in which this is done to list here, but here are some of the main ones. Please keep in mind that we may be making some adjustments to these with the recent change in the grade configuration.

1. President's Physical Fitness

These awards are given to students in grades 2-3 who meet specific criteria in our Physical Education Program

2. Fitness Trail

Students receive recognition throughout the year for walking/running the Fitness Trail on our playground. They are awarded this by reaching the next higher "club" which is identified in increments of 25.

3. Attendance

a. Perfect - **No absences or tardies for the entire school year**

***This list is certainly not all inclusive as teachers and the principal find many other ways to recognize student achievements throughout the school year.**

BIRTHDAY BOOK PROGRAM

Our School Library invites families to purchase a book to donate to the school media center in honor of a child's birthday. A bookplate is attached to the inside front of the book, which reads: "This book was donated to the school library in honor of the birthday of (child's name) (Birth date)." There is a collection of books in the library office from which families can select a birthday book to purchase. These are high quality books with strong library bindings and "sell" for \$14.00. The book is displayed in celebration of the child's birthday so other students can see their gift to the library.

Each student will also get to select a free book which has been generously donated by our PTO and Mr. Sloan gives each a birthday pencil and reads each birthday name on the morning announcements.

THREE FOR ME

There are many times during the year when we need your help. If you can assist in any way, please contact the school office at 825-5405. This is a great way to fulfill your "3 For Me" goal for your child. Watch for more information from our PTO. All help is greatly appreciated!

Volunteering in the school is a very important way for you to be involved with your child's education. Please note that when a parent is coming in to volunteer in a classroom, younger siblings should be left in someone else's care. This is a time for the parent to help in the classroom and focus the attention on the students in that classroom.

GRADING AND REPORT CARDS

In grades K-3, a report card is sent home four times per year (once each nine weeks). Reporting practices try to serve two basic purposes: (1) to motivate and encourage students, and (2) to keep parents and students adequately informed of student progress and effort. No grading system is totally effective at achieving these goals. We believe, however, that the recently developed standards based report cards we use, combined with parent-teacher conferences, are quite effective. We hope that the amount of effort and learning that happens will be more important to students and parents than the actual grades.

COUNSELOR

There are probably more books and articles written each year about parenting than any other topic. Being a parent in today's society is not an easy job. Sometimes the school counselor can be a resource for parents as well as for students who are seeking help on specific issues. Our counselor, Mrs. Smith, is here Tuesday, Thursday, and Friday. She is eager to help when you have needs. You may contact her through our school office at 825-5405.

EXPLORE (Expanding Potential and Learning Opportunities through Resources and Experience)

This is a High Ability program available to qualifying students. In the spring of each year, parents are given an opportunity to nominate their child by sending a note to the school. Students are identified for EXPLORE through achievement test scores, school ability scores, and teacher evaluations. Any questions about this program may be directed to the school or Mrs. Cathy Morgan, EXPLORE Coordinator, at 825-9425.

TUESDAY MORNING MOMS

We have a great volunteer mom program that meets each Tuesday morning that school is in session from 8:00-10:30. Some stay the whole time and others come and give whatever time they can spare.

Teachers have baskets sitting outside their room door with the materials, supplies, and instructions for clerical work to be done. Moms pick up the basket, go to the cafeteria and work at the tables, enjoying good fellowship (and snacks) while doing the teachers a real service.

FUND RAISER

Every other year, in the fall, we do an all-school Student Council Fund Raiser. This year we are due for such a fundraiser. The profits from this activity are divided primarily between the Student Activities and the Student Council Accounts. Some of the kinds of things for which these monies are usually used are Assembly Programs, Field Trips Popcorn Popper supplies, Badge Maker supplies, Assembly Programs, Science supplies, Music Program expenses, Playground Equipment, Student Ribbons, Learning Sphere supplies, Cafeteria Incentives, Memorials, and some Teacher Appreciation items, etc. It is obvious that we get a "lot of mileage" for the children, from this Fund Raiser as it sustains us for two years.

The PTO will have activities for raising funds each year. The PTO may also be the recipient of some of the all-school fundraiser funds in order to help them better serve our students and families through a variety of activities if necessary.

PARTIES

Classroom parties are very special to children. We have three main ones each year keeping in mind a grade level may chose to not do all parties:

1. Fall - With the increased concerns in society about Halloween, we chose to replace it with a positive emphasis on all the wonders and beauties of the Fall Season. In the Fall Parties, we chose to focus on the positives of fall.
2. Christmas - These parties take place in the afternoon of the last school day before vacation begins.
3. Valentines - These parties usually happen in the afternoon of Valentines Day.

These parties usually begin at 1:30 and last until 2:10.

4. Birthday parties will typically be held on one day of the month for all students having a birthday in the given month. We are doing this to cut down on loss of instructional time.

****We welcome and encourage the supplying of healthy treats.****

FIELD TRIP PARENT VOLUNTEERS

Teachers will do their best to invite as many parents to help chaperone during the few field trips each grade level will take throughout the school year. Please understand that we cannot accommodate all requests. **Younger or older siblings may not come on any field trip you have been selected to help chaperone.** Parents not selected to chaperone a particular trip are strongly discouraged from just “showing up” on their own at the trip as this does not mean you will be able to accompany your child. We are fortunate to have many parents who want to help and in fairness to all we do need to rotate the parents who want to chaperones in order to give as many parents the opportunity as possible. Thank you for understanding.

PHYSICAL EDUCATION

The physical education program is an important part of school curriculum. Students are expected to participate unless there is a doctor's statement on file indicating reasons for not doing so. Tennis shoes are required for these classes. We ask that each student have an extra pair of gym shoes to keep at school for this purpose. If this creates a hardship for the family, they are asked to contact Mr. Sloan or Mrs. Smith for some possible assistance and this will be treated as confidential information.

READING RECOVERY PROGRAM

Reading Recovery is a program designed to offer intensive work with individual, first grade students who are struggling in reading. Trained teachers, using unique strategies, work with selected first graders for 30 minutes every day to help them attain better reading skills.

SELLING BY STUDENTS

We ask that students not sell, buy, or trade items at school or on the bus unless it is a school sponsored fund raiser.

SKATING PARTIES

Each year, our PTO sponsors four evenings of skating at Family Fun Roller Rink. These are designed and planned for Orchard View students, their younger brothers and sisters, and their parents. **We ask that older siblings and visitors not attend these skates.** Parents, who would like to attend these skates and watch without skating, will *not* need to pay the admission fee. The skating parties will be announced in advance so you can make plans to attend if you wish and will be posted at a link on the Orchard View web site. All skating parties this year will begin at 5:30 and end promptly at 8:00. Parents need to be ready to pick up their child/children by 7:45.

SITTER CHANGES

If it is necessary for you to make a change in "sitters" throughout the year, please inform the school, so that we can make the required arrangements for busing if possible and, also, make this notation in the student's emergency information in the office. Obviously, if the new sitter is out of our district or school area, our buses will no longer provide the transportation.

STUDENT ADVISORY BOARD

Our Student Advisory Board is a simplified version of student government, designed to give 3rd grade students experience at participating in business meetings, and an opportunity to provide community services. We will select two representatives from each 3rd grade class to serve on the Student Advisory Board.

STUDENT ACCIDENT 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.

NOTE: *The school does not carry accident insurance on our children.*

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 are 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.

Wearing Apparel at Middlebury will be in good taste and appropriate to the educational atmosphere. The following dress guidelines are designed for Middlebury students:

1. Shorts and/or skirts need to be fingertip length and made of non-cling, non-transparent fabric. Un-hemmed, layered shorts, or biker shorts may not be worn.
2. Tank tops, halter tops, or see-through shirts of any kind may not be worn.
3. Articles of clothing, including pins/buttons, that advertise illegal substances or that display profanity, obscenity, or inappropriate innuendoes may not be worn.
4. Torn, ripped or clothing with holes may not be worn.
5. Midriffs must be covered with clothing.
6. Clothing must be worn as designed to be worn.
7. No caps/hats are allowed to be worn in the school.
8. Snow apparel: K, 1st and 2nd grade students ARE REQUIRED to wear boots, snow pants/suit, hats, and gloves to play in the snow and on the snow piles. 3rd grade students are STRONGLY ENCOURAGED to wear the above mentioned items but are not required to play in the snow. We feel good common sense is important for ALL students to enjoy the snow and cold weather.

Please plan now for cold weather. Boots, mittens, and warm hats should be considered now! It is of great concern to see the number of students without these important items when the weather turns cold.

**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
*Middlebury Community Schools***

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 1000 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 recognizes 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.

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.**

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.

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:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

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] to 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 assistant principal.

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 [Insert Name].

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

Please read, sign, and return immediately.

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 Middlebury. 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 Middlebury Elementary School. You only need to sign the agreement one time while attending the elementary school.

Page 1 of 5 This agreement supersedes all previous agreements Approved May 1, 2009
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. Page 2 of 5 This agreement supersedes all previous agreements Approved May 1, 2009

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 email, 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 (e.g. 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.

Page 3 of 5 This agreement supersedes all previous agreements Approved May 1, 2009

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, as 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.
- 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, of 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 abovedescribed consequences. Also, such offenders may be turned over to the appropriate law enforcement agency. In some instances, the electronic transfer of certain materials is illegal and punishable by a fine, jail sentence, or both.

VANDALISM

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,

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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 upon 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.

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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: _____

