

MISSION STATEMENT

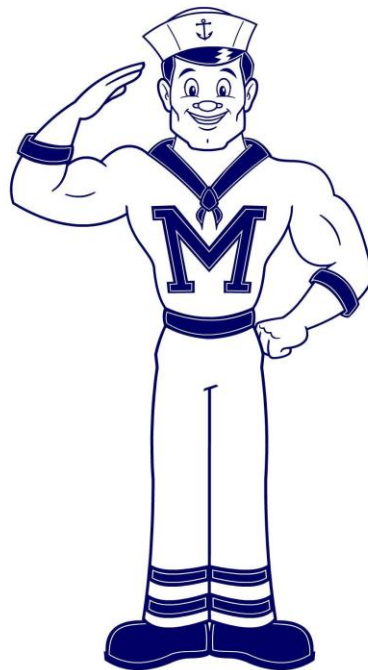
Inspiring Students to Shape the World

VISION STATEMENT

Educating Everyone Involves Everyone

MIDDLEBURY ELEMENTARY HANDBOOK

2018-2019



**MIDDLEBURY ELEMENTARY SCHOOL
432 S. MAIN STREET – P.O. BOX 26
MIDDLEBURY, IN 46540
574-825-2158
FAX: 574-825-7959
www.mcsin-k12.org**

Life Goals

- Treat People Right
- Do the Right Thing

Lifelong Guidelines

- ◆ NO PUT DOWNS
- ◆ PERSONAL BEST
- ◆ TRUST
- ◆ ACTIVE LISTENING
- ◆ TRUTH

LIFESKILLS

- ◆ **Integrity** - To act according to what is right and wrong
- ◆ **Courage** - To act according to one's belief
- ◆ **Initiative** - To do something because it needs to be done
- ◆ **Perseverance** - To keep at it
- ◆ **Organization** - To plan, arrange and act in an orderly way; to keep things orderly and ready to use
- ◆ **Effort** - To do your very best
- ◆ **Responsibility**-To respond appropriately; to be accountable for your actions
- ◆ **Patience** - To wait calmly for someone or something
- ◆ **Friendship** - To make and keep a friend through trust and caring



SCHOOL DAY

The school day begins at 7:40 a.m. and ends at 2:05 p.m. on Monday, Tuesday, Thursday, and Friday and school begins at 8:05 a.m. and ends at 2:05 p.m. on Wednesday. Children who walk to school, or are transported by parents, should NOT arrive before 7:25 a.m. (7:50 on Wednesday). **PLEASE OBSERVE THIS ARRIVAL SCHEDULE.** Students should be dropped off in front of the school when transported by car.

Buses will park in the back of the school to unload students in the morning and will park in front of the school to load students in the afternoon. Student drop off will be the same as usual, however, entrance for the school will be at the south drive. **NO ENTRANCE WILL BE PERMITTED AT THE NORTH DRIVE.** Please note the **entrance and exit drives** at the school.

After School Pick-Up

Student pick-up will be in the front of school, however, Parents/Guardians will enter at the furthest north drive (by Northridge Pizzeria) and drive around the back of the school all the way around to the south side of the school. After the buses are dismissed, Parents/Guardians will then move forward to pick up their student. Student pick up will begin around 2:10.

Buses will unload at 7:25 a.m. and walkers may enter the building at that time. Students who are eating breakfast will be dismissed from the bus as soon as it arrives or any time after 7:25 a.m. Any requests, which parents make for children to leave school grounds during the school day, should be limited to absolute necessities. Please send a **written note** to your child's teacher stating time and date your child must leave and who is picking them up **at the office.** You must **sign out** your child in the office. We ask that you **do not** go directly to the classroom to pick up your child. If you need to pick up your child instead of having him/her ride the bus, please notify the office **by 1:30.**

All entry/exit doors remain locked throughout the day.

SCHOOL HOURS

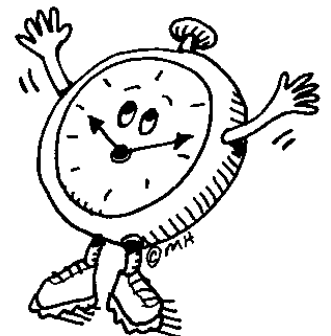
Parents and student cooperation is requested in observing the daily school schedule.

Monday, Tuesday, Thursday and Friday Schedule:

7:25 a.m.	Breakfast served
7:25 a.m.	Students may enter the building
7:40 a.m.	Tardy bell
2:05 p.m.	Dismissal
2:10 p.m.	Student Pick-up Dismissal

Wednesday Schedule:

7:50 a.m.	Breakfast served
7:50 a.m.	Students may enter the building
8:05 a.m.	Tardy bell
2:05 p.m.	Dismissal
2:10 p.m.	Student Pick-up Dismissal



ATTENDANCE: Please call the school office (825-2158) **before 8:45 a.m.** to report an absence or the school will call. If a child is absent for any reason, HE/SHE SHOULD BRING A **WRITTEN EXCUSE FROM HOME** STATING THE REASON FOR ABSENCE AND SIGNED BY A PARENT OR GUARDIAN.

Students arrive late or get picked up for various reasons throughout the day. If your student is late arriving to school, a parent or guardian must come to the office to sign in the student. The student cannot come into the building by themselves.

Perfect attendance is equal to being at school **all day, every day.**

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.

For student safety, all of Middlebury's doors will be locked. 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.

SCHOOL BREAKFAST & LUNCH

The school cafeteria will begin serving lunches on the first student day. The price of lunch is **\$2.25** per day and **\$11.25** per week. The price of breakfast is **\$1.55** per day and **\$7.75** per week. When paying weekly, please send money on the first school day of that week. Another option is to pay for lunches by the semester: **\$202.50 per semester**

If your child brings lunch and wishes to purchase milk, the price is 60 cents per carton, and can be paid for on a daily basis.

If you pay by check, make all checks payable to **Middlebury Elementary School**. Please do not add anything else to the check. Make it for the lunches only! Thanks!

If you need assistance, please investigate the free or reduced price lunches (see *The Messenger* for details). Reduced price for lunches are \$.40 a day. Reduced price for breakfast is \$.30 a day. Free/reduced price meals are available to those families that qualify in the Middlebury Community Schools along with free textbook assistance.

We urge **all** parents to complete the application form for Free/Reduced meals. Even if you are not sure that you want free/reduced price meals for your children, complete the application and return it to the office. If you have any questions, please call the office.

It is important to note that schools are required to offer all students all required food items.

The hot lunch includes "five food" items from the 4 food component groups. The students must take at least three of five items, which includes milk as one item. There are two entrees

offered daily and students must choose which one they want when they sign up for lunch at the beginning of the day. Al la Carte items may be purchased daily.

We need the help of all parents to go over the menu with their children so they will know what the lunch consists of each day. If you have any questions, please call the school.

EATING LUNCH WITH YOUR CHILD

In accordance with the Middlebury Community Schools District Wellness Policy, visitors to any of the cafeterias in Middlebury Community Schools are not allowed to bring in outside food such as McDonald's, Taco Bell, Dairy Queen, Subway, pop style drinks, etc. and eat in the cafeteria with their child.

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.

Adult lunches are \$3.60. Please notify the office by 9:00 a.m. if you will be needing a school lunch. It is very helpful if you bring the correct change.

THE 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.

BOOK RENTAL

The book rental and purchase list is to inform you of books and supplies your child will be using this year. Exact amount is appreciated whenever possible. Please **do not** include lunch money with book fees. This is very much appreciated by teachers, staff and the bookkeeper. THANKS for your cooperation! Should you have questions or have a problem meeting this obligation, call the school office to arrange for a payment plan.

BOOK FEES ARE DUE: SEPTEMBER 7, 2018

Kindergarten Fees:	\$112.00
Grades 1-3 Fees:	\$112.00

Make checks payable to **Middlebury Elementary School**.

READING RECOVERY

Mrs. Sandy Scholten is the Reading Recovery teacher in our building. Reading Recovery is a program designed to offer intensive work with individual students having trouble in reading. Mrs. Scholten will be teaching first-grade students who qualify for the program, one-half hour every day to help them attain better reading skill levels. Mrs. Scholten splits her time between Middlebury Elementary and York Elementary.



TITLE I PROGRAM (REACH)

The Title I program at Middlebury is based upon current research concerning emergent readers and early intervention strategies. Students in need of extra help in reading will be given instruction from a certified teacher in groups of no more than three students. The "Early Literacy Groups" allow teachers to use strategies that help readers become independent.

2261.02 - TITLE I – PARENTS' RIGHT TO KNOW

In accordance with the requirement of Section 1111 of Title I, for each school receiving Title I funds, the Superintendent shall make sure that all parents of students in that school are notified that they may request, and the Corporation will provide the following information on the student's classroom teachers:

- a. whether the teacher(s) have met the State qualification and licensing criteria for the grade level and subject areas they are teaching
- b. whether the teacher(s) is teaching under any emergency or provisional status in which the State requirements have been waived
- c. the undergraduate major of the teacher(s) and the area of study and any certificates for any graduate degrees earned
- d. the qualifications of any paraprofessionals providing services to their child(ren)

In addition, the parents **shall** be provided:

- e. information on the level of achievement of their child(ren) on the required State academic assessments;
- f. timely notice if the student is assigned to a teacher who is not "highly qualified" as required, or if the student is taught for more than four (4) weeks by a teacher who is not highly qualified.

The notices and information shall be provided in an understandable format, and to the extent possible, in a language the parent(s) understand.

HIGH ABILITY PROGRAM

The High Ability Program of Middlebury Community Schools is called **EXPLORE**. The acronym, EXPLORE, stands for Expanding Potential through Learning Opportunities, Resources, and Experiences. The purpose of this program is to provide a challenging and socially appropriate environment for academically talented students in grade 1-3. The program provides a learning environment, which permits and encourages the capable student to develop his/her potential while interacting with like ability students as well as chronological peers. It provides a climate that values and enhances intellectual ability, talent, creativity, and problem solving.



PHYSICAL EDUCATION

We are asking that each student have an extra pair of gym shoes to keep at school for the P.E. classes. If this creates any hardships for your family, please contact the principal at school. Students will not be able to participate in gym class without shoes.

SCHOOL TELEPHONE

Our phone system has after hours voice mail. You may call the school at any time and leave a message by pressing different options. The school telephones are to be used for school business only, not personal calls by students. Students must have permission by the teacher or the office to make a phone call. Thank you for your understanding.

BEHAVIORAL EXPECTATIONS

The staff at Middlebury Elementary School has high expectations for all of our students in the areas of behavior. We approach any behavioral 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 MES:

- 1. Treat People 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, the principal will confer with the student and send a discipline form home to the parent/guardian for a parent signature OR will call a parent on the telephone. It is our intention to keep you informed on what is happening with your child as it occurs. The principal will have a conference with any parent at any time at your request.

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 Middlebury. If you have any questions, please call the principal.

CELL PHONES, ELECTRONICS AND TOYS

Students are encouraged to leave electronic equipment at home. These items include, but are not limited to, iPods, gaming systems, etc. We understand that some bus drivers allow students to use these items on the bus, while others do not. If a student chooses to bring the item for use on the bus, it is his/her responsibility. Middlebury is not responsible for items that are lost, stolen, or damaged on the bus or at school. Once at school, these items can cause a distraction to the learning environment, so they must remain turned off and in a student's book bag in his/her locker at all times. 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.

BUS RIDING GUIDELINES

A. Boarding Bus

1. Be at 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. Be seated promptly

B. Riding the Bus

1. Be seated promptly and remain seated in assigned seats
2. Do not obstruct walkway
3. Keep all parts of body inside of windows
4. Do not litter (inside or outside)
5. Do not tease, scuffle, trip, hold, hit, or use body in objectionable manner
6. Do not eat or drink on the bus
7. Talk quietly and do not use profanity or objectionable language
8. Do not smoke
9. Listen respectfully and obey all instructions given by the bus driver
10. Do not bring drugs or alcoholic beverages onto bus

C. Unloading

1. Remain seated until bus comes to a full 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 the **front** of bus (**NEVER BEHIND**) when crossing roadway
5. All electronic equipment **MUST** be returned to book bag and left there during the school day. If the equipment is noticed at school, it will be taken from the student to be picked up at a later time.



D. Discipline

1. The bus drivers, along with the principal, are responsible for the safety of all students and, therefore, must expect the best behavior from each student on the bus
2. A student may be assigned a certain seat on the bus for improper behavior
3. A student may be suspended from riding the bus by the driver or the Principal from one to five days for improper behavior
4. A student may be expelled from riding a bus for the remainder of the school year because of continuous misbehavior.

Riding a school bus is a privilege that we should all be thankful for and not take for granted.

WALKERS

There is no crosswalk attendant on duty at MES. Students who walk to school should do so under the supervision of an adult. Students should only cross Main Street under the supervision of a responsible adult. All students who need to walk across Main Street are asked to cross at the stoplight in the center of town or at the marked crosswalk location in front of the school.

Students should stay on the sidewalks when walking to and from school. Students should stay off and out of yards along the way home and respect the property of others.

BIKES are **not** recommended as a form of transportation to and from school. It is very dangerous riding bikes along Main Street during school times. If a child rides a bike to school, the parent must sign a written permission form.

Thank you for your cooperation.



HEALTH CONCERNS 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.

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 and vomit 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.

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. If a student is found to have live lice, the parent will be notified and the student may not return to school until the lice are removed. If a student is found to have nits, the parent will be notified and informed about treatment. Upon returning to school, parents should accompany their student to the school to be checked and cleared by the nurse. Instructional pamphlets and information are available from your school nurse.

PLAYGROUND AND LUNCH SCHEDULES

GRADE LEVEL RECESS TIMES:

9:45-10:00 p.m.	Kindergarten
1:00-1:15 p.m.	First Grade
1:00-1:15 a.m.	Second Grade
9:45-10:00 p.m.	Third Grade

LUNCH SCHEDULE AND RECESS TIMES:

10:45-11:35 a.m.	Second Grade
11:05-11:55 a.m.	First Grade
11:20-12:10 p.m.	Kindergarten
12:00-12:50 p.m.	Third Grade

WEATHER AND RECESS

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 from Halloween through Spring Break. Shorts and sandals are permitted after Spring Break if weather permits.

If your child needs to stay inside for recess because of not feeling well, we ask that you provide a doctor's note from a medical doctor at that time. Otherwise students will need to go outside during recess times.

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 guideline for staying inside for recess is 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.

SCHOOL CLOSING AND SCHOOL DELAY INFORMATION

In case school is delayed or cancelled because of road or weather conditions during the winter or because of emergencies at any time, the information will be reported to the following radio or television stations before 7:00 a.m.

WFRN-FM Radio 104.7; WHFB-FM Radio 99.9; WNDU, Radio 1490 AM; WJVA Radio 1580 AM; SUNNY, Radio 101.5 FM; WSJV-TV 28; WNDU-TV 16; U-93-FM Radio 92.9; WSBT-TV 22; 960 AM Radio; OLDIES, Radio 94.3 FM.

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 9:40. 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 9:40 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 two-hour delay on a Wednesday, the start times will be as follows:

K-3 9:40 a.m.

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 radio and television stations. Parents should make arrangements for children to be able to get into the house, or go to another safe place, in case no adults are home in such a situation.

PARENT VOLUNTEERS

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 825-2158. Watch for more information from our PTO on how you can help during the day and after school. 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.

All volunteers must complete a background check and have it approved by the Middlebury Community Schools Administration Center.

SCHOOL VISITATION



Parents are encouraged to visit school frequently and actively participate in the education of their child. We request that parents avoid conferences with the teacher during these visits, but rather schedule a conference for a mutually acceptable time.

The first few days of school, testing days, days directly before or after vacations, and the last days of school are not the best time to visit. Teachers would appreciate knowing when visitors will be on hand, just as parents appreciate knowing when they will have company at home. Younger siblings and school-age students from other schools are prohibited from visiting except in unusual situations approved by the teacher and/or principal in advance.

Parents and other family members are welcome to come in to have lunch with their student/child. If you wish to do so, please make sure that you call the office by 9:00 AM so that the cafeteria can be informed of any additional lunches that need to be made for the day. Family members are not allowed to go out to recess with their student/child or back to the classroom unless previously scheduled with the classroom teacher.

For the protection of the students, all non-students are to report to the office upon entering the building. **Please do not go directly to the classroom.**

PUPIL INSURANCE

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 with any questions you might have.

Student Accident Insurance form information and applications are available at Middlebury Community Schools website - Student Insurance Link.

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.

GANG BEHAVIOR – INDIANA LAW AND BOARD POLICY

Middlebury Community Schools and Middlebury Elementary School are in compliance with IC 20-26-18 which requires school corporations to have a written policy to address criminal gangs and criminal gang activity (see corporation policy). Students are not to engage in gang-related behavior or display gang symbols, colors or paraphernalia at school. Symbols or colors may be restricted for persons of concern.

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: ALL students ARE REQUIRED to wear boots, snow pants/suit, hats, and gloves to play in the snow and on the snow piles. 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.

Coats should be worn every day to school until the weather is above 60 degrees. Likewise, flip flops and shorts should NOT be worn until the weather is above 60 degrees.

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.

USE OF SECLUSION AND RESTRAINT WITH STUDENTS #5630.01

It is the policy of the Board that all students are to be treated with dignity and respect and to be free from abuse. The Board supports the promotion and training of appropriate student behavior as part of the Corporation's curriculum. It is the policy of the Board to use prevention, positive behavior intervention and support, and conflict de-escalation to eliminate or minimize the need for the use of seclusion or restraint with students. This policy applies to all students, regardless of the existence of a disability.

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.

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 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.

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.

Middlebury Elementary School is in compliance with HEA 1423 passed by the Indiana General Assembly regarding bullying prevention and intervention programs.

Kindergarten Age: The Middlebury Community School District's conditions for an appeal for kindergarten enrollment is that students will be admitted if they turn five by August 1.

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 listed earlier. 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, Superintendent

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 ELEMENTARY SCHOOL 2018-2019

		ROOM #
Principal	Marion Hostetler	Office
Secretary to the Principal	Vicki Lundquist	Office
Bookkeeper	Amy Powers	Office
TEACHING STAFF		
Kindergarten	Ashli Engle	10
	Jackie Shuler	11
	Karen Johnson	9
	Sarah Steiner	8
Grade One	Melanie Crowel	4
	Joseph Parks	3
	Alicia Burnham	2
Grade Two	Patty Prendergast	A2
	Lori Henley	A3
	Annette Mast	B1
Grade Three	Angie Troyer	C2
	Derek Sallee	D1
	Emily Reed	C3
	Melissa Kauffman	D3
Music	Rick Loar	7
P.E.	Angie Frey	Gym
Art	Rachelle Judd	6
Reading Recovery Teacher	Sandy Scholten	Rdg Recovery
Title I Teacher	Angie Bemis	15
Special Education	Kelly Jantzi	14
Elementary Counselor	Tara Marks	B3

SUPPORT STAFF

		ROOM #
Special Education Assistant	Sarah Snyder	
Special Education Assistant	Beth Hochstetler	
Instructional Assistant	Jayne Davis	
Instructional Assistant	Angie Frederick	
Speech Language Teacher	Whitney Rahn	Library
School Nurse	Beth Gleim	Office
Title I Coordinator	Yvonne Buller	Ad. Center
Psychologist	Danielle Miller	
Gifted & Talented Coordinator	Yvonne Buller	Ad. Center
Reading Recovery Coordinator	Patti McGlauchlen	O.V.E.S.
Head Custodian	Derek Brunt	
Custodian		
Custodian	Cynthia Sutter	
Cafeteria Manager	Janelle Walther	Kitchen
Cooks	David Horner	Kitchen
	Kathy Hartzler	Kitchen
	Melissa Osborn	Kitchen
	Jennifer Lott	Kitchen
Instructional Assistants (ESL)	Lisa Imel	A-1
Building Assistants	Beth Scott	Office
	Sue Pohl	
Library Assistant	Jennifer Ball	Library
Noon Time Assistant	Cynthia Stanley	Office

P.T.O. OFFICERS

President	Laura Atwood	
Vice President	Laura Ambers	
Secretary		
Treasurer	Nathan and Elaine Lambright	

BUS DRIVERS

Bus #6	Desiree Blosser	PM
Bus #7	Monica Elliott	AM/PM
Bus #20	DeAnna Miller	AM
Bus #24	Dave Garty	AM/PM
Bus #26	Brian Schlabach	AM/PM
Bus #31	John Baker	AM/PM
Bus #51	Jessica Lawrence	AM/PM