

Madison-Grant Elementary Schools

Parent/Student Handbook

2015-2016



Park Elementary School

500 South Sycamore St.
Fairmount, IN 46928
Telephone: 765-948-5232
Fax: 765-948-5240

Mrs. Emily Tracy – Principal

????? - Secretary

Mrs. Nikki Hensley – Office Aide

Mrs. Janine Marnin – Office Aide

Office Information

Hours: 7:45 a.m. – 4:00 p.m.
Monday-Friday

Summitville Elementary School

405 E. Mill Street
Summitville, IN 46070
Telephone: 765-536-2875
Fax: 765-536-2636

Mrs. Wendy Smedley – Principal

Mrs. Penny Crouse – Secretary

Ms Kim Blalock-Office Aide

Mrs. Lindsey Cagle – Office Aide

Office Information

Hours: 7:45 a.m. – 4:00 p.m.
Monday-Friday

All students and parents should familiarize themselves with the Madison-Grant Student Discipline Policy. This document can be viewed in its entirety on the district website: www.mgusc.k12.in.us

Arrival

Students who walk, ride a bike, or are being transported by parents may NOT arrive prior to 8:00 a.m. There will be no supervision provided before this time. If special arrangements are needed, the school office should be notified.

Attendance, Absence, and Tardies

Students are expected to attend school every day school is in session. Regular attendance in elementary school contributes to learning success and also establishes responsible attendance habits that will be important in future school and career situations.

The Madison-Grant Schools encourage students who miss school to make up classroom work regardless of the reason for the absence. Students who have been absent and/or suspended may make up all work for credit.

Madison-Grant's attendance policy is as follows:

Excused Absence

- A. Illness
- B. Death in the immediate family
- C. Quarantine
- D. Special Permission- All special permission absences must be approved by the school principal.

Excused Absence: All work may be made up for credit, if the student initiates the process the first day upon returning to school and is willing to do so at the teacher's convenience. Make-up time for absences will be equal to the number of days missed beginning the first day of return.

Absence (Unexcused)

Any absence for reasons other than those listed under excused absence, provided the parent or guardian is aware of and approved of the absence. Truancy is absence without parent knowledge or approval, and shall be treated as an unexcused absence.

Examples of UNEXCUSED absences include but are not limited to:

1. Absence due to oversleeping, transportation problems, etc. (late bus arrival not included).
2. Failure to properly provide acceptable reason for absences from school such as a doctor's note, a dentist note, etc. upon return to school following an absence.
3. Family vacations.

Assignments missed the day of an unexcused absence will be made available at the student's request; however, the teacher is under no obligation to assist the student in any other manner with regard to such assignments. It is the student's responsibility to request missed assignments due to an unexcused absence.

Students shall NOT be recorded as absent nor shall they be penalized in any manner in the following instances:

- A. When serving as a page or as an honoree of the Indiana General Assembly.
- B. When serving on the precinct election board or as a helper to a political candidate or to a political party on the date of an election.
- C. When a student is appearing as a witness in court as the result of a subpoena to appear.
- D. When a student is ordered to active duty with the Indiana National Guard for not more than ten days in a school year.

Elementary Attendance Policies

After a student accumulates **five (5) absences (excused OR unexcused)** in a semester, a letter will be mailed to the parent(s). When a student accumulates **seven (7) absences (excused OR unexcused)** in a semester, a second letter will be sent to the parent(s) and a parent conference with the administration will be requested. Students who have accumulated **nine (9) absences (excused OR unexcused)** in a semester may be referred to the prosecutor office. The prosecutor's office will determine what court action is warranted.

A student who is absent for more than nine (9) days in one semester due to serious injury, illness, or extenuating circumstances may receive approval from the administration for an extension of the attendance rule on a day-to-day basis.

Parents are to **call the office by 9:00 AM** or send a note each day a child is absent. **If a call is not made by 9:00 AM, the student will be classified as an unexcused absence.** At this point in time, emergency contacts will be called to locate the child. As a last resort, authorities will be called for a welfare check.

Half Day Attendance: 11:30 AM will be the cut off time for a half day of attendance. Students arriving after that time will be marked accordingly, unless they have a doctor's slip. **Parents requesting homework assignments should call by 9:00 AM for pick-up after 2:30 PM.**

Students visiting a doctor, dentist, or other medical facility during part or all of the school day **MUST** bring an official office visit form from the physician upon return to school. This form **MUST** show the time and date of the office visit to be considered excused. Any additional time or days being excused by the doctor **MUST** appear on the form. Failure to follow this procedure will result in an unexcused absence.

eLearning Attendance Guidelines

Students will be counted present for eLearning Days if one of the following criteria are met:

- A. Student has turned in any assignment for the day to their classroom or special area teachers.
- B. Or, if for any reason a student encounters difficulties with their technology, home internet related issues, or needs assistance in any way, student/families should contact their school's main office (leave a message if necessary) and the MG Tech Office at (765) 948-3582 during regular business hours.

Awards

Quarterly and Yearly awards will be given for Attendance, Honor Roll, and Character. The following criteria will be used to determine the awards. Other awards may be given per the building principal's discretion.

Attendance:

- A. Perfect: Must have an attendance rate of 100%, no tardies, every minute of every day
- B. Outstanding: Must have an attendance rate of 97%, no tardies

Honor Roll:

- A. All A Honor Roll: All As on each quarterly report card (Grades 3-6)
- B. A/B Honor Roll: All As and Bs on each quarterly report card (Grades 3-6)

C. All As and/or A/B Honor Roll for the year will be recognized by the quarter, not by semester average.

Character: Student(s) that has displayed one of our Madison-Grant Core Values

Bicycle Safety

Riding bikes to school is a privilege. This is a privilege that can be revoked if students are not using bike safety as they come to and from school. Students need to walk their bikes on school sidewalks for safety purposes. It is the student's responsibility to lock and secure the bike in the bike rack when not in use. The school corporation will not be held responsible for lost or stolen bikes.

Birthday Parties

Teachers will use their discretion when allotting time to acknowledge a child's birthday. Birthday celebrations will occur on the Friday of the child's birthday week. Please contact your child's teacher to find out his/her policy for celebrating birthdays. Invitations to birthday parties will not be distributed by teachers unless all students in the class are being invited. **It is strongly encouraged to provide store bought or bakery treats for parties.**

Bullying

Bullying of any type (**cyberbullying/harassment**) has no place in the school setting. Madison-Grant United School Corporation will endeavor to maintain a learning environment free of bullying. Bullying means overt, repeated acts or gestures, including:

1. verbal or written communications transmitted;
2. physical acts committed; or
3. any other behaviors committed; by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.

Any student or students guilty of bullying:

1. on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group;
2. off school grounds at a school activity, function, or event;
3. traveling to or from school or a school activity, function, or event;

May result in disciplinary action by school officials up to and including suspension or expulsion.

Policy Adopted 7-11-05

Bus Rules

School Bus Drivers are to have control of all school children conveyed between the homes of the children and the school house and return. The driver shall keep order, maintain discipline, treat all children in a civil manner, and use every care for the safety of the children under his/her supervision.

Violations of any of the following rules or regulations will be referred to the Building Administrator and dealt with as determined under Section I and II of this discipline policy and procedure.

1. Each pupil shall be located immediately upon entering the bus in the place assigned by the driver.
2. No pupils shall stand or move from place to place during a trip.

3. Loud, boisterous, or profane language or indecent conduct shall not be tolerated.
4. Pupils shall not be allowed to tease, scuffle, trip, hold, hit, or use their hands or body in objectionable manner.
5. No windows or doors will be opened or closed except by permission of the bus driver.
6. No pupils shall enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
7. The child should be waiting at his boarding station when the school bus arrives. In case of an emergency causing late arrival by the pupil at his station, the school bus driver will be required to wait no longer than three (3) minutes after the scheduled time for arrival at the pupil station. If the school bus driver is already three (3) minutes late, he/she need not wait at all.
8. Upon recommendation of the bus driver, school authorities will deny the privilege of riding on the bus to any pupil who refuses to conduct himself or herself in a proper manner while on the bus.

Bus passes must be issued in order to ride an alternate bus. Both sets of parents/guardians must give permission, either in writing or via telephone, for their child to ride a different bus or bring another student home with them. Notification should be made in the morning, so that the pass can be written and issued by the end of the day.

Cancellation and Closings

In the event that school is dismissed early, delayed, or not held at all, announcements will be made over the following television and radio stations. Parents will also be notified through our School Messenger service via phone and/or text message. **You can also access updates via social media and district websites.**

1400 AM WBAT – Marion
104.1 WLBC - Muncie
99.3 WCJC – Marion

WTHR – Channel 13
WRTV – Channel 6
WISHTV – Channel 8

Cellular Telephones

A student may possess a cellular telephone in school, on school property, at after school activities and at school-related functions, provided that during school hours and on school vehicles the cellular telephone remains off **and in backpacks/lockers**. Students may not use cellular telephones on school property or at school-sponsored activity to gain access and/or view Internet web sites that are otherwise blocked to students at school.

The use of cellular telephones in locker rooms, classrooms, and bathrooms is prohibited.

Possession of a cellular telephone by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the cellular telephone. If the cellular telephone is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequence that is imposed. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography).

The student who possesses a cell phone is responsible for its care. The school is not responsible for preventing theft, loss, damage, or vandalism to cell phones brought onto its property.

Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Custody of a Student

If one parent has been awarded custody of the student by the courts, the custodial parent shall provide the school with a copy of the custody order and inform the school in writing of any limitations in the rights of the non-custodial parent. Absent such notice, the school will presume that the student may be released into the care of either parent.

Daily Schedule

8:05 am – Doors Open/Breakfast served

8:25 am – Tardy Bell

3:15 pm – Dismissal for car/bike riders and walkers

3:25 pm – Dismissal for bus riders

Discipline Policies

The Madison Grant United School Corporation discipline policy is available on the corporation web site: www.mgusc.k12.in.us

Dress Code

Student dress and grooming are the responsibility of the student and his/her parents unless the principal or designee determines there is a definite safety or health hazard, a hindrance to the educational processes, or a case of obscenity. Health considerations require the wearing of footwear.

To a K-6 student, the above basically means that any clothing item that attracts excessive attention, hinders teachers from effectively teaching or students from effectively learning is a distraction to the educational process. To assist the school in its quest for optimal learning and teaching time, students should dress comfortably, yet conservatively. Students may not wear “spaghetti straps”, short shorts, or apparel with controversial slogans. Students may not wear clothing that exposes large sections of skin such as the back, stomach, or shoulders. Shorts must be at least fingertip length. Leggings or tights must be covered by other fingertip length attire such as shorts, skirt, dress etc. Articles of clothing that promote violence or adult themes must be avoided at school. Appropriate footwear should always be worn. Students may wear sandals as long as they have a back strap (around the heel). Flip-flops cannot be worn due to safety concerns on the playground. If there are any questions, feel free to contact the office.

Emergency Drills (Fire, Tornado, and Intruder/Lockdown)

Drills will be held regularly so the children will know how to properly respond in the event of an emergency. All classrooms will be instructed about appropriate drill procedures. Children should remain quiet and orderly throughout the drill so instructions can be heard. Please feel free to discuss the procedures your child is to follow in case of such an emergency.

Field Trips

Over the course of the school year, students are expected to participate in grade-level trips to places outside of the school building. These trips are an extension of the curriculum and all school rules and policies apply. Parents are asked to sign a “field trip” form when enrolling their child that will give the student permission to participate in field trips. School-age siblings are not allowed to participate in another grade-level’s field trip. Parents who accompany their child on a field trip may transport their own child home. If you have any questions about a trip, feel free to contact your child’s teacher.

Grading Scale

A	93-100%
A-	90-92%
B+	88-89%
B	83-87%
B-	80-82%
C+	78-79%
C	73-77%
C-	70-72%
D+	68-69%
D	63-67%
D-	60-62%
F	0-59%

Homework Policy

The following Homework Policy complies with the Department of Education requirements. Homework assigned to students will follow this policy:

1. Homework is a form of independent practice which is to be given after successful, guided practice occurs in the classroom.
2. The amount or volume of homework should be planned as to be comparable with the ability of the student.
3. All students should be given credit and/or recognized for completing assigned homework.

Responsibilities:

Students:	Be attentive to instruction and seek help, if needed, during the classroom guided practice so as to understand the homework assignment.
Parents:	Provide a positive environment for “studying”, assist their child, when needed, and notify their child’s teacher when questions arise.
Teacher:	Use the homework policy as a guide. Communicate clearly the details of the homework assignment.
Principal:	Facilitate communication among parents, teachers, and students relative to homework and the homework policy.

Latch Key Program (Park Elementary)

Childcare (K-6) is available after school from 3:30 pm - 5:45 pm, Monday-Friday when school is in session. The program is held at Park Elementary School. There is a \$15 registration fee for each child enrolled plus a \$2.00 hourly (or any part of an hour) charge. Registration forms are

available in the office. The Latch Key program will not be open when school is closed due to the weather or if school closes early due to bad weather. Upon registering for the Latch Key program, a handbook will be provided with further information and policies.

Lunch and Breakfast Program

Lunches are on a prepaid lunch accounting system. Students turn in lunch money to their teachers. Lunch money needs to be turned in by 8:25 AM to go on the current day's deposit. Students will receive periodic notice of their account status. If the account exceeds a **-\$3.70** balance, they will receive a peanut butter sandwich and milk. Letters of balances lower than \$4.00 are sent home once a week. Students may bring their lunch from home.

Breakfast is served daily. However, students are to sign up for breakfast on the day before they plan to eat, not the day they are eating. Breakfast is also served by our prepaid accounting system.

Make-up Work

Students absent from school are responsible for all work and information missed in each class. Upon returning to school the **FIRST DAY AFTER THE ABSENCE**, it is the student's responsibility to seek make-up work from each teacher. Generally, students have one or two days to submit all make-up work as required by the teacher. However, the teacher is permitted to arrange a longer period of time if he/she deems it necessary. Make-up work not completed and unsatisfactorily submitted to the teacher may result in an unsatisfactory grade.

Medical and Health Services

Our school nurse has a rotating building schedule; however she is available in the school district every day. Minor injuries and first aid are taken care of in the school office. Parents and the school nurse are notified immediately of more serious injuries. The school nurse and/or office should be contacted regarding health problems relating to your child since some medical problems could be a detriment to the child's learning process.

In order for your child to receive medication at school, a parent/guardian will need to complete the Medication Form and return it to the school office. A parent should bring medication to school in the original container with a pharmacy label and the student's name affixed.

If your child has been ill, he/she should not return to school until fever free for 24 hours without a fever reducer (Tylenol). If your child becomes physically ill at school, parents will be notified immediately.

Be certain your child's enrollment form has at least two emergency numbers listed and that all the student health information areas are completed. Please update emergency numbers promptly if there are changes.

Parent Teacher Organization (PTO)

Madison-Grant Elementary Schools have a very active Parent Teacher Organization, which sponsors many activities. Every parent is automatically a member of this organization and is

encouraged to attend the monthly meetings and/or volunteer in the PTO sponsored events. Look for more information in the school newsletters and website.

Recess Expectations

1. All students will participate in recess unless there is make-up work to complete, a note from the doctor prohibiting them from participating, or a discipline assignment to fulfill.
2. Students are to watch for cars that might approach the playground area.
3. Students are to refrain from aggressive physical contact with others, climbing up slides, stopping mid-way down the slide, or spitting.
4. Students are never to throw rocks, snow, or other items, which could injure another student.
5. Students must ask permission to leave the recess area to retrieve any belongings.
6. Students must line up as soon as the teacher's whistle is blown.
7. Students should dress appropriately for the weather at all times. Expect to go outside except in extreme weather. In grades K-2, students will remain inside for recess if the temperature is below 32 degrees Fahrenheit. Students in grades 3-6 will make efforts to go outside if the temperature is above 20 degrees Fahrenheit. If it is raining, other accommodations will be made for recess.

Report Card Dates

Report cards go home every nine (9) weeks. Grades will be updated weekly and can be viewed on PowerSchool. The scheduled dates for Report Cards are below:

October 9, 2015	End of 1 st nine weeks
December 18, 2015	End of 2 nd nine weeks
March 11, 2016	End of 3 rd nine weeks
May 26, 2016	End of 4 th nine weeks (report cards are mailed home)

School Messenger

Parents will be notified of school cancellations and any other school-related news via our School Messenger system. Families are automatically registered for this service upon registration of their student. Contact information (phone, text, email) will be pulled from student enrollment.

Technology

Students will have access to the network for technology use during the school day for instructional purposes. In order to safeguard students as they utilize technology, parents are asked to sign the MGUSC Network User Agreement Student Signature Page that outlines the Student Acceptable Use Policy. Any discipline issues that arise from the use of technology will be addressed via the Acceptable Use Policy, which includes Cyberbullying.

Valuables

Students should not bring valuables, large sums of money, or expensive toys or electronics to school. If it is necessary to bring such items, make arrangements with a teacher for safekeeping.

Visitors

Visitors are welcome and encouraged. **Please sign in at the office** and get a visitor pass to wear while in the building. During school hours, ALL visitors must enter and exit the school through the front entrance. **Classroom visits must be pre-arranged with the classroom teacher** (and/or principal). Classroom visits need to be brief to minimize the disruption to instruction.