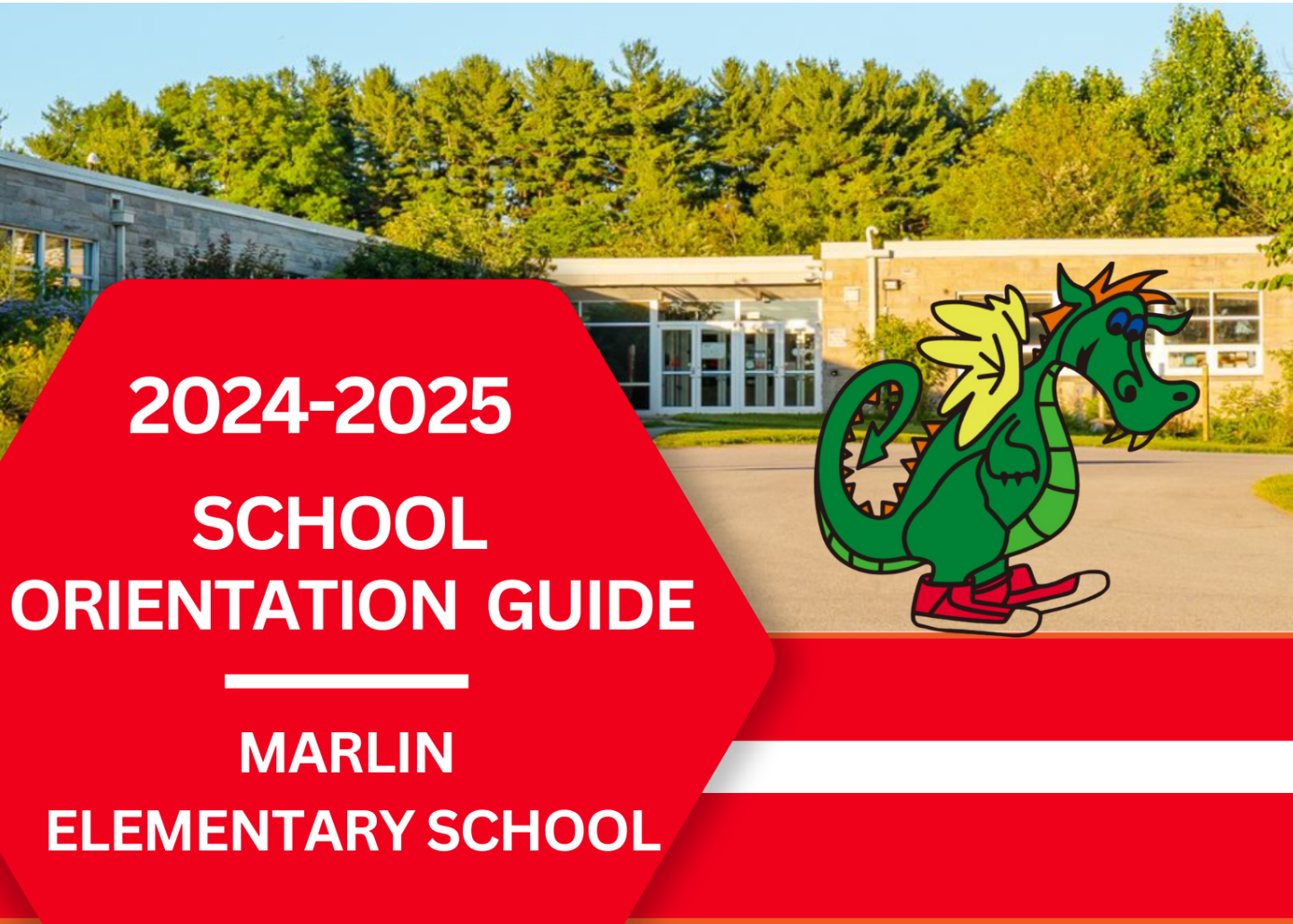




2024-2025 SCHOOL ORIENTATION GUIDE

MARLIN ELEMENTARY SCHOOL

This guide provides specific information about the school building, giving students, families, and staff an overview of the facilities, resources, and important locations within the school.



MONROE COUNTY
COMMUNITY SCHOOL CORPORATION
ENGAGE. EMPOWER. EDUCATE.

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PRINCIPAL'S MESSAGE

Welcome to Marlin Elementary! The staff at Marlin is committed to providing your student with a nurturing learning environment that provides opportunities for each child to reach their fullest potential. We feel that families are an integral part of this process and welcome and encourage your participation at Marlin.

This handbook was designed to provide you with school policies and procedures. Please read through the information and refer to it throughout the school year.

We welcome and encourage family involvement. Please do not hesitate to call or stop by with questions or concerns. I am looking forward to a great school year!

Sincerely,

Mr. Aaron Ritter, Principal



GENERAL INFORMATION

MISSION STATEMENT

The Marlin Elementary faculty and staff are committed to ensuring the best possible learning environment for all students. We believe that authentic learning experiences are possible through family-school partnerships, use of student-centered instructional methods and strategies, and a caring, positive school environment. We recognize the individual academic and social needs of each student and are committed to ensuring all students learn at high levels. We are dedicated to developing the learning skills necessary for life-long success in an ever-changing world.

MARLIN SCHOOL PLEDGE

- The Marlin School Pledge was developed with input from the entire Marlin Elementary School community. The Marlin School Pledge reflects the students' mission and sets high expectations for each student and staff member.
- The school pledge is recited within each classroom after The Pledge of Allegiance during the morning announcements.
- A system of school-wide expectations has been established through our Positive Behavior Supports initiative. Our staff has identified student and adult school-wide expectations for each area of our building. The school-wide expectations are as follows:

I will be **responsible** and **positive**.

I will be **respectful** and **engaged**.

I will show **empathy** for **others**.

Definitions:

- **Responsibility**- Doing your personal best to take care of your school, yourself, and others.
- **Positive**- Being encouraging and supportive to yourself and others.
- **Respectful**- Being friendly and caring to yourself and others.
- **Engaged**- Motivated and thoughtful learners who are participating and contributing in all settings.
- **Empathy**- Connecting to others by putting yourself in someone else's shoes and accepting differences.

GENERAL EXPECTATIONS

- Come to school ready to learn.
- Follow the **Marlin School-Wide Expectations**.
- Know and follow your teacher's expectations.
- Demonstrate respect for the school environment by taking care of the school, personal, and others' property.



SOCIAL EMOTIONAL LEARNING STATEMENT

The MCCSC believes in the importance of social and emotional learning. Through social and emotional lessons delivered within the classroom, all students will explore decision-making, multicultural awareness, healthy relationships, and working through conflict. Students will also practice specific ways to understand, express, and manage their emotions; all within a safe and secure environment.

DESIRED EQUITY EXPERIENCE STATEMENT

We are committed to cultivating a safe, welcoming, nurturing, and supportive environment for every child, caregiver, visitor, community partner, and fellow employee in every school each and every day.

FAMILY ACCESS

The Monroe County Community School Corporation offers an online service, Family Access. This service allows families to view their student's or students' attendance, grades (where available), food service balance, schedule (where available), immunization record, address, phone number, and other demographic information. It is secure and easy to use. To sign up, you can stop by the school office and fill out a Password Authorization Form, show your photo I.D., and then you will receive your user ID and password. You can then log onto www.mccsc.edu and scroll over the FAMILY heading at the top right side of the page and you will click on Family Access at the top, then enter your ID and Password to view your students information.

FAMILY'S RIGHT TO KNOW

Upon a caregivers' request, MCCSC will provide information regarding the professional qualifications of their student's classroom teachers, including whether the student's teacher (a) has met Indiana's qualification and licensing criteria for the teacher's grade levels and subject areas (b) is teaching under emergency or other provisional qualification/licensing status, or (c) has been subject to discipline of the teacher's license, and whether the student is provided services by paraprofessionals and, if so, their qualifications.

Marlin PTO

We greatly appreciate the support provided by parents in our learning community. The Marlin PTO's efforts and involvement are essential to the success of our school. Your support does make a significant difference. Both home and school are working together for the welfare of all students. With the partnership of caregivers and teachers, school will be an interesting, worthwhile and happy place for each child. The Marlin PTO is instrumental in supporting the students and teachers at Marlin. We appreciate and encourage your involvement! Students will be bringing home additional information regarding the Marlin PTO.



STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights will be protected and that they will be treated with fairness and respect. Likewise, students will be expected to respect the rights of their fellow students and the staff. Students will be expected to follow staff members' directions and follow all school rules. Disciplinary procedures are designed to ensure due process (notice and a fair hearing) before a student is disciplined because of their behavior.

Caregivers have the right to know how their student is succeeding in school and will be provided information on a regular basis and as needed when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary the U. S. mail or hand delivery may be used to ensure contact.

Primary caregivers are encouraged to establish constructive communication channels with their student's teachers and support staff and to inform the staff of suggestions or concerns that may help their student better accomplish their educational goals.

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

STUDENT RECORDS (PROTECTION & PRIVACY)

The Family Educational Rights and Privacy Act (FERPA) affords families 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.** Guardians 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 family 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 guardian or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.** Guardians or eligible students who wish to ask the school to amend a record should write to 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 guardians or eligible student, the school will notify the guardians 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 guardians or eligible students 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's 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 caregiver or student serving on an official committee, such as a disciplinary or grievance committee; or a caregiver, 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.

To file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA:

Family Policy Compliance Office

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

STUDENTS EXPERIENCING HOUSING INSECURITY AND/OR DISPLACEMENT

Students experiencing displacement will be provided with a free and appropriate public education in the same manner as other students served by MCCSC. Students experiencing displacement are eligible to receive transportation services, participate in education programs for students with disabilities or emergent English speakers, participate in high-ability programs, and receive meals under MCCSC's nutrition programs. Students experiencing displacement will not be denied enrollment based on lack of proof of residency. For additional information, please contact Becky Rose at the Administration Building (812-330-7700).



SCHOOL DAY SCHEDULE

INSTRUCTIONAL DAY/SCHOOL HOURS

9:30 a.m.-4:15 p.m.

When a delay is called because of circumstances beyond our control, school will start at 11:30 a.m.

EARLY DISMISSAL

No student may leave school before dismissal time without either:

1. a written request signed by the person who has been designated on the current enrollment card;
2. a caregiver coming to the school office to personally request the release

No student will be released to someone other than a custodial caregiver without a permission note signed by the custodial caregiver or other legal authorization.



ENROLLMENT/WITHDRAWAL

ENROLLMENT IN THE SCHOOL

Students are expected to enroll in the attendance area where they have legal residency unless other arrangements have been approved. Students who are new to the school are required to enroll with their families/legal guardians. When enrolling, the caregivers will need to provide the following information:

- Certified or Legal Birth Certificate or Passport
- Current Immunization Record
- Two Proofs of Residency
- If custody is an issue, court documentation

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

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

Students experiencing housing insecurity who meet the federal definition may enroll and will be under the direction of the corporation liaison for children without housing with regard to enrollment procedures.

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

Foreign students and foreign exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

TRANSFER OUT OF MCCSC

If a student plans to transfer from Marlin Elementary, the parent must notify the Principal. Parents are encouraged to contact the school office for specific details. Per MCCSC Policy 5131.



ARRIVAL & DISMISSAL

ARRIVAL PROCEDURES

- Students being dropped off by caregivers will enter the front of the building by the office.
- **Caregivers needing to enter the building should park in the parking lot. Do not leave your car unattended in the drop off area.**
- Students arriving on the bus will be dropped off by the Kindergarten doors.
- Upon entering the building, walk to your classroom or cafeteria for breakfast.
- After you eat breakfast, walk to your classroom.

DISMISSAL PROCEDURES

Caregiver Pick-Up

- Students will walk to the front doors and wait for staff members to release them to their caregivers.
- Caregivers will make two lines of vehicles in the driveway in front of the school.
- **Caregivers needing to enter the building should park in the parking lot. Do not leave your car unattended in the drop off area.**
- Staff members will dismiss one lane of traffic at a time. After the first lane exits the area the second lane will exit. Remaining cars will pull forward and once all vehicles are stopped the students will be released to the cars.

BICYCLE POLICY

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.

EXTENDED DAY

- Walk to the gym or designated area

BUS DISMISSAL

- Students will be dismissed over the intercom when the buses arrive.
- Remain in line and exit through the Kindergarten doors.



HEALTH AND SAFETY

STUDENT WELL-BEING

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

All students must have an emergency medical card completed, signed by a caregiver and filed in the school office.

Students with specific health care needs should submit their needs in writing and with the proper documentation by a physician to the school office.

The Monroe County Community School Corporation believes in the importance of Social and Emotional Learning (SEL). Through social and emotional lessons delivered within the classroom, all students will explore decision-making, multicultural awareness, healthy relationships, and working through conflict. Students also practice specific ways to understand, express, and manage their emotions; all within a safe and secure environment.

VISITORS

Visitors to all school buildings must check in at the main office upon their arrival. All visitors will be required to register in the Visitor Aware management system and to wear a visitor badge while in the building. Please refer to the [MCCSC Policy 9150](#) for more information regarding school visitors

STOPIT

STOPit is a mobile app that empowers any student to anonymously report school safety issues and reach out for help if they or a peer are facing a personal crisis or experiencing situations such as bullying, theft, mental health concerns, violence, sexual harassment, substance abuse or any other student safety concern. This app is available to students 24 hours a day, 7 days a week.

How it works:

The STOPit app has two important features:

- **Report** can be used by students to report incidents to school administrators, SROs and the Director of Safety anonymously. Students can report as much detail as they would like and can even include photos, screenshots and videos. The report is received in real-time, allowing school personnel to quickly respond and begin taking the appropriate action.
- **Get Help** can be used to access local resources such as law enforcement, mental health centers, crisis hotlines and additional resources.

No student information is needed to use STOPit. The only way personally identifiable information will be accessible through STOPit is if a student voluntarily includes it within the content of a report or message. Each



school has a unique code for students to enter to ensure their anonymous report is instantly delivered to the appropriate school administrators and SROs.

Students are the most important first responders of school safety, as they are the eyes and ears of what is happening before, during, and after school. Offering this communication tool will enhance our layers of school safety and better promote a “see something, say something, do something” school culture.



VOLUNTEERS

All MCCSC volunteers must have a current background check on file. This includes caregivers participating in field trips or field day activities, volunteering in the classroom, or attending classroom parties. Volunteers under direct supervision of a classroom teacher will be required to submit to a Limited Criminal History Check.

Volunteers who have direct, ongoing contact with students and not under direct supervision of a classroom teacher will be required to submit and obtain an expanded criminal history record check prior to volunteering.

All volunteers must check in at the main office and wear a visitor badge while in the building. Refer to [Policy 8120](#) for more information about volunteer background checks

INJURY AND ILLNESS

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

A student who becomes ill during the school day should request permission from the teacher to go to the school office. It will be determined by school staff whether the student should remain at school. No student will be released from school without permission by their primary caregiver.

FIRE, TORNADO, AND SAFETY DRILLS

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

Tornado drills will be conducted during the tornado season using the procedures prescribed by the state. The alarm system for tornadoes is different from the alarm system for fires and consists of a school- wide signal or announcement. Safety drills will be conducted once per school year. Teachers will provide specific instruction



on the appropriate procedure to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property or other acts of violence.

EMERGENCY CLOSINGS AND DELAYS

If MCCSC must be closed or the opening delayed because of inclement weather or other conditions, MCCSC will notify the following radio and television stations:

LOCAL RADIO STATIONS		
WTTS 92.3	WGCL 1370	WVNI-FM Spirit 95
WHCC 105.1	WCLS 97.7	WFIU 103.7
LOCAL TELEVISION STATIONS		
WBWB-WTTV Channel 4	WRTV Channel 6	WISH Channel 8
WTHR Channel 13	WXIN-FOX 59	WAVE
Information can also be found on the MCCSC Website www.mccsc.edu		

SAFETY AND SECURITY

1. All visitors must report to the office when they arrive at school.
2. All visitors are given and required to wear a building pass while they are in the school building.
3. Staff is expected to question people in the building whom they do not recognize and who are not wearing a building pass and to question people on school grounds as needed.
4. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
5. All outside doors will remain locked during the school day.
6. Portions of the building that will not be needed after the regular school days are closed off.
7. If a person wishes to confer with a member of the staff they should call for an appointment prior to coming to the school in order to prevent any inconvenience.
8. Students may not bring visitors to school without first obtaining written permission from the building principal.
9. All MCCSC employees are to wear identification badges while in MCCSC schools, offices, or on MCCSC property.
10. MCCSC shall utilize video surveillance and electronic monitoring in order to protect MCCSC property, promote security, and protect health, welfare, and well-being.



IMMUNIZATIONS

The School Board requires that all students be properly immunized against whooping cough, poliomyelitis, measles, diphtheria, rubella (German measles), tetanus, and mumps. Every child who enters kindergarten or grade 1 shall be immunized against hepatitis B, and chicken pox. Every child who enters grades 9 and 12 shall be immunized against hepatitis B. From time to time other communicable diseases may be designated by the State Board of Health. Please refer to [MCCSC Policy 5320](#) for more information regarding the MCCSC Immunization requirements.

USE OF MEDICATIONS

The Corporation Health Services Staff does not engage in diagnosing student illnesses. However, they may administer prescribed medication or treatments during school hours if the student's health would be at risk without it, if the student couldn't attend school without it, or if it's necessary for the student to benefit from their educational program. "Medication" includes prescribed drugs and FDA-approved over-the-counter remedies. "Treatment" encompasses both medication administration and specialized healthcare procedures like catheterization or injections.

Before administering any medication or treatment, the MCCSC Corporation Health Services staff require written authorization from the primary caregiver and a prescription from the child's physician for prescribed drugs. FDA-approved non-prescription treatments require written primary caregiver consent. All medications must be stored securely, and controlled substances are kept in the health office. Violations of medication policies are treated as violations of drug prevention and student conduct policies. Additionally, emergency medications may be stored in the school's health office and administered according to policy, or students may self-administer if authorized. Procedures and treatments may be administered by staff after proper training by a school nurse. Administrative guidelines are established to ensure policy implementation. Please refer to [MCCSC Policy 5330](#) for more information regarding the use of medications.

SELF-ADMINISTERED MEDICATION

A student may possess and self-administer medication for chronic diseases or medical conditions provided the student's caregiver or family member files a written authorization with the principal. The written authorization must be filed annually. A physician's written statement must be included with the caregiver or family member's authorization.

The physician's statement filed annually to include the following information:

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

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



SAFE SCHOOLS

Practicing Procedures: Marlin Elementary School is committed to following State law and MCCSC guidelines for emergency situations that can occur in a school setting. Emergencies can include natural disasters; such as, fires, tornadoes, and earthquakes, or person-initiated emergencies; such as bomb threats, student unrest, hostage situations, etc. The school recognizes the importance of having emergency procedures in place should a crisis occur. Marlin Elementary School faculty, staff, and students set aside time to practice all emergency drills and procedures connected to Safe Schools by the month and semester as required by law and/or policy.

Building Security: All arrival doors are supervised by staff members while unlocked. Tardy students must use the front entrance after 9:30am and sign-in at the office. All visitors must use the buzzer to request entry and state the reason for the visit. Administrative Assistants supervising the front entry have the right to deny access to unexpected and unfamiliar visitors. Visitors can be asked to show a driver's license at the point of entry/buzzer.

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS

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

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

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

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS

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

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

Any removal will be limited to the contagious period as specified in MCCSC Administrative Guidelines.



INDIVIDUALS WITH DISABILITIES ACT (IDEA) AMERICANS WITH DISABILITIES ACT (ADA)

Section 504

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

The law defines person with a disability as anyone who:

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

MCCSC has specific responsibilities under this law, which include identifying, reviewing, and if the child is determined to be eligible, affording access to appropriate educational accommodations.



ATTENDANCE

SCHOOL ATTENDANCE

Good school attendance is important, and we expect your child to be in school when they are physically able to attend. However, we do not have the facilities or the personnel to care for children who are sick and who should not be in attendance. Therefore, we ask your cooperation to please keep your student out of school when they do not feel well.

Please refer to [MCCSC policy 5200](#) for more detailed attendance guideline information.

REPORTING ABSENCES

- Absences must be reported to the school office by 10:00 a.m. on the day of the absence. Primary caregivers should call the school attendance line, 330-7750, 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.
- If your student 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.
- An attempt will be made to contact caregivers of students absent from school with no notification from the primary caregiver. This is to ensure the safety of all students.
- If your student 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 families' 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)

Releasing Students during the School Day:

- In the morning, caregivers should send a note to the classroom teacher to inform them that the child will be leaving during the day. If your child is leaving and not returning, please indicate this in your note.
- Families should check in at the office and office personnel will contact the child via the intercom. Family members should not go directly to the classroom in an effort to avoid disruptions to instruction.
- A student will not be released to anyone other than the primary caregiver unless the family has



made prior arrangements.

- 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.

Marlin Elementary School students have a variety of health needs, including food allergies. For the health and safety of the general student population at Marlin Elementary School, families do not meet their students for lunch at school. If, for some reason, it is imperative for the family to have lunch with their child, alternative plans may be scheduled with the building principal.



FOOD SERVICES

Good nutrition and learning go hand in hand. MCCSC participates in the National School Breakfast and Lunch Programs as well as the Federal Summer Feeding Program. These programs strive to ensure that all children regardless of economic status, cultural diversity or special needs have access to healthy meals to promote learning readiness. In addition our priorities include:

- Providing healthy choices
- Complying with federal program regulations
- Ensuring that quality products are purchased per specifications
- Operating under fiscally sound principles
- Offering reasonable prices
- Meeting or exceeding food safety standards

To be consistent with the school wellness policy, MCCSC requests family support and encourages healthy sack lunches. Please do not send pop (carbonated sodas) with sack lunches and further encourages the avoidance of high sodium prepackaged meals.

MEAL PRICES 2024-2025 PRICE CHANGES

	2024 -2025 Price
Student Breakfast	\$1.80
Elementary Lunch	\$3.20
After School Snack	\$1.50
Pre-School Snack	\$1.50
Adult Breakfast	\$2.75
Adult Lunch	\$4.75

Meal payments are accepted by credit card 24/7 via our online meal payment portal. Payments by cash or check are accepted at all schools and the food service administration office. Please include the student's name(s) and ID number(s) on the check; and if splitting among multiple students, the amount to post to each account. Families are notified by school messenger when meal account balances fall below \$10.00.

Free and Reduced Price Meals are available to families who believe they may qualify. Applications are available at the school office, the food service administration office and on the food service web page. Applications must be submitted every year, even if a family was approved the year prior. There is no automatic roll-over.



USE OF CELLULAR TELEPHONES AND WIRELESS COMMUNICATION DEVICES

In accordance with Indiana Senate Enrolled Act No. 185, the Monroe County Community School Corporation prohibits the use of wireless communication devices (WCDs) during instructional time. This includes cell phones, tablets, laptops, and other portable devices capable of voice, messaging, or data communication, except when specifically permitted by a teacher for educational purposes, during emergencies, for managing a student's health care, or as outlined in an IEP, ILP, or Section 504 Plan. Devices must be turned off and stored out of sight during instructional time and may not be used in any manner that disrupts the educational environment or violates privacy and security standards. Students that have their phones out during school hours may have their phone collected for a guardian to pick up in the main office.

Some circumstances arise in which families request their child have a cell phone for various situations such as before and after school routines. It is the expectation that students keep the cell phone turned off and in their backpack during school hours. This includes walking to and from the bus/car line each day. Students may use their devices before or after school if approved in advance by the building principal, and on school buses at the discretion of the driver. Any violation of this policy may result in disciplinary action and/or confiscation of the device. For more details, please refer to [Policy 5136](#).

STUDENT LEARNING DEVICES AGREEMENT

The Corporation is pleased to offer students the opportunity to access and utilize the vast range of applications available through the use of the Corporation-issued Learning device or Apple iPad, henceforth to be called learning device. To maintain the utmost responsible use of this equipment, all students must abide by the following guidelines set by the Corporation and must sign and return this form to their school before being issued a learning device. The learning device and carrying case issued to you are the property of the Corporation. This learning device is on loan to the student, and must be used in accordance with the following Policies and Procedures, the Corporation's Responsible Use Policy and any applicable laws. Use of this learning device, as well as access to the learning device network, the Internet and email are a privilege and not a right. These learning devices are provided for educational purposes only, and are intended to support the learning objectives of the Corporation.

Please refer to [MCCSC Board Policy 5221.01](#) for more detailed information about the student learning device and agreement guidelines.

TELEPHONE USAGE

Students are allowed to use the school telephones for instructional or emergency purposes only. Social plans must be made outside of school so that caregivers can be involved.



ACADEMICS

SCHEDULING AND ASSIGNMENT

The Principal will assign each student to the appropriate classroom and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the Principal.

HOMEWORK GUIDELINES

Homework helps students practice specific academic skills. Homework helps children learn how to plan and organize tasks, manage time, make choices, and problem solve; all skills that contribute to effective functioning in the adult world of work and families. Teachers will review homework information with families throughout the school year. Please feel free to contact the teacher if you have any questions or concerns.

Caregiver Strategies:

- Check the homework folder and/or assignment book daily. Review all the assignments with your students and talk about how long they will take to complete.
- Provide a quiet place to study and help your student have study resources needed.
- Establish a daily homework routine that will work according to your student's weekly schedules (taking into consideration after school activities and family time). Some children may need a break right after school to get some exercise and have a snack. Others need to start homework while they are still in school mode. Avoid doing homework too late. The later it gets, the more tired the child becomes.
- Inquire about what your student is learning. Communicate with the teacher.
- Encourage and support. Be available for questions, but remember that homework is the child's, not the caregivers', responsibility.

Students:

- Be prepared for class with completed assignments and materials.
- Ask your teacher questions when you don't understand.
- Manage your time wisely. When time is provided during the school day, take advantage of it to complete the work.
- Plan for a regular after-school routine to complete homework.

SPECIAL EDUCATION

Students are entitled to a free appropriate public education in the "least restrictive environment". MCCSC 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. Familial involvement in this procedure is required. More importantly, MCCSC encourages the caregivers to be active participants. To inquire about the procedure please contact your school Principal.

Students with disabilities or a medical diagnosis who do not qualify for special education may be served within



the regular education program with a Section 504 accommodation plan developed through an interactive dialogue between Marlin Elementary, the student, and the student's caregivers. Families who believe their child may have a disability that interferes substantially with the student's ability to function properly in school should contact the building principal.

FIELD TRIPS

Educational field trips are seen as an integral part of the school's instructional program, supplementing and providing enrichment for the learning activities which take place in the regular classroom. **Primary caregivers need to sign a special permission form for students to participate in educational field trips that occur during school hours within the county at the beginning of the year. This form is also included in the online registration information.**

The teacher or sponsor will notify caregivers of the details of the trip and provide the principal with a list of students and adults who will be participating. To participate in a school event, the staff in charge of the event must take the Emergency Medical Authorization form for those students. This includes, but is not limited to, students involved in music trips, athletic trips, field trips, and academic contests. This does not include student spectators at events. Families will need to sign a separate form for out of county field trips. Families who do not wish for their child to participate in one of these field trips should notify the building principal in writing in advance of the scheduled trip.

REPORT CARDS

Report cards are sent with children the week following the end of the 9th, 18th, and 27th weeks of school. The final report card will be mailed or sent with students on the last day of school. Please maintain close contact with your child's teacher throughout the school year.

PROMOTION, PLACEMENT, AND RETENTION

The School Board recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the School Board that each student is moved forward in a continuous pattern of achievement and growth that is in harmony with the student's own development. Such a pattern should coincide with the system of grade levels established by this School Board and the instructional objectives established for each.

A student will be promoted to the succeeding grade level under any of the following conditions:

- A. completed the course requirements at the presently assigned grade;
- B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- C. demonstrated sufficient proficiency to permit them to move ahead in the educational program of the next grade;
- D. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade;



A student enrolled in special education shall be promoted or retained based on the opinion of the Case Conference and the student's I.E.P.

No student who has successfully completed a grade shall be retained or allowed to repeat a grade in order to improve his/her ability or lengthen his/her eligibility to participate in extracurricular athletic programs.

Following sound principles of child guidance, the School Board discourages the skipping of grades.

The School Board will comply with the requirements of the Indiana Department of Education regarding the consequences for students in grade three who fail to pass the Indiana Reading Evaluation and Determination Assessment (IREAD). Accordingly, a student who does not pass the IREAD assessment either during the assessment period in the school year or during the summer assessment window, in the following school year, will continue to receive instruction in grade three reading and **will take the IREAD assessment the following year unless the child qualifies for a good cause exemption.**

Good cause exemptions that may be considered are:

- A. a student who has been previously retained two times prior to the fourth grade;
- B. a student with disabilities whose case conference committee has determined that promotion is appropriate;
- C. an English learner student whose Individual Learning Plan (ILP) Committee has determined that promotion is inappropriate;

The Superintendent shall develop administrative guidelines for promotion, placement, and retention of students which:

- A. require the recommendation of the professional staff for any promotion, placement, or retention;
- B. require that families are informed in advance of the possibility of retention of a student at a grade level;
- C. assure that reasonable efforts be made to remediate the student's difficulties before s/he is retained;
- D. assign to the building principal the final responsibility for determining the promotion, placement, or
- E. retention of each student.

MARLIN ELEMENTARY SCHOOL LIBRARY

Welcome to the Marlin Elementary School Library. We have resources designed to satisfy one's curiosity and others that will further stimulate inquiring minds! Our goal is to help develop enthusiastic readers and inquiring learners who have the tools and knowledge to inform themselves throughout their lives.

Library curriculum. All classes visit the library. Students are provided with checkout, readers' advisement, research, and lessons. Lessons begin with the pleasure of story and advance with developing a critical eye to literature, considering the choices made by authors and illustrators and the messages found within.



Research skills and inquiry are common instruction. We consider how to gather information, how to evaluate and interpret it, and how to construct new meaning from it, thus generating our own new ideas. We examine how libraries are organized and how to find materials using the online catalog.

What families can do:

- Please reinforce the care of books outside of school. We keep books in a safe place, take care when turning the pages, etc.
- Mark your child's library day on the calendar so that books will be returned, and your child may borrow new ones.
- Read together in the evening. Reading aloud with adults or alongside adults who are reading to themselves has a profound impact on making a child a reader for life.

SUPPORTS FOR STUDENTS WITH DISABILITIES

In compliance with state and federal law, MCCSC will provide to each protected student with a disability without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities.

In order to qualify as a protected student with a disability, the student must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for "protected students with disabilities" are distinct from those applicable to eligible students enrolled (or seeking enrollment) in special education programs. See school board policy 2260.01 for additional details and procedures. For further information on the evaluation procedures and provision of services to protected students with disabilities, contact your school Principal.

SCHOOL BUS TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

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

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



8. Students must ride the bus for which they are routed.

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. If you have to cross a road to board the bus, wait for the bus driver to motion for you to cross.
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 crosswalk.

While you're riding the bus:

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:

When you leave the bus, use the handrail.

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.

BUS TRANSPORTATION QUESTIONS:

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

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

PENALTIES FOR INFRACTIONS

A student who becomes a behavior problem on the school bus shall be disciplined in accordance with the Student discipline code and may be deprived of the privilege of riding the school bus.



SCHOOL-WIDE EXPECTATIONS

								
Expectations	All Settings	Hallways	Playgrounds	Cafeteria	Bathrooms	Assembly	Arrival	Dismissal
Be Responsible and Positive	- Be on task. - Give your best effort. - Be prepared.	- Walk in a straight line at all times. - Pay attention to the movement of the line. - Keep hands and feet off the wall.	- Use equipment appropriately. - Line up quickly when you hear the whistle. - Stay within the boundaries.	- Use hand sanitizer before eating lunch. - Sit and visit quietly using Voice Level 2. - Talk to others seated at your table.	- Walk into the bathroom. - Use the facilities; be sure to flush the toilet and turn off the water.	- Follow adult directions. - Sit quietly without talking.	- Walk into the school. - Stay on the sidewalk. - Walk to the classroom; ask permission to go to the cafeteria if eating breakfast.	- Walk in the hall and out to the doors. - Stay on the sidewalk. - Ask an adult for help if needed.
Be Respectful and Engaged	Help and share with others.	- Follow adult directions. - Face forward when line is moving. - Stand on a Dragon paw for distancing.	- Follow adult directions. - Share equipment. - Use appropriate language.	- Raise your hand if you need something. - Get condiments and say "please" and "thank you." - Wait for adults to dismiss your table.	- Wash hands and throw away trash. - Use the rules of 2: two pumps of soap; two paper towels. - Walk out of the bathroom.	- Listen and watch the speaker. - Use appropriate applause.	- Follow adult directions. - Arrive on time and with materials.	- Follow adult directions. - Use appropriate language.
Show Empathy to Others	Keep your hands and feet to yourself.	- Use Voice Level 0 or 1. - Keep your hands and feet to yourself.	- Include everyone in games. - Keep your hands and feet to yourself.	- Say "please" and "thank you" to show good manners to the lunch staff. - Keep your hands and feet to yourself.	- Keep the bathroom clean for others. - Use Voice Level 0 or 1. - Keep your hands and feet to yourself.	- Sit flat on the floor. - Keep your hands and feet to yourself.	Keep your hands and feet to yourself.	Keep your hands and feet to yourself.



Home of the Dragons



STUDENT RIGHTS OF EXPRESSION

MCCSC recognizes students' right to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material, buttons, badges, or other insignia, and the like. All items must meet school guidelines.

A. A material cannot be displayed or distributed if it:

- is obscene to minors, libelous, indecent, or vulgar,
- advertises any product or service not permitted to minors by law,
- intends to be insulting or harassing,
- intends to incite fighting,
- or presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

B. Materials may not be displayed or distributed during passing times between classes. Permission may be granted for display or distribution during lunch periods and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.



STUDENT DRESS

Marlin Elementary has expectations of how students should come dressed for school. Students are expected to manage their appearance in a proper, modest, and responsible manner. The dress code is monitored by all staff members and final decisions regarding appropriateness will be made by the school principal. On designated days, students are permitted to wear hats, hoodies, etc. provided they do not interfere with the learning opportunities taking place in the classroom. During the school day, the wearing of sunglasses during classroom instruction is prohibited. Any clothing items or accessories that refer to drugs, alcohol, tobacco, sexual innuendo, hate, racism, violence, profanity, gangs, or obscenity are forbidden. Also, clothing and/or accessories that present a clear and present likelihood to cause a material and substantial disruption of school or school activities is prohibited. Our goal with enforcing the dress code is never to humiliate or upset a student, and it will be handled in private, with care.

EXPECTATIONS FOR STUDENT DRESS APPLY TO ALL SCHOOL-RELATED FUNCTIONS.

RESTROOM PROCEDURES

- Walk into the restroom.
- Use the facilities and flush.
- Wash hands.
- Throw away trash.
- Walk out of the restroom.

HALLWAY PROCEDURES

- Face forward when line is moving.
- Pay attention to the movement of the line.
- Follow adult directions.
- Keep your hands and feet to yourself.
- Use voice level 1.

CAFETERIA PROCEDURES

- Walk through the door to the right.
- Wait patiently in line or walk directly to the table.
- Say “please” and “thank you” to show manners.
- Use voice level 2.
- Sit in correct location.
- Raise your hand if you need assistance.
- Wait for adults to dismiss your table.
- Clean your area.
- Walk to return trays and lunch boxes.
- Walk to recess.



PLAYGROUND PROCEDURES

We have outdoor recess, weather permitting, throughout the school year. Children will be expected to participate in the outdoor recesses. Outdoor recess provides an opportunity for physical exercise, socialization, and a mental break from academic tasks. **Students MUST dress appropriately for the weather. This would include hats, coats, gloves, and/or boots as needed to protect children from the elements.** If any of these mentioned items are unavailable to your family, please contact the school office. In extremely cold weather or during rain or snow, recesses will be conducted indoors. In the event of serious illness, when a physician advises the child against outdoor play, you should send a note of explanation from the physician, along with the anticipated time your child should stay inside.

INSIDE RECESS PROCEDURES

- Remember when to walk.
- Choose your activity and your spot.
- Agree on game rules before you start to play.
- Remember Voice Level 2 – inside talking voices
- Share with each other.
- Think of ways to include everyone.
- Quickly work out disagreements.
- Clean up your activity and area. Help each other to get the room back in order.
- Return to your seat.

LOST AND FOUND

Please clearly label your child's belongings with a permanent marker so they can be returned. Lost and Found is located in the cafeteria. Each year a multitude of student lunch boxes, book bags, sweatshirts, and coats are delivered to the Lost and Found. If not claimed, lost and found items will be donated to social service agencies at the end of each semester and during Spring Break. Valuable items and money are turned in at the office. If, after one week, the found item is not claimed, the finder may request to have it returned to her/him.

HOMEWORK POLICY

Homework should be minimal and with a specific purpose. When assigned, homework should consist of about 20 minutes through grade 2 and about 40 minutes for intermediate students. If difficulty is noted with the assignment(s) or time, please let the teacher know. Teachers will also monitor for concerns and communicate with caregivers accordingly.



SCHOOL ACCESS

To keep our building secure, students and families may only enter through the main entrance. Our office staff will buzz you into the office. All doors are locked, and will remain locked, throughout the school day. Students enrolled in the Extended Day Program may enter the building at 7:00 a.m. by the cafeteria. Parents will use the buzzer to notify staff they need to be let into the building. All other students may enter the building at 9:15 a.m.

- Students who are tardy, parents, and other visitors must check in at the office.
- Parents and other visitors must wear a visitor's pass which may be obtained in the school office.

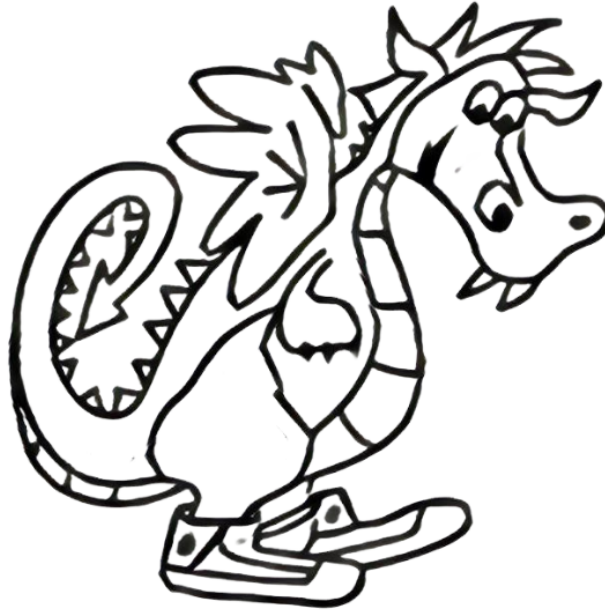
TELEPHONE USAGE

The telephones in school are for school business only. Students will not use the telephones 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.

- Student calls are limited to emergencies only.
- Do not leave messages for students on classroom phones.
- Situations regarding transportation, visiting friends, athletic activities, medical and dental appointments should be arranged prior to students coming to school.
- **For the safety of our students, transportation changes cannot be made over the phone since it is impossible to verify the identity of a caller. If a change must be made, a person who is authorized to pick up your child must sign them out at the school office.**

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. Caregivers have the opportunity to opt-out of this as part of the registration process.



I will be responsible and positive.

I will be respectful and engaged.

I will show empathy for others.

Go Dragons!!!