# *York Elementary School*
# *Student/Parent Policy/Procedures*
# *2026-2027*

## MISSION STATEMENT

The mission of York Elementary is to provide all students with educational opportunities that develop positive character and appropriate academic skills.

## VISION STATEMENT

York students persevere through challenges, learn with purpose, and demonstrate compassion in order to positively contribute to their community.

## YORK ELEMENTARY SCHOOL

13549 SR 120
Bristol, IN 46507
Principal: Joe Kominowski
(574) 825-5312 Phone
(574) 825-0146 Fax
www.mcsin-k12.org

Dear Families and Students,

I am excited to welcome you to a new year at York Elementary School where there are no passengers on this journey of learning. We are all CREW members working together to achieve our goals.

At York, our staff challenges students to think critically and take active roles in their classrooms and communities, resulting in higher achievement and greater engagement in school. Our greatest goal is to provide a quality educational experience for students in a safe and orderly environment. High expectations of student performance and behavior are important to be successful. Students are expected to attend school daily, exhibit appropriate behavior, display a cooperative attitude, and complete their academic work.

We believe the educational process is a shared responsibility between home and school. We will provide students with a safe, respectful school environment and in turn, we ask for your support and involvement. We have provided this Student Handbook filled with guidelines and information that are important for students' success. This handbook will also provide a valuable source of information for families and students. Please read it carefully, and save it to refer to later in the year. If you have questions, please contact the school.

Thank you for helping us make York the best place for children to learn and grow!

Your partner in education,

Joe Kominowski
Principal

**MIDDLEBURY SCHOOL BOARD MEMBERS**
Kate Hummel
Gregg Eash
Caleb Mast
Cindy Nisely
Don Anderson

**MIDDLEBURY COMMUNITY SCHOOLS INFORMATION**
Middlebury Community Schools Administration Office
56853 Northridge Drive
Middlebury, IN 46540
Phone: (574) 825-9425

| | |
|---|---|
| Dr. Jayson Snyder | Superintendent |
| Dr. Josh Yoder | Assistant Superintendent |
| Lisa Stutsman | Business Manager |
| Dana Clark | Director of Human Resources |
| Jeff Palmer | Director of Buildings & Grounds |
| Kari Dyer | Director of Elementary Education |
| Randy Williams | Director of Secondary Education and Student Services |
| Jeremy Miller | Director of Technology and Communications |
| Gary Moses | Director of Transportation |
| Sarah Hickle | Director of Elkhart County Special Education Cooperative |

For any questions regarding other school personnel, use our corporation website:
www.mcsin-k12.org

**MISSION OF MIDDLEBURY COMMUNITY SCHOOLS**
Public schools exist to transmit the culture and intellectual heritage of their society, and to equip the young for effective citizenship and economic competency. They were created by society through the governmental process. Thus, they are subject to the political process at the local, State, and national levels.
In keeping with this philosophy, the Board adopted the following mission statement:

*"Inspiring Students to Shape the World."*

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

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

# Table of Contents


YES Mission Statement……1
Parent Letter..……2
School Board and Administration.……3
MCS Mission Statement……3
Table of Contents……4-5
Office Hours……...5
Staff Contact Information……..6
Calendar of Events……7
PTO……8
Time Schedules……8-9
General School Policies……...9
Emergency Information……...9
Safe Building……...9
Sign-out procedures……9
Visitors/Volunteers……10
Parent/Classroom Helpers……10
Parent Newsletters and Announcements……10
Birthday Program……...10
Classroom Parties……...10
Field Trip Parent Volunteers……..10-11
2 Hour Delay Information……...11
Bus Changes & Transportation Information……11
Sitter Changes……..11
Boys and Girls Club & Kids Care……..11-12
Drop off & Pick up Procedures……12
Bus Rules……12-13
School Closing Information……13
Attendance Expectations……13-15
School Fees ……16
Cafeteria……16-17
Lunch Program Information……...16
Guest Eating Policy……16
Code of Conduct……18
Middlebury Community Schools……18
Discipline……18
Behavioral Expectations……18
Behavioral Consequences ……..18-19
Chronic/Severe Misbehaviors……..19

Discipline Threats……19
Bully ……..19-20
Selling & Trading by Students…….20
Electronics, Cell Phones, & Toys…….20
Fundraiser/Spirit Wear Online Shop……21
Curriculum & Instruction…….21
Grading and Report Cards……21
School records……..21
Standardized Testing……..…….21
Explore…….22
Health and Wellness…….22
Dress and Grooming…….21
Cold Weather Notes……..22
Nurse Clinic Information…….23
Accidents while at School……23
Head Lice……23-24
Immunizations Policy……..24
Doctor's Notes…….24
Speech and Language……..24
Special Education Services……..24
Psychoeducational Evaluations……24
Physical Education……..24-25
Student Accident Insurance……..25
School Board Policies……..25
Federal Education Rights & Privacy Act…….26
Protection of Pupil Rights Amendment……...26
Equal Education Opportunity……...26
Special Education……26-27
Americans with Disabilities Act……..27
MCS Network User Agreement…….28-32

## YES OFFICE HOURS

***7:00 am to 3:30 pm***

| **Position** | **Name** |
|---|---|
| Principal | Kominowski, Joseph |
| Secretary | Miller, Joy |
| Nurse | Lamkin, Abbi |
| Kindergarten | Aguirre, Carla |
| Kindergarten | Craw, Jennifer |
| Kindergarten | Sheridan, Nicole |
| 1st Grade | Davies, Richelle |
| 1st Grade | Morrett, Madison |
| 1st Grade | Scott, Lori |
| 2nd Grade | Bromley, Monica |
| 2nd Grade | Mathews, Amy |
| 3rd Grade | Nannet, Brianna |
| 3rd Grade | Puckett, Emilee |
| 3rd Grade | Ritchie, Stephanie |
| Special Education Teacher | Reagan, Megan |
| ESL Teacher | Shobei, Daniela |
| Counselor | Hamood, Courtney |
| Speech Teacher | Rasler, Valory |
| Art | Stout, Phillip |
| Music | Loar, Rick |
| PE | Pickard, Lori |
| Title 1 Teacher | Beachy, Monica |
| Title 1 Teacher | Eash, Sarah |
| Instructional Coach | Diller, Amber |
| Head Start Teacher | Bedsaul, Krystal |
| Media Assistant | Salisbury, Rachel |
| Building Manager | Miller, Angel |
| Cafeteria Manager | Ryall, Darcy |
| Building Assistant | Kalb, Katie |
| Building Assistant | McClane, Alissa |
| Building Assistant | White, Amy |
| Sped Assistant | Lewallen, Delanie |
| Instructional Assistant | Franks, Rachel |
| Instructional Assistant | Lehman, Elmina |
| Special Education Assistant | Borowski, Sara |
| Special Education Assistant | Lackey, DeEtta |
| Special Education Assistant | Miller, Mariah |
| Special Education Assistant | Lewallen, Delanie |
| Noontime Assistant | Howe, Lexi |
| Night Custodian | Russell, Ruthie |
| Night Custodian | Bontrager, Charlotte |

# 2026-2027 CALENDAR OF EVENTS

| | |
|---|---|
| August 5 | Kindergarten Meet & Greet 12:00- 6:00 pm<br>Grades 1st-3rd Drive-Thru Packet Pick-Up 12:00- 6:00 pm |
| August 11 | Back to School Night 4:30-5:30 |
| August 13 | First Day of School Note: Late Start Day |
| September 7 | Labor Day – No School |
| September 9 | Fall Picture Day |
| September 25 | Title 1 Meeting 4:15- 4:45 |
| September 25 | Mustang Night 4:30-6:30 |
| October 13 | End of First Grading Period |
| October 19-21 | PTO Book Fair |
| October 19 and 20 | Parent Teacher Conferences 3pm-7:30pm |
| October 22-26 | No School - Fall Break |
| October 28 | Picture Retakes |
| November 24 | Grandparents Day |
| November 25-27 | Thanksgiving Vacation – No School |
| December 8 | 2nd Grade Music Program |
| December 17-18 | Class Parties (varies by classroom) |
| December 18 | End of Second Grading Period |
| Dec. 21-Jan 4 | Christmas Break – Schools Closed |
| January 4 | Teacher Records Day– No School |
| January 18 | Martin Luther King, Jr. Day- No School |
| February 6 | PTO Auction |
| February 13 | Valentine's Day Parties |
| February 15 | President's Day – No School |
| February 25 | Family Literacy Night 6:00-7:00 pm |
| March 1-12 | IREAD Testing |
| March 9 | 3rd Grade Music Program |
| March 12 | End of Third Grading Period |
| March 18 | Parent/Teacher Conferences 3pm-6:00pm |
| March 26 | No School Good Friday |
| April 2-9 | Spring Vacation– Schools Closed |
| April 12- May 7 | ILEARN testing 3rd Grade |
| April 28 | Kindergarten Round-up (for 2026-2027 school year) 3:30-5:30 |
| May 21 | Dancing on the Blacktop Celebration |
| May 25 | Crew Day |
| May 26 | Color Run |
| May 27 | Last Day for Students/End 4th Grading Period |
| May 28 | Teacher Record Day |

**ALL DATES ARE SUBJECT TO CHANGE. PLEASE CONTINUE TO CHECK OUR SCHOOL WEBSITE AND FACEBOOK PAGE FOR IMPORTANT UPDATES THROUGHOUT THE YEAR.**

## PTO

| | | |
|---|---|---|
| ***Officers:*** | President | Allie Mahan |
| | Vice President | |
| | Treasurer | |
| | Secretary | |

The PTO will have activities for raising funds each year. The PTO holds various fundraisers such as Book Fairs, Auctions, etc.in order to help them better serve our students and families. The YES PTO is always looking for volunteers to assist with various committees and help. We welcome your support.

Please check out updates on the "York Elementary PTO" Facebook page. We would love to have you join us! If you have any questions, please email YorkPTOpres@gmail.com

### 2026-2027 PTO Meeting Dates

Weds, Aug 19 3:15 YES Library
Weds, Sep 9 3:15 YES Library
Weds, Oct 7 3:15 YES Library
Weds, Nov. 11 3:15 YES Library
Weds, Dec. 9 3:15 YES Library
Weds, Jan 13 3:15 YES Library
Weds, March 10 3:15 YES Library
Weds, Apr. 14 3:15 YES Library
Weds, May 12 3:15 YES Library

# YES POLICY / PROCEDURES:

### GENERAL SCHOOL POLICIES

York Elementary School is one of five elementary schools in the Middlebury Community School District. It operates under the rules, regulations, and policies established by the Board of School Trustees and by directive from the office of the Superintendent of Schools. Each school may have some variation in general administrative procedures to provide for differences that exist in various parts of the school district. Parent and student knowledge and understanding of school policies is important in helping make a satisfactory adjustment to the school community.

**TIME SCHEDULES:** Monday, Tuesday, Thursday, *Wednesday (25 minutes later)* and Friday

| | |
|---|---|
| Bell 7:15/7:25 | First Bell: Students enter the building. |
| Bell 7:40 | Tardy bell Rings (Students are counted as Tardy if they are not in their classrooms) |
| 7:45 | Announcements and National Anthem/Pledge of Allegiance |
| Bell 2:00 | Dismiss of Bus & Car Riders (K, then 1st & 2nd and 3rd) |
| 2:10 | Buses Leave |

**2-Hour Delay Days (M, T, Th, F)**

- **Class begins 2-hours later than usual**

**2-Hour Delay (W)**

- **Class begins 2-hours later than a Monday.**

Recess and Lunch Schedule

| | | |
|---|---|---|
| **K** | Lunch | 11:10- 11:30 |
| | Recess | 10:30- 11:00 |
| **1st** | Lunch | 10:50- 11:10 |
| | Recess | 11:10- 11:40 |
| **2nd** | Lunch | 11:35- 11:55 |
| | Recess | 11:55- 12:25 |
| **3rd** | Lunch | 11:55-12:15 |
| | Recess | 11:20-11:50 |

**Wednesday Arrival Schedule**: (lunch and Dismissal the same each day)

7:50 First Bell: Students enter the building, and breakfast eaters go to the cafeteria.
8:05 Tardy Bell Rings

# GENERAL PARENT INFORMATION AND VISITOR POLICY

**EMERGENCY INFORMATION**

Anytime throughout the year when emergency information changes in your family, **please call or write the school office with the updated information**, i.e., cell phone numbers, place of employment, new telephone numbers, new addresses, sitter change, etc. You can also update this information online using your PowerSchool parent access account. Proof of residency will be required for ALL new addresses.

**SAFE BUILDING***

At York, we believe the children's safety is paramount. We have a procedure in place for dealing with most all disasters. We have consulted legal authorities and taken logical and reasonable steps in setting up these plans to ensure the children's well-being. We have in place a system where all doors to the building are locked. All visitors will buzz in and through an intercom; indicating your name and the reason for the visit. ***Anyone coming to the front doors will also be seen by office staff through closed circuit monitoring***. When you do visit, please be sure to still check-in and receive your visitor's badge. You will be politely questioned in the hallway if you do not have a visitor's badge and asked to return to the office to sign in and receive a badge. We have implemented this system to make our building as safe as possible for your child and we appreciate your help and patience in making sure our facility is safe and secure.

**SIGN-OUT PROCEDURES**

1. If a student needs to leave during the school day, the parent must come to the front office door. The child will be called to the office after the parent signs him/her out. Parents are requested to notify the office in advance when possible.
2. Parents may not go directly to the classroom when picking up a student for an appointment. This is for the protection of your child and to limit the disruptions to the learning environment.

## VISITORS & VOLUNTEERS

Any parent/ guardian entering the building must have a background check on file for the current school year. **All volunteers and/or visitors must sign in and out at the office and wear a 'Visitor's ID'.** We ask that siblings not come along on the visit.

Parents are welcome to visit classrooms and attend assemblies, special programs or classroom parties. Middlebury Community Schools utilizes The Raptor Visitor Management System at all school buildings. This system requires each visitor to present identification every time they enter the school building. Upon arrival, a visitor's ID will be scanned and run through the National Sex Offender database. Once cleared, each visitor will receive a temporary ID sticker to wear while in the building. Teachers always appreciate knowing when visitors will be coming, just as parents appreciate knowing when they will have company at home or at their place of business. **Please arrange a time to visit in advance with the teacher if you wish to visit.**

## BACKGROUND CHECKS

If you plan to volunteer in a role where you may be in contact with students without an MCS employee present, you will need to complete a Level 2 background check. There is a cost and this must be renewed every two years.

Level 1 Background Check – No Fee

- Classroom Volunteer
- Office Help
- Field Day Volunteer
- Community Recreation

Level 2 Background Check – Fee

- Chaperone
- Tutor/Mentor
- Concessions
- Music/Theatre/Science Olympiad Volunteer

## PARENT CLASSROOM HELPERS

While we promote and welcome your involvement with your child and teachers as parent volunteers, it is ultimately up to the teacher if they wish to have parent volunteers in the classroom. As a parent, if you plan to attend field trips, attend classroom parties or volunteer in the classroom at all during the school year, you must complete a background check prior to the visit. It is suggested that you complete this at the beginning of the year in case the need arises you'll be cleared to participate. This check needs to be completed ***each year*** your child is a student at MCS.

## PARENT NEWSLETTERS & ANNOUNCEMENTS

Visit our website at www.mcsin-k12.org/yes to view our latest newsletters. You can also follow us on Facebook for important news and updates.

## BIRTHDAY INFORMATION

Each student will have their name read on the morning announcements for their birthday and they will be invited to the office to select a free book provided by the PTO. As a reminder, **party invitations are not permitted to be passed out at school**. **Balloons, flowers, stuffed animals that are delivered to the school DO NOT get forwarded to classrooms and cannot be taken home on the bus**. Parents/guardians will be called to pick them up after school.

## PARTIES

Classroom parties are very special to children. Teachers will contact parents regarding classroom parties which could consist of Christmas, Valentines, birthdays or other. Volunteers will need to have a background check on file for the current school year prior to volunteering. The Teacher will notify you of their birthday party policy. Please refer to your child's teacher for the procedure for these special

days. ***We welcome and encourage the supplying of healthy treats and making sure you are aware of possible food allergies within that particular classroom**. All birthday treats coming into the building **MUST** be **STORE BOUGHT** and have a **NUTRITION LABEL** on it. If it does not have a nutrition label on it that lists the ingredients, it may not enter the building.

*YES also provides birthday treat options available for purchase through the cafeteria. Please contact the office for details.

**FIELD TRIP POLICY**

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

Field trips are an integral part of the educational experiences and are designed to be educational and linked to the curriculum being studied. The trips are also designed to be fun and provide students with opportunities they may not otherwise experience.

## Parents Joining The Field Trips Should Be Aware of the Following Procedures:

- Adults must refrain from cell phone use while they are in charge of the direct supervision of a group of students on a field trip. *(Do not post pictures of any students on social media, unless you are the parent/guardian of that child)*
- Adults must refrain from smoking for the duration of the trip.
- Adults must comply with the same school rules, procedures, dress, and other policies as their child.
- Adults who are participating in the study trip experience are expected to ride the bus with students.

**TRANSPORTATION CHANGES**

Middlebury Community Schools provides bus transportation for all students residing within the school district. Students are allowed one pick-up location and one drop-off location. We understand that situations may arise in which you may need to pick up your child at school rather than riding the bus (or vice-versa). We request that a note is sent in with your child communicating this change. If plans change during the school day, please call the office BEFORE 1:00 P.M. Calling after this time makes it very difficult to communicate plans with your student. *Students are not permitted to ride the bus home with other students.*

**BOYS AND GIRLS CLUB OF MIDDLEBURY & KIDSCARE PROGRAM**

This program provides after-school child care for the students at Middlebury Community Schools who are in 1st grade and up. They also have a program called KidsCare which provides before and after school care for students in K-5. For information call the Boys and Girls Club at 825-0873 or the KidsCare program at 574-534-5933 ext. 206. A transportation request change is required for bussing.

**DROP OFF AND PICK UP PROCEDURES**

Please do not park in parking spots reserved for the handicapped. Do not do this even for a few minutes as it is illegal and needed for those visitors to our building.

**Drop OFF Procedures**

**Please take a few extra minutes and follow the procedures outlined below.**

1. When you bring your child to school, please use the north entrance, following the cars around the lot and along the curb **pulling forward as the line moves.**
2. Car rider students need to be ready to exit the vehicle when it comes to a stop on the sidewalk.
3. Parents must remain in vehicles at all times!
4. Please refrain from using your cell phone while moving through the drop-off line. Student drop-off and pick-up is a NO CELL PHONE ZONE. Please help keep our children safe.
5. We understand that York students might have siblings that attend HIS. **These HIS siblings will NOT be allowed to be dropped off in the car line to ride a transfer bus.** This is a liability to the transportation department and involves student safety. Thank you in advance for respecting this policy.
6. Children should enter and exit your car from the **curbside only.**

   ***For safety reasons, please do not pull up in front of the building, on the east side where the buses are lined up. Please do not drop off your child at the front entrance in the morning (including HIS transfer students). Those who do this will be politely reminded about needing to drop off and pick up from the north entrance. Thank you for your cooperation.***
7. Students that are car riders being dropped off in the morning, may enter the building at 7:20. They should go directly to the cafeteria area and wait for the 7:25 morning bell.

**Pick UP Procedures**

When picking up students **after school**, we ask that you observe the following safety procedures:

- ✔ All student car riders will be picked up on the north side of the building. The line will move through the parking lot and loop around to the north doors. A staff member will check in with each car and radio into the gym to dismiss them to their spot. We will load 6 cars at a time, so please pull all the way forward.
- ✔ Please have your pick-up tag displayed. This is a safety precaution that we take seriously with hope that you appreciate the protocol.
- ✔ Students should enter on the right side of the vehicle only.
- ✔ When necessary, staff members will assist students into the car. Please do NOT get out of your car. If students are unable to buckle themselves, please pull forward to the parking lot out of the line, and park your car to assist them.
- ✔ Please refrain from using your cell phone while moving through the pick-up line. Student drop-off and pick-up is a NO CELL PHONE ZONE. Please help keep our children safe.
- ✔ Students that are car riders will be dismissed from their classes at 1:50
- ✔ **Children should enter your car from the curbside only**
- ✔ **Please be prompt, as we cannot provide adult supervision after 2:15. If you have not arrived to pick up your child by 2:10 all students will be taken to the office. Parents will then need to come to the office to pick up students and sign them out.**

**Bus Rules**

Middlebury Community Schools provides bus transportation for students who need a ride to and from school. While our drivers take pride in providing timely transportation on a daily basis, safety is always our top priority. Therefore, the following safety rules must be followed, so everyone on board can enjoy a safe, timely, and pleasant ride.

- Please be ready at the bus stop 10 minutes before the pickup time, behave appropriately at the

- bus stop, and load the bus in an orderly fashion. If crossing, wait for the driver's signal to cross.
- Do not run after or chase a moving bus.
- Go straight to your assigned seat. Do not stand or move about the bus while it is in motion.
- Do not distract the driver while he or she is driving unless it is an emergency.
- Spraying aerosol, hairspray, perfumes, colognes, etc. is prohibited.
- Do not put anything outside of the bus window.
- Keep arms, feet, books, etc. out of the aisle.
- All toys, games, balls, etc. should be inside a contained bag and not for use on the bus.
- No eating food, drinking, or chewing gum on the bus.
- When exiting the bus, unload from front to back, and stay at least 10 feet away from the bus. If
- crossing the street, watch for the driver's signal to cross, and cross in front (never behind).

Remember, riding the bus to and from school is a privilege. If a student does not follow the rules, he or she will be subject to discipline, up to possible removal of bus riding privileges. Thank you for your assistance by following the safety rules!

## CLOSING INFORMATION for SCHOOL CLOSINGS OR DELAYS

**In the case of an emergency that may cause the schools to be closed or delayed, Middlebury Community Schools uses an automated school messenger system to communicate with families through phone messages and text messages. Additionally, postings are made on MCS social media feeds. All local radio and television stations will also be notified. If there is bad weather, please use these resources for the most up-to-date information.** ***Do not call the school or the administration office.***

## ATTENDANCE EXPECTATIONS

Regular attendance is essential to student learning, academic progress, and school success. Middlebury Community Schools expects all students to attend school consistently and on time. Student attendance is a shared responsibility of the student and the parent or legal guardian, and cooperation in maintaining regular attendance is essential.

Indiana Code establishes an attendance target of **94%**, meaning a student is expected to be present for at least ninety-four percent of the instructional days in which they are enrolled during the school year. This generally allows for no more than **10 absences**.

Middlebury Community Schools also uses additional indicators to monitor student attendance. MCS will also implement attendance interventions in accordance with the Elkhart County Attendance Policy.

If a student is absent:

- The parent or guardian must call the school attendance line at **574-825-5312** or email the nurse at lamkina@mcsin-k12.org before 7:45 A.M. Messages regarding absences can be left on the school attendance line voicemail at any time day or night. Please leave the student's name, teacher's name, and the reason for his/her absence.
- 3 consecutive absences for illness may require a doctor's note.

8. Parents/ guardians may be contacted at home or work if the school has not received a call.
9. Parents/ guardians can notify the student's teacher but they must contact the school office for reporting purposes.

**Student Vacations**

Student vacations outside the normal school holidays are strongly discouraged. Please fill out the "Notice of Vacation" form on our school website prior to your vacation so we can update your child's

attendance and notify the Teacher and Bus Drivers of their absence.

A **Model Attendee** is defined as a student who:

- Is present for **94% or more** of enrolled instructional days during the school year.

**Habitual truancy** is defined as a student who:

- Is absent from school for **10 or more days** within a school year **without being excused** or being absent under a parental request filed with the school.

**Chronic absenteeism** is defined as a student who:

- Is absent from school for **10 percent (18 school days)** or more of a school year for **any reason.**

Absences that could be used to identify a habitual truant student may include truancies, non-verified absences, unexcused absences, and any absences determined by the school principal or designee to be a concern. Students who accumulate these absences within a **twelve (12) month period** in any Elkhart County school may progress through established attendance intervention levels and may be subject to disciplinary consequences in accordance with district policy and applicable law.
Middlebury Community Schools is committed to working collaboratively with families to support regular attendance and to address barriers that may impact a student's ability to attend school consistently.

**Excused**
Absences may be considered excused when approved by the school and properly documented. These may include illness, medical appointments, family emergencies, religious observances, court appearances, military obligations, school-sponsored activities, or approved participation in programs such as 4-H or FFA.
.
Parents/guardians are responsible for notifying the school and providing appropriate documentation for all absences.

- Student vacations outside the normal school holidays are strongly discouraged. Please fill out the "Notice of Vacation" form on our school website prior to your vacation so we can update your child's attendance and notify the Teacher and Bus Drivers of their absence.

**Exempt Absences (Do Not Count Toward Totals)**
Certain absences may be exempt and do not count toward a student's attendance total when properly documented, including:

- Court appearances and/or legal obligations
- Military service
- Serving as a legislative page or election worker
- Approved participation in 4-H, or similar events

School-sponsored educational activities**.**

**Tardies**
It is crucial for each student to be in their classroom on time each day for beginning routines, instruction and relationship building. Please make every effort to make sure your child is on time to school each day. When excessive tardies occur within each 9-weeks, a conference with the principal and the parent will occur. If your student is tardy related to a medical or dental appointment, you MUST provide a note from the medical or dental office.

**Late Arrival & Early Dismissal Attendance Reporting**

- If a student arrives late, a parent or guardian is required to accompany them into the building and complete the sign-in process.
- Arriving after 9:30, the student is recorded as absent for am.
- Dismissal before 12:30, the student is recorded as absent for p.m.

- Dismissal after 12:30, ER-(Early Release) attendance code will be recorded in PowerSchool.
- If a student arrives late, a parent or guardian is required to accompany them into the building and complete the sign-in process.

**MCS ATTENDANCE POLICY**

"Absence of concern" will include all truancies, unverified absences, unexcused absences, and absences that are a concern to the school principal/ designee. Students who accumulate absences of concern in a twelve-month period will proceed through the following levels and may also be subjected to disciplinary consequences.

**LEVEL 1 FORMAL NOTIFICATION TO PARENTS**

If student accumulates four (4) absences of concern, the parents/guardians will be formally notified by letter. Upon receipt of this letter, it becomes the responsibility of the parents/ guardians to contact the school to discuss the attendance of his or her student.

**LEVEL 2 LEGAL NOTICE**

If student accumulates three (3) additional absences of concern, a legal notice will be sent or given to the parents/ guardians.

**LEVEL 3 CONTINUING ABSENCES OF CONCERN**

If student continues to accumulate absences of concern, a hearing officer assigned by the school will meet with the parents/guardians, student, and school official, and a written summary with recommendations to the parents/guardians, student and school will be provided. Failure to attend the hearing will result in advancement to Level 4.

**LEVEL 4 MANDATORY INTERVENTIONS**

If student continues to accumulate absences of concern, a hearing officer assigned by the school will meet with the parents/ guardians, student, and school official, and mandatory interventions will be assigned. The parents/guardians and school representative will receive written notification of interventions at that time. Failure to comply with the interventions will result in advancement to Level 5.

**LEVEL 5 REFERRAL TO PROBATION AND DCS**

If student continues to accumulate absences of concern, the school will file a violation of legal notice with Juvenile Probation, the Department of Child Services, or the Prosecuting Attorney's Office. The Prosecutor has the option of charging the parents/guardians with educational neglect or the student with truancy.

# CAFETERIA:

**BREAKFAST INFORMATION**

Breakfast is available to any child attending York Elementary / Middlebury Community Schools.

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

Breakfast menus will be published along with the lunch menus on a monthly basis. Menus can be viewed at the York Elementary website **www.mcsin-k12.org**.

If students bring in outside food or drink for breakfast, they may be directed to consume them in a different area of the building, such as a conference room, alternate classroom, etc.

**LUNCH PROGRAM INFORMATION**

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

For a full list of food service prices—including breakfast, lunch, milk, and adult meals—please visit the Middlebury Community Schools Cafeteria website linked below:
**https://www.mcsin-k12.org/page/cafeteria**

We strongly encourage you to deposit money into your child's linqconnect.com account OR send your child's lunch/breakfast money to school in a sealed envelope with your child's name and teacher written on it. If you have registered with linqconnect.com, you will be notified when your child's account gets low.

**A reminder to parents** receiving free or reduced lunches - if you choose to send a sack lunch with your child and you want them to receive milk, it is necessary for them to purchase milk. ***Lunch may not be charged. Students must pay before eating.*** There are some programs available to assist in paying for meals when there is need. For information, contact Mrs. White at 825-5312.

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

Students are not permitted to bring or consume soda, energy drinks, or other highly caffeinated beverages at school. We encourage all students to bring water or other healthy drink options to support a safe and productive learning environment.

We extend an invitation to parents and grandparents to eat with the students anytime. Adult lunches should be paid in the office before eating.

**EATING LUNCH WITH YOUR CHILD**

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

Parents are encouraged to either bring a lunch from home or eat the school lunch with their child when visiting. If a parent does bring an outside lunch for the student, then they will be directed to a different area of the building, such as the office conference room, classroom, etc. Any visitors at lunch must have a completed background check on file and arrive with a government issued ID to be scanned prior to eating with their student.

# CODE OF CONDUCT

**MIDDLEBURY COMMUNITY SCHOOLS**

The Superintendent, Principal, administrative staff, or any teacher within the school corporation are empowered to take appropriate actions related to student behavior for the purpose of advancing

educational objectives or preventing disruptions. These actions may involve counseling individuals or groups of students, holding conferences with parents, assigning extra tasks, adjusting class schedules, requiring students to stay after regular school hours to complete assignments, or limiting participation in extracurricular activities.

**DISCIPLINE**

The staff at York Elementary School has high expectations for all of our students in the areas of discipline. We approach any discipline problem or concern with a positive attitude. An attitude that believes, "all children are good children, some make good choices and some make bad choices, but it does not make bad children." We encourage and recognize students who contribute to our positive school environment through our 'Habits of Scholarship" system where students can earn recognition for life skills exhibited. Photographs will be taken and placed on the child's locker, and they can add their habit to the back of the York Crew shirt. HOS winners are recognized every other week.

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

If a staff member sends a student to the office, either the staff member or Mr. Kominowski will converse with the student and contact the parent/guardian, if warranted, depending upon the nature of the incident and frequency. Discipline steps will be progressive when necessary.

Our goal is to provide a safe and orderly environment for teaching and learning. Students are taught to be self-disciplined and responsible for their own behavior and academic learning.

# BEHAVIORAL EXPECTATIONS:

**Unacceptable Behaviors:**

The following behaviors are not acceptable at any time:

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

**Consequences:**

Our goal is to have students take responsibility for their own behavior. While there will be consequences for any student choosing to act in inappropriate ways, our focus will be to help and support a change in behavior.

Consequences will be based on the severity of the behavior and/or accumulation of other inappropriate

behaviors and may include:

✔ Verbal warning

✔ Recess restriction

✔ Lunch restriction

✔ In-school suspension *

✔ Out of school suspension *

✔ Expulsion *

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

**CHRONIC/SEVERE MISBEHAVIOR**

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

✔ The teacher shall initiate a conference involving the student, parent/guardian, and principal.

✔ A behavior plan will be developed.

✔ In severe cases, suspension from school will be considered.

**DISCIPLINE THREATS**

With all of the things that have happened in recent years in our nation's schools, we have been alerted to investigate and deal in a straightforward manner with any threat (even if students are playing and say such things as "I'm going to kill you," pretend to shoot one another, or other variations.). Often this language to children may not seem real; we must now treat these as seriously. Even though in most cases these are no more than idle threats, we want to make sure that our children don't use these words in their vocabulary, which may make others feel threatened or afraid of that student or others. Please help us by not permitting this kind of talk, even in a joking way, around the house. For, when it happens at school or on the bus, it will be investigated and dealt with as a serious offense, **which can often lead to an In-School Suspension or an Out of School Suspension.**

# Bullying Defined Per Indiana Department of Education

Bullying, as defined by Indiana statute IC 20-33-8-.2, means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other targeted student and create for the targeted student an objectively hostile school environment that:

(1) places the targeted student in reasonable fear of harm to the targeted student's person or property;
(2) has a substantially detrimental effect on the targeted student's physical or mental health;
(3) has the effect of substantially interfering with the targeted student's academic performance; or
(4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

**Categories of Bullying per Reporting Requirements**

As the below categories are used when reporting incidents of bullying to IDOE, it may be helpful for schools to better understand these categories when identifying bullying behaviors.

(1) Physical: involves hurting a person's body or possessions. It includes hitting/kicking/punching, spitting, tripping or pushing, taking or breaking someone's things, and making mean or rude hand gestures.

(2) Verbal: involves saying mean things. It can include teasing, name-calling, inappropriate sexual comments, taunting, or threatening to cause harm.

(3) Social/Relational: involves hurting someone's reputation or relationships. Social bullying involves telling other children not to be friends with someone, leaving someone out on purpose, spreading rumors about someone, or embarrassing someone in public.

(4) Electronic/Written Communication: involves cyber-bullying, collective or group note writing, any bullying undertaken through the use of electronic devices (computer, cell phones).

**Cyberbullying**

Cyberbullying, as defined by Indiana Statute IC 20-19-3-11.5, refers to bullying (IC 20-33-8-.2) that occurs through the use of data or computer software accessed through a:

(1) computer;
(2) computer system;
(3) computer network; or
(4) cellular telephone or other wireless or cellular communications device.

**BULLY PREVENTION RULES**

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

**CONSEQUENCES FOR BULLYING BEHAVIORS**

Step 1*:

**Verbal Warning given by the teacher**. Specific bullying behavior(s) that the student is demonstrating will be discussed. Teacher to forward specifics to Mr. Kominowski, the principal, and he will fill out the appropriate items in Power School so the incident is tracked and stored in the student's records. Parent(s) will be contacted by the teacher.

Step 2*:

**A meeting with Mr. Kominowski and the school counselor**. Parents will be contacted by the student OR by Mr. Kominowski. Additional consequences may be implemented as needed such as verbal/written apology, loss of privileges, etc. This will be documented in writing and stored in the student's records

Step 3*:

**Lunch Detention.** Parents will be contacted by Mr. Kominowski. The student will stay inside for lunch/recess and eat lunch in the office. While in the office, the student will write a note explaining what he/she did and a specific plan to improve his/her behavior. This will be documented in writing and stored in the student's records and a copy sent home.

Step 4*:

**In School Suspension.** Parents will be contacted by Mr. Kominowski and a meeting will be set with the parents and the student. A plan will be created to assist the student in making better choices. This will be documented in writing and stored in the student's records.

Step 5*:

**Out of School Suspension.** Parents will be contacted by Mr. Kominowski. A meeting will be set with the parents and the student before returning to school. The student will be suspended for the appropriate number of days depending on the severity of the behavior. This will be documented in writing and stored in the student's records.

** Consequences will be based on the severity of the bullying behavior and/or accumulation of other bullying behaviors.*

*Due to the nature of the incident all steps may not be utilized and Mr. Kominowski reserves the right to adjust as needed.*

## SELLING & TRADING BY STUDENTS

Students may not sell, buy, or trade items at school or on the bus unless it's a school sponsored fund raiser or event.

## WIRELESS DEVICES PROHIBITION and TOYS

A student may bring but is prohibited from possessing and/or using a wireless electronic device which is portable and is capable of providing voice, messaging, or other data communications between two or more persons and includes cellular phones, tablet computers, laptop computers, digital cameras, gaming devices, smartglasses, and/or smartwatches or any similar device that is connected to a cell telephone, a cell tower, or the Internet during the school day. A student may use such a device if a teacher requires the use of a school-supplied device or a school-sanctioned device for instructional purposes only. During the school day, the wireless devices must be stored away in the student's locker, powered off, and inaccessible.

- This policy is not violated in the following circumstances:
- a) when the student has been given permission from a teacher to use a school-sanctioned or school-provided wireless device for educational purposes during the school day;
- b) the student is authorized to use the wireless device at an appropriate time during an emergency;
- c) the student's use of the wireless device is to manage the student's medical condition as documented by and pursuant to an order of a licensed health care provider;
- d) the use by the student of the wireless device is part of the student's Individual Education Plan (IEP) or 504 Plan;
- e) the use of the wireless device by the student is necessary for language translation when no school-managed device is available;
- f) the student uses an unobtrusive audio recording device for notetaking or personal learning assistance as long as the device captures only spoken word audio, does not capture, store, or transmit images or video, is visible to the teacher when in use, is provided for inspection by school officials, and is used in a manner consistent with recording audio provisions of state and federal laws. A recording made by such a device will not be used for a disciplinary, evaluative, or supervisory purpose against a student or employee.
- 
- A student may be disciplined, including suspended or expelled, for using a wireless electronic device in a manner that violates this policy and may have the device confiscated by school administration. The device will be returned to the parent.
- LEGAL REFERENCE: IC 20-26-5-40.7

## FUNDRAISERS

York Elementary holds a variety of fundraisers throughout the year. The proceeds from these events are primarily allocated to the Student Activities Accounts. These funds support a wide range of student-focused resources and experiences, including assembly programs, online learning tools, field

trips (in addition to those supported by the PTO), classroom supplies for student use, music program needs, playground equipment, student awards such as medals, ribbons, and certificates, classroom library books, and various incentive programs. It's clear that these fundraisers make a meaningful impact—every dollar raised goes directly back into the school to benefit our students.

**CURRICULUM AND INSTRUCTION**

York Elementary's instruction is based on our beliefs as professional educators. We believe…

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

The Indiana State Standards, which are subject-specific at each grade level, guide all curriculum and instructional decisions.

**GRADING AND REPORT CARDS**

In grades K-3, all report cards are available online through PowerSchool and a copy will be sent home with the student. Reporting practices try to serve two basic purposes: (1) to motivate and encourage students, and (2) to keep parents and students adequately informed of student progress and effort. No grading system is totally effective at achieving these goals. We believe, however, that standards-based report cards, combined with parent-teacher conferences, are quite effective. We hope that the amount of effort and learning that happens will be more important to students and parents than the actual grades.

**SCHOOL RECORDS**

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

**STANDARDIZED TESTING PROGRAM:**

A standardized testing program is used to facilitate an objective evaluation of each child's general aptitude, achievement, and progress. This will assist teachers in providing a more adequate program of instruction. Third grade students take IREAD and ILEARN, and second grade students take IREAD. K-2 students will take NWEA and 3rd grade students will take the ILEARN checkpoints to monitor academic growth and achievement. K-2 students will also take the reading screener test. Students with an ILP will also take the WIDA Assessment.

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

This is a High Ability program available to qualifying students. In the spring of each year, parents are given an opportunity to nominate their child by sending a note to the school. Students are identified for EXPLORE through achievement test scores, school ability scores, and teacher evaluations. Any questions about this program may be directed to the school or Mrs. Kari Dyer, EXPLORE Coordinator, at 822-5303.

# HEALTH AND WELLNESS

## DRESS AND GROOMING *(See the full school board policy #5511 on the MCS website)*

The School Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.
Accordingly, the Superintendent shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

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

There are many times when students will be required to wear coats and jackets out at recess. As a guideline, we request that students should wear a sweatshirt or jacket, when the weather is below **50 degrees**. Our policy at York Elementary is that children may wear shorts **during the warmer weather**. During the winter months, students will be expected to wear coats while outside at recess. We wish to keep all students healthy and present for educational purposes. There may be times that students will be asked to change or wear something from the nurse's office or parents bring in clothes so that they are dressed appropriately for the weather or the classroom.

### COLD WEATHER NOTES

- ✔ We like for our students to be able to get fresh air during each school day; however, sometimes it is too cold to go out. Our guidelines for staying inside for recess are 15 degrees or colder with the wind chill.
- ✔ Please make certain that your child is dressed appropriately for the weather.
- ✔ During winter weather, students need boots and snow pants to play in the snow.
- ✔ If your child needs to stay inside for recess and/or has restrictions for gym class, you must provide a doctor's note from a medical doctor at that time. Otherwise, students will need to go outside during recess times. Having a student stay in from recess for such things will be rare and limited due to supervision issues this will create.

### NURSE/CLINIC INFORMATION

Please report any medical conditions your child may have, and medications your child is taking, to the school nurse so a plan can be put in place to support them while at school.

Medication
A number of our students need medications while at school. All medication, either prescription or over-the-counter (including cough drops), must be kept in the clinic and dispensed either by the school nurse or her designee.

- Prescription medication can only be given out if the medication form is filled out in full by the child's doctor and by the parent. When having prescriptions filled, it is helpful to request from the pharmacist a duplicate bottle so that we can keep one bottle at school while you keep the other one at home. Medication will not be given out unless it is in its original container.
- Nonprescription medication can only be given if the student's parent fills out the release on the back page of the enrollment form. You are welcome to bring in medication from home such as chewable Tylenol, antacids, and cough medicine or drops.
- Substances that are not FDA approved (i.e., natural products, food supplements) will require the written instruction of a practitioner, and the written consent of the parent.
- All medication must be brought in its original container by a parent or guardian. Medication may NOT be sent with your child to school. It must be dropped off to the front office by a parent/guardian. Our clinic stocks Tums, Pepto-Bismol, cough drops, Tylenol, ibuprofen, and Benadryl for our students if they become ill while at school and they do not have medication from home.

When to keep your child home from school

- If your child is running a fever over 100.4 degrees. Your child needs to be fever free for 24 hours (temperature below 100.4) without medication. If you send your child to school and they have had a fever within the last 24 hours, they will be sent home.
- Upset stomach/vomiting or diarrhea. If they have diarrhea and/or are/have vomited at home or school they cannot return to school for 24 hours.

If your child becomes ill at school, we will contact you to pick him/her up. Be prompt if you are called to pick up your student. Please be thorough in keeping your contact information up to date by completing the online demographic updates through PowerSchool parent including work numbers, and emergency phone numbers of other persons we can call if we are not able to contact you. Please check permission for non-prescription medicines as well. If you are unable to update this information online, please contact the office and we will give you a paper enrollment form to update. Medical information can also be updated online through PowerSchool parent using a link to the SchoolCare website by clicking on the arrow button at the top right corner. This information will be kept confidential and will only be seen by the School Nurse and office staff. By keeping children home to fully recuperate, we can decrease the duration of the illness and decrease the spread of flu and colds to other students. If your child is not able to come to school, please contact the office as soon as possible. We cannot excuse your child due to illness unless we receive a message from you.

By keeping children home to fully recuperate, we can decrease the duration of the illness and decrease the spread of flu and colds to other students. If your child is not able to come to school, please contact the office as soon as possible. We cannot excuse your child due to illness unless we receive a message from you.

## ACCIDENTS WHILE AT SCHOOL

If your child is injured at school, we will make him/her comfortable and provide basic first aid and comfort care as needed per the injury. If the parent(s) or guardian(s) are unable to be reached in a timely manner and there is a question of more serious injury, emergency services will be summoned for further medical evaluation. ***It is, therefore, critical that we have current emergency phone numbers for all students.***

## HEAD LICE

Head lice are always a possibility in any family. We encourage parents to do head checks on all family members throughout the school year. The school nurse will do individual head checks as needed. Middlebury Community Schools has a "no live lice" policy. If a student is found to have live lice, the parent will be notified and the student may not return to school until the lice are removed. Upon

returning to school, parents will need to accompany their student to the school to be checked & cleared by the nurse before returning to the classroom. Instructional pamphlets and information are available from your school nurse for lice treatment.

**PINK EYE**

Easily transferred infections such as pink eye can happen at any time. If your child is diagnosed with pink eye, they must be on antibiotics for 24 hours and discharge-free before returning to school.

**IMMUNIZATION POLICY**

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

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

Please refer to the MCS Nurse's Page for Indiana State Immunization guidelines.
https://mcsnurses.webs.com/immunizations

## SCHOOL RECORDS

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

**COUNSELING PROGRAM**

York Elementary's Counseling Program is developmental by design, comprehensive in scope, and systematic in its implementation. This K-5 program is designed to maximize each student's social, educational, and career development. The developmental counseling program is preventive and proactive in orientation.
The school counselor is in the classrooms presenting the guidance curriculum lessons on a regular basis. The school counselor also consults with teachers, parents, and students. Students can access the counselor in several ways ~ through self-referral, staff or administrative referral, or parent referral. Parents are welcome to call the counselor with any concerns or questions.
As a helpful resource to families, please click on the The Source, Elkhart County Blue Sheet address:
https://thesourceelkhartcounty.org/order-materials/elkhart-county-blue-sheet/

**SPEECH AND LANGUAGE THERAPY**

Our Speech and Hearing Therapist conducts special classes for children with speech and language

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

## SCHOOL HEALTH PROGRAM

The school nurse makes no diagnosis but recommends that children see their family doctor when illness arises. The teacher refers children to the nurse whenever symptoms indicate the possibility of a problem. The school nurse conducts eye screenings for 1st and 3rd-grade students. Parents can request an eye screening at any time.

## SPECIAL EDUCATION SERVICES

All students, including those with disabilities, are held to high expectations and have equitable access to educational opportunities that enrich their lives and prepare them for future success,
Our goal as educators is to improve outcomes for all students. This can be accomplished through a system that ensures equity and access. Equitable Access is the guarantee that all students are provided the necessary and individualized supplementary aids and services, accommodations, modifications, or supports to meaningfully participate in the general education curriculum. Equitable access must be accompanied by a school-wide acceptance or belief in shared responsibility, shared accountability, and high expectations.
Middlebury Community Schools partners with Elkhart County Special Education Services (ECSEC) to provide support of School Psychologists, Behavior Consultants, Occupational Therapists, Physical Therapists, as well as consultants for students that are Deaf / Hard of Hearing and Blind / Low Vision.

## PHYSICAL EDUCATION

The physical education program is an important part of the school curriculum. Students are expected to participate unless there is a doctor's statement on file indicating reasons for not doing so. We ask that each student have an extra pair of gym shoes, which are required, to keep at school for this purpose. If this creates a hardship for the family, they are asked to contact Mr. Kominowski or the school counselor, Mrs. Hamood for assistance.

## STUDENT ACCIDENT INSURANCE

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

Student Accident Insurance Information and Application will be available at MCS website - Student Insurance Link in August.

## SCHOOL BOARD POLICIES

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

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

Inquiries regarding compliance with these policies may be directed to:

Dr. Josh Yoder, 504/ADA Coordinator
Middlebury Community Schools
57853 Northridge Drive
Middlebury, IN 46540

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

Please see the MCS website for more up to date information on school board policies.

## FEDERAL EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

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

## PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The Protection of Pupil Rights Amendment (PPRA) applies to the programs and activities of a state education agency (SEA), local education agency (LEA), or other recipient of funds under any program funded by the U.S. Department of Education. It governs the administration to students of a survey, analysis, or evaluation that concerns one or more of the following eight protected areas:

1. political affiliations or beliefs of the student or the student's parent;
2. mental or psychological problems of the student or the student's family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating, or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or student's parent; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

PPRA also concerns marketing surveys and other areas of student privacy, parental access to information, and the administration of certain physical examinations to minors. The rights under PPRA transfer from the parents to a student who is 18 years old or an emancipated minor under state law.

## EQUAL EDUCATION OPPORTUNITY

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

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

Dr. Josh Yoder, Assistant Superintendent
Middlebury Community School
56853 Northridge Dr.
Middlebury, In 46540
574-825-9425

**Special Education**
The School provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA). A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the School encourages the parent to be an active participant. To inquire about the procedure, a parent should contact the school counselor, the special education teacher or the principal.

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

# Middlebury Community Schools Responsible Use Agreement

MCS teachers and students regularly use technology and internet-based tools to enhance learning, improve communication and collaboration, and extend educational opportunities beyond the classroom. These tools also help develop essential digital citizenship skills. To maintain a safe online environment, MCS enforces filtering and security measures that comply with state and federal guidelines. The Responsible Use Agreement applies to school-owned technology and networks, as well as private connections used off-campus. In today's digital age, it is crucial for students to cultivate digital literacy and practice responsible technology use. Students and parents should recognize that online content is public and permanent, and all shared information must be appropriate.

Student Devices and Accounts - students should expect the following:

- Elementary: Chromebook- kept at school and sent home at teacher's discretion; secondary charger handed out at teacher's discretion; Google Account; Gmail (only used in grades 4-5, communication within the school domain only)
- Secondary: Chromebook (device issued in grades 6 & 9); Charger kept at home; Google Account; Gmail (grades 6-8 can only communicate within the school domain.)

## Using Technology

- I will only use my device when my teacher instructs me or when appropriate
- I will put my device away when instructed.
- I will take care of my device and keep it charged.
- I will follow all internet filters and security measures.
- I will only install apps and extensions that are approved by my teacher.
- I will only connect approved peripherals (such as thumb drives, external hard drives, dongles, and VPNs) to my device.
- I will only have my device repaired by Middlebury Community Schools.
- I will return my device and charger upon request, withdrawal, transfer, suspension, expulsion, or termination of enrollment.

## Digital Responsibility

- I will protect privacy and property by not sharing personal information or the personal information of others
    - I will only take or post pictures or videos of someone with their permission.
    - I will keep my personal information private, including references to where I live, financial information, details about my family or friends including names, age, birthday, home address, or phone numbers.
    - I will keep my passwords private, except with my teacher or parent/guardian. (Family Educational Rights and Privacy Act or FERPA).
- I will be kind and refrain from making threats, insulting, gossiping, teasing others with cruelty, or engaging in cyberbullying while I am online or using a device.
- I will only share appropriate content with others.
- I understand that anything I do on my device is monitored by the school corporation
- I will follow my teachers' expectations when using technology, curriculum platforms, and/or AI tools.
- I will use AI tools responsibly.
- I will not misuse AI for academic gain, and will not use AI in a way that could harm myself or others
- I will be truthful and recognize I'm responsible for validating information I share online. I will fact-check and be aware of potential bias in reporting.
- I will be honest when I use technology, curriculum resources, and/or AI tools to assist with my

learning, and I will always critically evaluate the information it provides.

- I will not impersonate others or try to deceive others into thinking something I wrote was done by someone else. I will only personate myself when writing, recording, etc. while using technology.
- I will only edit my own documents or other documents that are shared with me and I have permission to edit.
- I will give credit to authors and sources when using information or ideas that are not my own.
- I will follow copyright laws.
- I will tell my teacher or trusted adult if I am contacted by someone I do not know.
- I will tell an adult if I read, see, access or witness inappropriate use of technology.
- I will be an upstander by reporting or preventing bullying, abuse, or harm to others.

## Technology Concerns

- I will strive to be a responsible digital citizen. If I make a choice that is not in line with being a responsible digital citizen, I will talk to a teacher or trusted adult who will help me figure out how to make it right.
- I will immediately stop and tell a teacher or trusted adult if anything happens on my device or on the internet that does not seem right or that makes me feel uncomfortable.
- If something on my device breaks or does not work correctly, I will tell my teacher or trusted adult right away.

## Device Care

An optional protection plan is available for purchase in grade 4-12 at the beginning of each school year.

❏ Charge the device every night using the provided charger.
❏ Use a clean, soft, dry cloth to clean the screen. Do not use cleansers of any type.
❏ Carefully remove headphones and chargers.
❏ Leave the inventory stickers on the device. Personal stickers will not be used.
❏ Keep the device away from food and drink.
❏ Remove items on the keyboard before closing the device to prevent screen damage.
❏ Securely carry the device with the lid closed.
❏ Store the device in climate-controlled spaces.

I understand that using any school technology or network is a privilege I must earn through consistent responsible use identified in this agreement. I also understand that privileges may be removed or revoked for any length of time and that I may face additional consequences for irresponsible use.

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

Student Name (Print): _____School:_____

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

**Student Signature: _____Date:_____**
****Required grade 6 and above****

**PARENT OR GUARDIAN**

**PERMISSION GRANTED**

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

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

**Parent/Guardian Signature: _____Date:_____**

**PERMISSION DENIED**

As the parent or legal guardian of the student named above, I have read the Middlebury Community Schools' Computer Network/Internet Responsible Use Agreement. I understand this agreement will be kept on file at the school. I am requesting that my child be provided with alternative resources and/or activities.

**I DO NOT give permission for my child to have access.**

**Parent/Guardian Signature: _____Date:_____**