

# CHILDS ELEMENTARY SCHOOL

**C** hildren come first...

**H** ighly motivated

**I** ndividuals working together.

**L** ifelong learners

**D** oing their personal best

**S** triving for success!



**PAWS TO SUCCESS!**



**CHILDS SCHOOL  
HANDBOOK  
2009-2010  
(812) 330-7756  
2211 S. High Street  
Bloomington, IN 47401**

## **STATEMENT OF MISSION**

Childs School is committed to academic excellence, achievement of each child's potential and the development of social skills that enable all students to be successful. We strive to create a positive and inclusive school environment.

These elements are essential to learning:

- A safe and orderly environment
- Collaboration and cooperation
- An enriched environment with organized classrooms and active learning
- High expectations for personal best
- Meaningful content based on state standards

## **VISION**

Parents, teachers, administrators, staff, and students all contribute to developing a learning environment that enables each child to meet his or her maximum potential. A child's "personal best" is expected in academic achievement and social interactions.

## **OUR BELIEFS**

- A safe and orderly environment is essential to learning.
- Collaboration and cooperation are essential components of the learning environment.
- An enriched environment with organized classrooms and engaged learners enhances learning for all children.
- Meaningful content based on state standards is the foundation for curriculum and instruction.
- All children and adults strive for their personal best.
- Embracing differences and recognizing diversity strengthens our school community.

## HANDBOOK INDEX

School Hours	Page 4
Moment of Silence and The Pledge of Allegiance	Page 4
School-wide Expectations	Pages 5-7
Safe School Hotline Number	Page 8
Bullying	Page 8
Threats of Violence	Page 8
Things Not to Bring to School	Page 8
MCCSC Student Code of Conduct	Pages 9-11
MCCSC Student Harassment Policy	Page 11
Student Dress	Page 12
Report Cards and Parent Conferences	Page 12
Recess Policy	Page 13
School Lunches	Page 13
Lunch Times	Page 13
MCCSC Wellness Program Guidelines	Page 14
Telephone Usage	Page 15
Photographing and Videotaping Students	Page 15
Party Invitations and Gifts to Students	Page 15
Positive Paws Awards	Page 15
Display of Student Work	Page 15
Visitors	Page 15
Bradford Woods	Page 16
Change of Plans for End-Of-Day	Page 16
Delaying Dismissal in Severe Weather Conditions	Page 16
School Closing	Page 16
Attendance Procedures	Pages 16-19
Before and After School Care	Page 20
Field Trips	Page 20
Parent-Teacher Organizations	Page 20
Homework Policy	Pages 21-22
Family Access	Page 22
Websites	Page 22
Chipto	Page 22
Health Information	Page 23
A Note From The Nurse	Page 24
Safety Tips For Your Child	Page 25
Bicycle Policy-Helmets Must Be Worn	Page 25
Transportation To and From School	Page 25
School Traffic Plan	Page 26
Procedures for Walkers/Car Riders	Page 27
Bus Transportation	Page 28
Safety Checklist	Page 28
Bus Transportation Questions	Page 28
MCCSC Information	Page 29
MCCSC Tobacco Policy	Page 29
MCCSC Affirmative Action Policy	Page 29
MCCSC Instructional Materials Fees	Page 29
Outside Weather Recess Guidelines	Page 30
Closing/Delay Advisories	Page 31
School Closing and Delay Guidelines	Page 32
Integrated Pest Management	Page 33
MCCSC School Calendar	Page 34

## SCHOOL HOURS

<b>Half Day Kindergarten</b>	<b>9:00 a.m. – 11:30 a.m.</b>
<b>Kindergarten Plus</b>	<b>9:00 a.m. – 3:15 p.m.</b>
<b>Grades 1 - 6</b>	<b>9:00 a.m. - 3:15 p.m.</b>

The school is open to students at 8:45 a.m. and students should not arrive prior to that time unless they are involved in an organized school program. Teachers are officially on duty at 8:45 a.m. to receive students. School does begin at 9:00 a.m. and students should be in their classrooms between 8:45 a.m. and 8:55 a.m. to prepare for the day.

## MOMENT OF SILENCE AND THE PLEDGE OF ALLEGIANCE

There will be a daily observance of a moment of silence in each classroom or on school grounds of each school in the MCCSC. Students will make no distracting display so that each student may, in the exercise of the student's individual choice, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede another student in the exercise of the student's individual choice. This "moment of silence" is not intended to be and shall not be conducted as a religious exercise. The student code of conduct applies to disruptive behavior during a moment of silence in the same manner as provided for in other circumstances of such behavior.

Students will have a daily opportunity to voluntarily recite the Pledge of Allegiance in each classroom or on school grounds. A student is exempt from participation in the Pledge of Allegiance and may not be required to participate if:

- a. the student chooses not to participate; or
- b. the student's parent chooses to have the student not participate.

Students who are exempt from reciting the Pledge shall remain quietly standing or sitting while others recite the Pledge and shall make no display that disrupts or distracts other students who are participating.

During the Pledge of Allegiance, students who participate shall stand and recite the Pledge while facing the United States flag with their right hands over their hearts or in an appropriate salute if in uniform.

The student code of conduct applies to disruptive behavior during the recitation of the Pledge in the same manner as provided for in other circumstances of such behavior

## **SCHOOL-WIDE EXPECTATIONS**

Childs School students have the right to a safe, positive learning environment. These rights must not be violated by anyone, including other students. Bullying by a student or group of students against another student is prohibited. Lewd, vulgar, offensive or abusive conduct, speech, and/or dress are not acceptable. Students must not disrupt the order of the school. In order to create and maintain a positive learning environment, we expect children to observe school-wide expectations and classroom expectations.

Generally, most students follow school-wide expectations. However, two general grounds for suspension and/or expulsion are student misconduct and substantial disobedience. Examples of student misconduct and substantial disobedience include, but are not limited to behavior that disrupts the school environment, bullying, aggressive behavior, attempting to cause physical injury or behaving in a manner that could result in physical harm. This applies on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity; or traveling to or from school or a school activity. Please see MCCSC Policy 5200 for specific grounds for suspension and expulsion.

## SCHOOL-WIDE EXPECTATIONS (*Paws for Success*)

**RESPECT**— We act in ways that show we value ourselves, others and our surroundings.

**RESPONSIBLE FOR BEHAVIOR**— We make smart choices and accept the privileges or consequences of our actions.

**RESPONSIBLE FOR LEARNING**— We are organized, give our full attention and do our personal best.

	ARRIVAL	DISMISSAL	HALLWAYS	STAIRS	RESTROOMS	BUSES
RESPECT	<ul style="list-style-type: none"> <li>• Greet others with kind words</li> <li>• Allow others their personal space</li> <li>• Use voice level 2</li> </ul>	<ul style="list-style-type: none"> <li>• Allow others their personal space</li> <li>• Use voice level 2</li> </ul>	<ul style="list-style-type: none"> <li>• Stay in line</li> <li>• Use voice level 0-2 as directed</li> </ul>	<ul style="list-style-type: none"> <li>• Stay in line on right side of stairs</li> <li>• Use voice level 0-2 as directed</li> <li>• Keep materials in hand</li> </ul>	<ul style="list-style-type: none"> <li>• Give others privacy</li> <li>• Use equipment properly</li> <li>• Think before you act—keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Value others' personal space</li> <li>• Use voice level 0-2 as directed</li> <li>• Wait patiently for your turn to board or exit the bus</li> <li>• Leave the bus in excellent condition</li> <li>• Be on time</li> <li>• Use kind words—treat others with care</li> </ul>
RESPONSIBLE for BEHAVIOR	<ul style="list-style-type: none"> <li>• Walk directly to your classroom between 8:45 – 8:55</li> <li>• Follow hallway procedures</li> <li>• Remove hats upon arrival</li> </ul>	<ul style="list-style-type: none"> <li>• Leave building promptly</li> <li>• Walk calmly to bus or pick-up areas</li> <li>• Listen for directions</li> <li>• Stay on sidewalks</li> <li>• Think before you act—keep feet and hands to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Think before you act—keep your hands and feet to yourself</li> <li>• Walk using quiet feet</li> <li>• Give personal space in line</li> </ul>	<ul style="list-style-type: none"> <li>• Always walk</li> </ul>	<ul style="list-style-type: none"> <li>• Flush toilet</li> <li>• Wash hands with soap and water</li> <li>• Throw paper towels in the trash cans</li> </ul>	<ul style="list-style-type: none"> <li>• Follow adult directions</li> <li>• Remain on sidewalk until bus stops</li> <li>• Think before you act—keep hands and feet to yourself</li> </ul>
RESPONSIBLE for LEARNING	<ul style="list-style-type: none"> <li>• Follow morning classroom procedure</li> </ul>	<ul style="list-style-type: none"> <li>• Take home books and assignments</li> </ul>	<ul style="list-style-type: none"> <li>• Return to class promptly</li> <li>• Look at displays without touching</li> </ul>	<ul style="list-style-type: none"> <li>• Use quiet feet</li> </ul>	<ul style="list-style-type: none"> <li>• Leave school materials in the classroom</li> <li>• Return to class promptly</li> </ul>	<ul style="list-style-type: none"> <li>• Take your backpack, lunch, and all other materials with you when you leave the bus</li> </ul>

## CHILDS' SCHOOL-WIDE EXPECTATIONS

	CAFETERIA	PLAYGROUND	INDOOR RECESS	LIBRARY	CONVOCATION
RESPECT	<ul style="list-style-type: none"> <li>• Use kind words—treat others with care</li> <li>• Touch and eat only your own food</li> <li>• Eat only in the lunchroom</li> <li>• Pick up trash—keep area clean</li> <li>• Use good manners</li> <li>• Stay seated—raise hand if you need help</li> <li>• Stay on the sidewalk to the playground</li> <li>• Wait patiently in line</li> <li>• Use voice level 0-2 as directed</li> </ul>	<ul style="list-style-type: none"> <li>• Line up when first called</li> <li>• Follow adult directions</li> <li>• Use your words to solve problems</li> <li>• Use kind words—treat others with care</li> <li>• Use hands gently—cause no harm</li> <li>• Avoid rough physical contact</li> <li>• Take turns and let everyone play</li> <li>• Help gather equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Use voice level 2</li> <li>• Include others in your games and activities</li> <li>• Use kind words—treat others with care</li> </ul>	<ul style="list-style-type: none"> <li>• Use voice level 1-3 as directed when in the library</li> <li>• Use kind words and treat other students and volunteers with care</li> </ul>	<ul style="list-style-type: none"> <li>• Clap, laugh, and ask questions when appropriate</li> <li>• Enter and exit using voice level 0-1 as directed</li> </ul>
RESPONSIBLE for BEHAVIOR	<ul style="list-style-type: none"> <li>• Bring coat and gloves to lunch</li> <li>• Wash hands—use restroom before going to lunch</li> <li>• Walk quietly to lunchroom</li> <li>• Talk only with those sitting beside or across from you</li> <li>• Follow dismissal procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Follow equipment guidelines</li> <li>• Stay out of creek and woods</li> <li>• Throw only playground balls</li> <li>• Walk in equipment area</li> <li>• Return playground equipment to cart</li> <li>• Get permission before going into building</li> <li>• Bring coat and gloves to recess</li> </ul>	<ul style="list-style-type: none"> <li>• Listen for directions</li> <li>• Follow hallway procedures</li> <li>• Remain in classroom</li> <li>• Find a quiet activity</li> <li>• Move calmly around the room</li> </ul>	<ul style="list-style-type: none"> <li>• Wait patiently to speak with a volunteer or librarian</li> <li>• Wait patiently until it is your turn to check out a book</li> </ul>	<ul style="list-style-type: none"> <li>• Sit flat with your legs crossed</li> <li>• Become silent on signal</li> <li>• Think before you act—keep hands and feet to yourself</li> <li>• Remain seated and wait for dismissal signal</li> <li>• When dismissed, stand quietly and follow your teacher</li> </ul>
RESPONSIBLE for LEARNING	<ul style="list-style-type: none"> <li>• Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>• Follow rules of the games</li> <li>• Be a good sport</li> </ul>	<ul style="list-style-type: none"> <li>• Care for materials and put them away</li> <li>• Follow afternoon classroom procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Know your academic goal for being in the library and stay focused</li> </ul>	<ul style="list-style-type: none"> <li>• Remain quiet and attentive during programs</li> <li>• Face the speaker or performance</li> </ul>

## **SAFE SCHOOL HOTLINE NUMBER:**

**330-2494**

The Hotline Number is a confidential means of reporting unsafe conditions that could harm students, staff or the school.

### **Bullying:**

Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm is prohibited. This includes repeated acts or gestures, including verbal or written communications and/or physical acts committed or other similar behavior. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the classroom teacher or school principal. School personnel will investigate all reports of bullying. Counseling, corrective discipline, suspension, and/or referral to law enforcement will be utilized to change the behavior of the perpetrator.

### **Threats of Violence:**

Any threat of violence toward another individual, (especially a threat of homicide, or a threat implying potential homicide) whether that individual is a school employee, another student, or a visitor on campus, is a serious health and safety issue for the school. It is a violation of Indiana law (35-45-2-1) regarding intimidation, and may be dealt with through a referral to appropriate local law enforcement agencies and a recommendation for expulsion from school.

### **Things Not to Bring to School:**

These items are not allowed at school. Please leave them at home.

**Chewing Gum** - Chewing gum is not permitted at school. Teachers will inform students about snack policies. We strongly encourage students **NOT** to bring candy to school. Food is not permitted on the playground or in the hallways.

**Electronic equipment** – iPods, radios, tape recorders, C.D. players, cell phones, electronic paging devices, electronic games, toys, virtual pets, etc.

**Skateboards, scooters, roller blades, roller skates, or roller runners**

**Weapons (real or toy), knives, glass containers for food and drink, or other dangerous objects**

**Real or counterfeit drug, alcohol, or tobacco products or paraphernalia, etc.** Other items that may be hazardous

**Money** other than daily lunch money and any other items of value

**Trading cards**

**Soft drinks and candy** - Please send nutritional drinks and food for lunch.

## MCCSC Student Code of Conduct

The MCCSC shall hold the students of this corporation to the following *Code of Conduct*. Failure to comply with said codes may be considered student misconduct and/or substantial disobedience which are grounds for suspension and/or expulsion. This *Code of Conduct* will include, but is not limited to the following examples and/or rules related to the responsibilities and behavior of its students:

1. No student shall possess, handle or transmit any firearm or destructive device on school property.
2. No student shall possess, handle or transmit any deadly weapon on school property. The following devices are considered to be deadly weapons defined in I.C. 35-41-1-8:
  - a. A weapon, laser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
  - b. An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
3. No student shall engage in the unlawful selling or transmission of a controlled substance, illegal drug, alcohol, prescription drugs, or any thing purported to be or that is represented as a look-a-like, or engaging in a criminal law violation that constitutes a danger to other students or constituents an interference with school purposes or an educational function.
4. No student shall knowingly possess, use, or be under the influence of alcohol or any alcoholic beverage.
5. No student shall knowingly possess, use, or be under the influence of any narcotic drug, illegally obtained/used prescription drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, caffeine-based **stimulants**, substances containing \*phenylpropanolamine (PPA), stimulants or intoxicants of any kind, or any paraphernalia used in connection with the listed substances.
6. No student shall knowingly possess or use any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
7. No student shall threaten (whether specific or general in nature) damage or injury to persons or property, regardless of whether there is a present ability to commit the act.
8. No student shall threaten or intimidate any student for the purpose of, or with the intent of obtaining money or anything of value from the student.
9. No student shall engage in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct

includes threatening, planning or conspiring with others to engage in a violent activity.

10. No student shall use violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urge other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision.

11. No student or group of students shall engage in the bullying of another student(s) or any behavior with the intent to harass, ridicule, humiliate, intimidate, harm, or engage in repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior.

12. No student shall engage in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.

13. No student shall intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to any person.

14. No student shall knowingly possess, handle, or transmit a knife or any object that can reasonably be considered a weapon.

15. No student shall be willfully absent from school or tardy to school.

16. No student shall engage in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.

17. No student shall fail to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions.

18. No student shall violate or repeatedly violate any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:

- a. engaging in sexual behavior on school property;
- b. disobedience of administrative authority.

19. No student shall cause or attempt to cause damage to school property, or steal or attempt to steal private property.

20. No student shall cause or attempt to cause damage to private property or steal or attempt to steal private property.

21. No student shall fail in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.

22. No student shall use an electronic paging device or a handheld portable telephone on school grounds during school hours.

23. In addition to the behaviors listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

### **MCCSC Student Harassment Policy**

MCCSC Policy 5517 states that harassment of a student(s) or any member of the staff is contrary to the School Board's commitment to provide a physically and psychologically safe environment in which to learn and may be a violation of Federal or State law. The student harassment policy, guidelines and procedures are posted in all classrooms and in the office area.

If you have concerns, please contact the school principal or Peggy Chambers. Ms. Chambers may be reached at:

Administration Building:  
315 North Drive, Bloomington, IN. 47401  
(812) 330-7700.

## STUDENT DRESS

The determination of student dress shall be the responsibility of the parents/legal guardians, except where such apparel is dangerous to the health/safety of the student, or is so disruptive as to interfere with the learning or teaching processes. No apparel should draw undue attention from other students or faculty members. If there is any doubt about the appropriateness of a garment, it should probably not be worn. Specific guidelines include, but are not limited to the following:

- Bare midriff apparel is not to be worn; all tops must be long enough to tuck in.
- All tops/shirts must cover the shoulder and underarm areas. Straps must be at least two inches in width. (“spaghetti” straps, bare backs, halter tops, tube tops, basketball jerseys with no undershirts, and see-through clothing are not allowed.)
- Low neckline tops, or tops that might be considered indiscrete are not allowed.
- Shoes must be worn at all times.
- Head coverings must not be worn inside the building unless on a specified “HAT DAY” as sponsored by Childs Student Council.
- Sunglasses are not allowed.
- All pants must be worn at waist level; undergarments are not to be visible.
- Shorts, mini-shirts, skorts or the slits on skirts or dresses may not be shorter than the middle of the fingers when arms are at the side.
- Any item that advertises or promotes drugs, alcohol, tobacco, sexual innuendo, hate, racism, violence, profanity, gangs, or obscenity is forbidden.

## REPORT CARDS AND PARENT CONFERENCES

Report cards are sent home with children the week following the end of the 9<sup>th</sup>, 18<sup>th</sup>, and 27<sup>th</sup> weeks of school. The final report card will be mailed home. **This year, you will receive electronically-generated report cards.** Please maintain close contact with your child’s teacher throughout the school year.

### Procedures for Second Families:

- Parents or guardians should contact the classroom teacher at the beginning of the school year to request information regarding student progress, school events, etc.
- Parents or guardians are encouraged to provide self-addressed stamped envelopes to the classroom teacher. Teachers will use these envelopes for communication purposes.
- It is the parent or guardian’s responsibility to provide an accurate mailing address to the school office and classroom teachers on a yearly basis.

## **RECESS POLICY**

We have outdoor recess, weather permitting, throughout the school year. In extremely cold weather or during rain or snow, recesses will be conducted indoors. Children will be expected to participate in the outdoor recesses.

In the event of serious illness, when a physician advises the child against outdoor play, please send a note of explanation from the physician, along with the anticipated time your child should stay inside.

If you have a situation not covered by these statements, please call your child's teacher and/or principal to explain your problem, so that the best arrangements can be made for your child.

## **SCHOOL LUNCHES**

Please do not send soft drinks or candy in your child's lunch. Please send nutritional drinks and food.

A nutritious lunch is served daily and all the students are encouraged to participate in the lunch program. This is a prepaid system that establishes an account for your child to deposit money for lunches, extra milk, or ala carte items. Therefore, please make sure that your child has sufficient funds deposited in his or her account to take care of these items.

To begin the lunch system you should begin prepaying your account on the first day of school. To set up an account, you may pay by the week, month or semester. . You may pay ahead for as many days as you would like.

Breakfast price for students is \$1.20 per day. Lunch price for students is \$1.95 per day. Extra milk may be purchased for 45 cents. Lunch price for adults is \$2.70 per day.

When the students account has a \$10.00 or less balance, a statement will be sent home. You may request a printout of your child's account by calling the school and asking for the cafeteria.

Forms requesting free or reduced price lunches are available in the school office.

## **LUNCH/RECESS TIMES**

It is imperative that parents taking students to lunch adhere to their child's lunch schedule. **PLEASE DO NOT TAKE CHILDREN OUT OF CLASS EARLY AND BE SURE TO RETURN ON TIME.**

<b>Grade K</b>	<b>Lunch 11:15 – 12:05</b>
<b>Grades 1 &amp; 2</b>	<b>Lunch 11:25 – 12:15</b>
<b>Grades 5 &amp; 6</b>	<b>Lunch 11:50 – 12:40</b>
<b>Grades 3 &amp; 4</b>	<b>Lunch 12:20 – 01:10</b>

If you have more than one child with two different lunch schedules, please do not take one child out of class time in order to go to lunch with a sibling. It is important for children to be in class.

## **MCCSC WELLNESS PROGRAM GUIDELINES**

### **Food Outside of Food Services**

The School Board recognizes that proper nutrition at appropriate meal times is needed for students to grow, learn and thrive. The School Board also recognizes that good health fosters student attendance and education. The following applies to all school campuses during school hours.

1. **FOOD AS A REWARD** – Schools will not use food or beverages to reward good behavior. An exception to this is if it is in a student’s IEP [Individual Education Plan].
2. **SACK LUNCHES** – To be consistent with the school vending machine policy, parents are asked to not pack carbonated beverages (pop) in school sack lunches.
3. **FOOD AS CELEBRATIONS** – MCCSC recognizes the link of rewarding good behavior with food to lifelong patterns of overeating. MCCSC is addressing this in the classroom as well as with support from parents.
  - A. Food as celebration during the school day will not be during the school meal hours as based on National School Lunch Guidelines. Further, foods or beverages for celebration will meet the food nutritional guidelines of content and portion size used by MCCSC Food Services.
  - B. Birthday celebrations often cut into an already short school day and the serving size and frequency of sugar based treats can be overwhelming for the students. Parents are strongly encouraged to provide non-food or healthy foods (fruit, granola bars, etc).
4. **SCHOOL CLUBS AND PARENT ORGANIZATIONS** that provide food during the school day will serve food and beverages that meet the nutrition guidelines and portion sizes for food and beverages sold individually as stated in Section 3 of this wellness program.
5. **STORE BOUGHT FOOD** – No food item shall be served to students during the school day that is prepared in a private home unless it is specifically tied to the curriculum. All food must be obtained from sources that comply with Indiana State Department of Health code 410-IAC 7-24. This would include food that is to be shared with other students for class parties, snacks, and celebrations. This does not include sack lunches or snacks that are prepared by a parent for their own child to consume.
6. **FUNDRAISERS** – 80% of fundraising proceeds must be non-food or must meet the guidelines and portion sizes for food and beverages sold individually as stated in MCCSC Guideline 8500AG.

Approved by the Superintendent 7/12/06

## **TELEPHONE USAGE**

The telephones in school are for school business only. Students will not use the phones except in a case of emergency or with permission. Students will not be allowed to receive telephone calls except in cases of emergency. **No** calls will be allowed to see if students can go to someone's house to play, etc. This is to teach responsibility and is not to penalize the students.

## **PHOTOGRAPHING AND VIDEOTAPING STUDENTS**

Occasionally, students will be videotaped or photographed for an educational purpose. Photographs or videotapes may appear in newspapers or on television. If you object to your child being photographed or videotaped, please notify the school in writing.

## **PARTY INVITATIONS AND GIFTS TO STUDENTS**

Please refrain from sending party invitations to school unless the entire class is invited. This helps prevent disappointment for uninvited children.

Please do not send flowers, balloons, or other gifts to school for delivery to your child. This has created some problems for students and parents and is somewhat disruptive to the school as well. We will no longer give these items to students if delivered.

## **POSITIVE PAW AWARDS**

Weekly, students are selected from each class for trying to achieve their personal best. Students receive ribbons to celebrate this achievement.

## **DISPLAY OF STUDENT WORK**

Non-graded student work may be displayed in the classroom or the hallways. If you prefer your child's work not be displayed, please notify the classroom teacher in writing.

## **VISITORS**

Parents are welcome to visit Childs for class exhibits, lunch, celebrations, and volunteer opportunities. **All visitors are to report to the school office upon arrival on school grounds.** All visitors, including parent volunteers, must wear a visitor badge while in the school.

Visits to classrooms may be allowed at the discretion of the principal and must be arranged in advance. Factors to be considered include but are not limited to the following: instructional viability, disruption of classroom activity, time of school day and year, nature of the class, and class size. To reduce disruptions in the classrooms, class observations must be prearranged with the classroom teacher at least 48 hours in advance. Observations are limited to thirty minutes and are not repetitive in nature. Please talk with the school secretary to schedule an observation.

## **BRADFORD WOODS**

Childs fifth grade students are scheduled to attend Bradford Woods Monday, March 29, 2009 through Wednesday, March 31, 2009. Additional information will be sent to you later in the school year.

### **CHANGE OF PLANS FOR END-OF-DAY**

**Please try to avoid changing after-school plans for your child.** With a school of over 480 children, giving children messages is disruptive. In addition, children are often confused when plans are changed. For your child's safety, it is much better to arrange after-school plans before your child comes to school. For younger children, you may want to send an index card with your child indicating if he/she should ride the bus, walk, go to extended day, or whatever the plan may be. This is particularly helpful if a child has different plans each day of the week.

**However, if there are extenuating circumstances and your child's plans must be changed, please call the office by 1:00 p.m.** This will allow the office staff sufficient time to give your child the message.

### **DELAYING DISMISSAL IN SEVERE WEATHER CONDITIONS**

If severe weather disturbances (lighting, strong wind, heavy rain or hail) are present or threatening near the time of school dismissal, students will be retained in safe areas of the school until the threat has diminished. School busses will wait to load students.

Students will not be dismissed to parents without authorization of the school office. It is important for school personnel to account for all students and their safety.

### **SCHOOL CLOSING**

In the event of severely inclement weather or mechanical breakdown, the school may be closed, starting time delayed, or dismissed early. Any such circumstances will be announced over all local radio stations. If no report is heard, it may be assumed that school will be opened on time.

Please do not call the school or school officials. This will leave the school lines open for emergency calls. As this type of weather approaches, the school will be sending home a form for you to outline more specific plans for your child.

### **ATTENDANCE PROCEDURES**

#### **Reporting Absences:**

- Absences must be reported to the school office by **10:00 a.m.** on the day of the absence. Parents should call the school office (330-7756) to report the absence or send a note to the office.
- **If you would like to report the absence when the office is closed, you may call the school and leave a message for Mrs. Davis, extension 248, or Mrs. Burton, extension 200.**

- If your child is going to be absent more than one day, you only need to call once if you inform the office of the dates of the absences.
- **Office personnel will attempt to contact parents of children absent from school with no notification from the parent. This is to ensure the safety of all students.**
- **If your child will be absent or tardy due to a doctor/dentist appointment, it is very important to bring in a doctor's statement to the office.**

### **Tardy and Partial-Day Absences:**

In an attempt to increase student instructional time, MCCSC schools record these losses using the following process throughout the district:

- Students who are 15 minutes late or less to school or to the classroom due to their own actions will continue to be marked tardy. (i.e.: stopping to chat with friends, in the restroom)
- Students who are late to class due to a school issue beyond their or their parents' control will not be marked as tardy. (i.e.: late bus)
- All other reasons students are not in school for a portion of the day will be marked as a "partial day absence" on student report cards. (i.e.: late arrival more than 15 minutes, mid-day absence, early dismissal)

**However, when a physician's statement is provided for any of these times, your child's attendance record will be updated, and the "tardy" and/or "partial day absence" will not be reflected on their report cards.**

### **Releasing Students During the School Day:**

- In the morning, **parents should send a note to the classroom teacher** to inform her/him that the child will be leaving during the day. If your child is leaving and not returning, please indicate this in your note.
- Parents should check in at the office and office personnel will contact the child via the intercom. **Parents should not go directly to the classroom in an effort to avoid disruptions to instruction.**
- A child will not be released to anyone other than the parent unless the parent has made prior arrangements. A written note must be sent to the student's teacher when going to lunch with friends.
- Children should never leave the school without permission from the teacher and the main office.

- If a child is leaving for the purpose of a dentist or doctor appointment, **please submit to the office a medical excuse from the physician or dentist.**
- Please try to avoid taking your child from school during the school day if at all possible.

It is imperative parents taking students to lunch adhere to their child's lunch schedule. **Please do not take children out of class early and be sure to return on time. If you have more than one child with two different lunch schedules, please do not take one child out of class in order to go to lunch with a sibling. It is important for children to be in class.**

### **MCCSC Attendance Guidelines:**

The complete MCCSC Attendance Guidelines are available upon request in the Childs School Office.

These guidelines apply to all Monroe County Community School Corporation schools. Provision is made herein for appropriate action by school officials. Participation in an out-of-class, school-sanctioned activity which has prior approval of the principal or designee counts as attendance.

- A. A student enrolled in this school corporation is bound by the requirements of state law and this policy to attend school until graduation, or withdrawal, whichever comes first. Acceptance of the terms of this guideline is a condition of enrollment for all students, including those not subject to the Compulsory Attendance Act of the State of Indiana. This applies to students who enroll or transfer into this school corporation at any time during a school year. Attendance and discipline records, including determinations made by the previous school, shall be honored and treated as though the conduct occurred within this school system.

Excused absences (This includes absences **up to ten [10] days** for which a parent phone call or note is received within twenty-four [24] hours of the absence):

- a. Required Court Attendance
- b. Observance of a bona fide religious holiday
- c. Service as a page in the General Assembly
- d. Active Duty in National Guard
- e. Service on a precinct election board or helper for a political candidate
- f. College visit
- g. Absences medically documented due to a physical or mental condition resulting in 504 classification.
- h. Illness
- i. Out of School Suspensions
- j. Recovery from accident
- k. Professional appointments
- l. Death in the immediate family
- m. Such other good cause as may be acceptable by to the principal or designee or permitted by law. Such determination shall be made on a case by case basis. Such absences will not be excused after ten (10) days or if a "One Day Legal Notice" has been filed.

**Every effort will be made to notify parents in writing of absences that reach the five (5) day total, including excused absences.**

**Unexcused Absences:** (truancy or other excessive absences)

Unexcused absences also include absences in "h-m" above which are over the ten day limit or for which a notice has been sent to the parents requiring a "physician's statement of incapacity" for the child. In-school suspensions are not considered absences, and out of school suspensions are counted as excused absences.

**Actions taken by the principal or designee for unexcused absences may include but not be limited to:**

**For Truancy:**

- a. Identifies the truant as a student who willfully does not attend school.
- b. Identifies the “habitual truant”, that is, “the student who has unexcused absences from school for more than ten (10) days of school in one (1) school year.
- c. Investigates the cause(s) of the truant behavior via:
  1. Parent contact by the designated staff member
  2. Parent contact by appropriate school administrator or designee
  3. Parent conference with appropriate school administrator or designee
- d. Considers, when appropriate, any modifications of the student’s educational program that meet particular needs which may be causing the truancy.
- e. Ensures that every effort is made to notify parents that a child is truant, and that there may be corrective and/or disciplinary actions taken if the truancy continues. This minimal due process will include but not be limited to:
  1. Send an Attendance Notification Letters (These may be a “Five Day Letter”, “Ten Day Letter” or “Partial Absence Letter”. A “Ten Day Letter” may require a physician’s statement of incapacity for future absences to be counted as excused.)
  2. Make documented phone calls to parents
  3. Refer to the School Social Worker for contact/conference
  4. File One Day Legal Notice

**For other Excessive Absences:**

- a. Identify instances where the parent(s) actions or lack of actions may “fail to ensure that the child attends school”.
- b. Investigate the cause(s) of the excessive absences via:
  1. Parent contact by the designated staff member
  2. Parent contact by appropriate school administrator or designee
  3. Parent conference with appropriate school administrator or designee
- c. Make every effort to communicate the issues with the parent(s) in a timely manner. This may include but not be limited to:
  1. Send attendance notification letters (five day, ten day, partial day absence letters)
  2. Make documented phone calls
  3. Refer to the School Social Worker for contact/conference
  4. File One Day Legal Notice
  5. Demand a physician’s statement of incapacity for all future absences (Verification of incapacity through a physician’s statement, or other verification documented by the school that verifies a student is legitimately ill, will be counted as excused absences.)
- d. Consider what appropriate interventions might be helpful in alleviating excessive absences including what referrals might be made to outside agencies. (A list of possible agencies will be available in the MCCSC Social Services Department.)
- e. Ensure that students/families with continued excessive absences are referred to appropriate agencies for legal action including the Monroe County Prosecutor, the Monroe County Probation Department, and/or the Monroe County Child Protection Services.

**Criteria for Exemplary Attendance:**

Certificates of Attendance will be awarded each semester. Students with two or less days absent will be recognized.

## **BEFORE & AFTER SCHOOL CARE**

The MCCSC will be providing both before and after school programs for school-aged children. This is an excellent opportunity for working parents to enroll their children in a quality day-care program. Additional information regarding this program can be found in the local newspaper or by calling MCCSC School Age Care at 330-7702.

## **FIELD TRIPS**

Classroom teachers throughout the school year schedule instructional field trips within Bloomington and the nearby points of educational interest. These trips are designed to supplement the curriculum, and to introduce the students to the resources of the community. Parents will receive notices of local field trips in advance of the scheduled trip date. Parents are asked to sign an Emergency Medical Authority form for field trips that involve out-of-county travel. Parent helpers are encouraged to participate in field trip activities. All field trips are conducted on MCCSC school buses; transportation for field trips in private automobiles is prohibited.

Regularly scheduled field trips, which are an established part of the curriculum, include IU-Musical Arts Center concert presentations for grades 4, 5, 6, Honey Creek Historical School for grade 2 and 4, Bradford Woods Outdoor Education Camping Week for grade 5, Monroe County Public Library for grade 1, and IU Art Museum visits for grade 2.

Students are not allowed to buy souvenirs on field trips. Please do not send money with your child for this purpose.

## **PARENT-TEACHER ORGANIZATION**

We greatly appreciate the support provided by parents in our learning community. Your efforts and involvement are essential to the success of Childs. Your support does make a significant difference in your child's education. Both the home and school are working together for the welfare of the children. With the cooperation of parents and teachers, school will be an interesting, worthwhile and happy place for each child.

**Many projects are conducted each year, and the students do benefit from the PTO service activities and financial support. Plan to be actively involved.**

## **HOMEWORK POLICY**

### **Parent/Guardian's Role**

Cooperation by parents/guardians is a necessary factor in meaningful homework experiences. Parents/Guardians can encourage their children by showing interest in and exhibiting helpful attitudes toward homework. They should:

- a. Provide a quiet, well-lighted place for study.
- b. Establish a regular "homework time" in the home. Help the student set aside adequate time for homework completion.
- c. Encourage and support the student's efforts. Be available for questions, but remember that homework is the child's, not the parent's responsibility.
- d. Encourage the child to seek help and ask questions of the teacher when in doubt about an assignment.
- e. Communicate with the teacher whenever the child has consistent difficulty with homework assignments.

### **Student's Role**

In the early grades, the effectiveness of homework assignments depends largely on the concern each student's parents and teachers show for his/her welfare. As the student matures, however, his/her success with homework becomes progressively more dependent on individual efforts. The student with guidance from teachers and parents should continue to develop responsibility for communication between home and school. Each student has the responsibility to develop good work and study habits.

The student should:

- a. Clarify with the teacher any questions pertaining to homework instructions before leaving class or at other times when the teacher is available.
- b. Take home any materials and information needed to complete the assignment.
- c. Learn to budget his/her time. When study time is provided during the day, the student should take advantage of it. Long-term assignments should be planned so they do not have to be completed all at once.

With the aid of their parents:

- a. Set aside a special time in which to do the assignment.
- b. Find a place free from excessive noise and other distractions in which to work.
- c. Organize activities and work so assignments can be completed in a reasonable length of time.
- d. Check carefully the completed assignments.
- e. Return all work completed to the teacher by the date requested.
- f. Accept the responsibility to determine assignments and make up work missed during an illness or excused absence.
- g. Plan for anticipated leisure, extra-curricular and social activities so that school assignments will not suffer.

### **Procedures for Getting Homework When Absent:**

- Please contact the office to report the absence by 9:00 a.m. At that time, you may ask for homework to be prepared for your child. Please do not contact the teacher regarding absences.
- Homework may be picked up at the end of the school day on the table outside the office or you may ask for the homework to be sent home with a sibling or friend.
- **Please do not go to the classroom in the morning and ask for your child's work, as teachers are busy beginning the school day.**

### **Guidelines Regarding Assignments When Absent:**

*The following MCCSC Attendance Guidelines apply:*

1. It is the responsibility of the student to obtain and complete all such make up work.
2. Assignments missed in any given class must be requested on the first school day that class meets following the absence(s).
3. Students absent two or more days will be given one day for each day missed to complete the assigned make up work.
4. Work turned in late due to absences will be accepted but points may be deducted for the tardiness of such work.
5. **The option to make up work missed does not apply for cases of habitual truancy or continued excessive absences of any kind.** If the student has been determined to be a habitual truant, or if the student has excessive absences to the extent that a physician's statement of incapacity is now required, the student may not be allowed to make up the work that was missed.
6. These guidelines do not apply to work done in advance of a prearranged absence.

### **FAMILY ACCESS**

This service allows you to view your child's attendance, grades (where available), food service balance and payments, immunization record, standard address, phone number and other demographic information.

To use this service you will need to obtain a User ID and password. Please come to the school office to complete the paperwork.

### **WEBSITES**

Please go to [www.mccsc.edu](http://www.mccsc.edu) for school delays, school cancellations, bus information, events, calendars, and much more. You may also go to [www.childs.mccsc.edu](http://www.childs.mccsc.edu) for updates of current happenings, events, lunch menus, and fun things at Childs.

### **CHIPTO**

Sign up to receive weekly e-mails on current events. To sign up please go to <http://maillist.mccsc.edu/mailman/listinfo/chipto>.

## HEALTH INFORMATION

### Immunization Records:

The Indiana State Health Department has made it mandatory that your child has adequate certification of immunizations on file in our school records. Please keep your shot record up-to-date and notify our school nurse of any changes. Unless children are immunized properly, they are to be excluded from school.

### Use of Medications:

#### *Medications in School*

1. **Parent/guardian will assume responsibility for delivering medications to and from school.**
  - a. Medication(s) should be delivered to the school health office.
  - b. Only medications received in their original bottles or containers with attached labels will be accepted.
  - c. All medications, whether prescription or non-prescription must be clearly labeled as follows:
    1. the name of the child;
    2. the clock time of administration;
    3. the name of the medication, including quantity per dose;
    4. the name of the prescribing physician(s), as copied onto the label by the pharmacist if the medication is prescription.
  - d. Not more than a week's supply of such medication should be delivered.
  - e. The school nurse or other designated employee will check the medication and arrange for safe keeping.
2. A written authorization from the parent/guardian will be on file in the school health office before any prescription or non-prescription medication will be administered. The written authorization may be withdrawn by the parent/guardian at any time and shall be kept on file for no longer than one year.

### Students Returning After Illness:

**Students who have been ill or have missed school due to illness should be fever-free for twenty-four hours before returning.**

### A NOTE FROM THE NURSE

Good school attendance is important and we expect your child to be in school when he/she is physically able to attend. However, we do not have the sickroom facilities or the personnel to take care of children who are sick and who should not be in attendance. Therefore, we ask your cooperation to please keep your child at home when he/she does not feel well.

Listed below are some guidelines to use when deciding if your child should stay home. In the best interest of your child's well being and that of other students please follow these general guidelines throughout the school year. If you have any questions, call your child's school health office.

#### CHILDREN SHOULD *NOT* COME TO SCHOOL WITH ANY OF THE PROBLEMS LISTED BELOW:

1. Fever: higher than 100 orally. Student may return to school when temperature has been normal for 24 hours.
2. Any inflammatory eye condition with mucous discharge – especially redness of eyes associated with any mucous discharge, swelling, or eyes that are stuck shut in the morning.
3. Any rash with open sores or blisters – unless child has note from the doctor stating rash is not contagious.
4. Coughs associated with fever (or profuse runny nose).
5. Sore throat in presence of elevated temperature.
6. Vomiting.
7. Diarrhea with fever.
8. Open sores that have crusty appearance.
9. If your child has chicken pox, he/she may return to school when all lesions are crusted over and dry.
10. If your child has live head lice, contact your school nurse. After shampooing your child's hair with medicated shampoo and removing the eggs from the hair, students need to be seen by the nurse before returning to school. **Your child may return to school after treatment if he/she has been checked by the nurse.** Your child may not ride the bus until cleared by the health aide or nurse.

## **SAFETY TIPS FOR YOUR CHILD**

As children enter school they start on a long road of going through many changes. One important factor in their lives is that of making and having friends. Not only do friends become vitally important, but very soon they want to spend time with their friends outside of school. This means children start visiting the homes of friends and classmates. While this is a normal, natural developmental stage, it does mean that you should take some precautions to make sure your child is safe. Here are several tips to help keep your child safe:

1. Get to know the parents of the other children that your child wants to visit before allowing your child to visit in their home.
2. Call the parents of the other family to confirm any possible play dates rather than depending on your child to have correct/reliable information.
3. If possible set up a joint first play date with both sets of parents there. Watch the interactions.
4. Talk as candidly as possible with your child about appropriate and inappropriate adult behavior.
5. Make use of all available information including such things as checking the internet (<http://www.indianasheriffs.org/default.asp>) to make sure you are not sending your child into the home of a convicted sex offender.
6. Follow your parenting instincts. If something just doesn't feel right to you, it may not be right or safe for your child.

## **BICYCLE POLICY – HELMETS MUST BE WORN**

A bicycle rack is provided on the school grounds for children who ride bikes to school. Bicycles must remain parked during school hours. Children riding bicycles to school must walk the bikes on sidewalks through pedestrians. It is a city ordinance that helmets must be worn when riding bicycles. A child may be denied bike privileges for failure to observe safety rules. Use of skateboards, roller skates, or roller blades on school property is prohibited.

## **TRANSPORTATION TO AND FROM SCHOOL**

Students are encouraged to ride busses or walk to and from school. Please try to avoid car transportation as the parking lot is extremely congested at arrival and dismissal. If it is necessary to occasionally transport a student by car, please follow the traffic pattern designated for the parking lot. **Students must have a written note from the parent to go home with another child after school.**

## **SCHOOL TRAFFIC PLAN**

Parents who wish to bring or pick up their children must abide by the school traffic plan. Cars should enter the school grounds and proceed down the hill on the south side. Please do not drop off or pick up your children in front of the school building between 8:40 – 9:00 and 2:50 – 3:25.

Cars should enter the school grounds via the right lane of the south entrance (1) to the parking area. They should proceed down the right side of the driveway (2), around the back of the parking lot (3) and back up the left side of the driveway (4). They should proceed to the side entrance beside the music room (5) where they should drop off or pick up students from the sidewalk side only. Students may enter or leave cars anywhere along the sidewalk area, but should not enter or exit cars while those cars are in area 2 or 3. Cars should exit the parking lot from the left side of the south entrance (6). As cars exit, waiting cars should pull forward if possible. **Parents anticipating a wait for their child should park in area (7) or (8) to avoid congesting traffic.**

**PLEASE DO NOT PARK ALONG THE CURB AREA (4 AND 5) OR IN THE BUS ZONE.**

## PROCEDURES FOR WALKERS/CAR RIDERS

### Walkers

Due to safety concerns, we are changing dismissal procedures for walkers. Walkers will be dismissed at the first bell to allow these children to safely leave school property before cars and busses exit our parking areas.

Please note the following:

	<b>Exit Door</b>	<b>Parent Waiting Areas</b>
<b>Students Walking North on High Street or Crossing at Crosswalk by Rock Creek</b>	<b>Front Door by K-1 Rooms</b>	<b>Bike Rack</b>
<b>Students Walking South on High or Crossing at Crosswalk in Front of School</b>	<b>Gym Door</b>	<b>Picnic Table Area Outside Gym Door</b>

Walkers should not exit through doors facing the parking area south of the school. These doors are for car riders.

Walkers and car riders should stay on the sidewalk areas and not play in the grassy areas due to safety issues. **In addition, walker and car riders should leave the area in a timely fashion so that we easily determine the students who need assistance when parents are delayed.** We want all our children to be safe in this congested area.

If you walk your child to and from school and walk your dog as well, please meet your child at dismissal in the grassy area behind the bike rack. Some children are either allergic to dogs or fearful of dogs, so we are trying to accommodate everyone's needs by designating this area for our canine friends. In addition, this will help eliminate congestion as we dismiss car and bus riders.

### Car Riders

If at all possible, allow your child to ride the school bus or walk to and from school if you live in a non-busing area. Our parking area is extremely congested at arrival and dismissal time.

Parents who wish to bring or pick-up their children by car must abide by the school traffic plan. Cars should enter the school grounds and proceed slowly down the hill on the south side. Cars are not allowed in the circle drive at arrival and dismissal times. **Please do not drop-off or pick-up your children in front of the school building between 8:40 – 9:00 and 2:50 – 3:25.**

Drivers should be extremely cautious and courteous when driving on school grounds. Please respect directions given to you by duty teachers and the crossing guards.

## **BUS TRANSPORTATION**

The Monroe County Schools provides students the privilege of bus transportation for students who live within school attendance area. Children are expected to follow these rules while riding the bus.

- Be on time at the bus stop.
- Be careful to protect the private property at the bus stop. Do not trespass.
- Bus drivers have the same disciplinary authority as a classroom teacher. Follow the driver's instructions the first time given.
- Stay in your seat. The driver may assign seats.
- Keep head, hands, arms, and feet inside the bus.
- Profanity, smoking, eating, and/or drinking is not allowed on the bus.
- Always cross in front of the bus when boarding or after exiting.

### **Safety checklist:**

#### **Getting to the bus stop:**

1. Always get to the bus stop at least five minutes before the bus is due to arrive.
2. Running across the road to catch the bus isn't smart.
3. If you have to walk on roads where there are no sidewalks, always walk against traffic. Try to stay off the road as much as possible.
4. When crossing the street to get to the bus, always look left, then look right, then look left again. If there are parked cars blocking your view, go to the nearest corner cross walk.

#### **While you're riding the bus:**

1. When the bus is moving, always stay in your seat. Let the bus driver concentrate on the road. Remember, the bus driver's job is to get you to and from school safely.

#### **Getting off the bus**

1. When you leave the bus, use the handrail.
2. Make sure there is nothing sticking out on you (your clothes, the hood of your coat, key chains, backpack, etc.) that could get caught in the handrail on the bus or the bus door.

Riding a school bus is a privilege, which can be denied at any time for disruptive or unsafe behavior. If students remain seated, talk quietly, keep hands and feet and objects to themselves, and cooperate with the driver, the ride will be more pleasant and safer for all.

Children must have a note signed by their parent if they are to ride a bus other than their regularly assigned bus, or get off at a different stop.

### **Bus Transportation Questions:**

Please go to the MCCSC website ([www.mccsc.edu](http://www.mccsc.edu)) with questions regarding:

- which bus your child will ride.
- where the bus stop is located.
- what are the pick-up/drop-off times.
- or call the transportation department at 330-7719.

## **MCCSC INFORMATION**

### **MCCSC Tobacco Policy:**

In the interest of providing a health-promoting environment for all our children and youth while attending school, and for the benefits of providing a health-promoting environment for all people in our school, it is official policy of the Monroe County Community School Corporation that a tobacco-free environment be established and maintained with all school buildings, facilities, vehicles, and on the school grounds.

### **MCCSC Affirmative Action Policy:**

The Monroe County Community School Corporation is committed to equal opportunity. It is an Equal Opportunity Affirmative Action employer and does not discriminate on the basis of age, race, color, religion, sex, national origin or handicap in any employment opportunity.

No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any education function or student activity. Education services, programs, instruction and facilities will not be denied to anyone in the Monroe County Community School Corporation as a result of age, race, color, religion, sex, national origin or handicapped condition.

For further information, clarification, or complaint, please contact:

Ms. Peggy Chambers  
Director of Personnel  
315 North Drive  
Bloomington, IN 47401  
(812) 330-7700

### **MCCSC Instructional Materials Fees:**

The Instructional Materials Fee includes book rental and other instructional material. Parents will receive a statement and return envelope in the mail. Please do not send instructional fees to our school. Installment payment plans are available.

If a book is lost, misused or damaged beyond reasonable wear, the responsible child must pay for the book. The replacement price of the book is charged. Parents are responsible for providing pens, pencils, paper, and crayons. Classroom teachers will give students a list of necessary supplies at the beginning of the school year.

Applications for financial assistance with instructional fees are available in our school office