



**MONROVIA ELEMENTARY SCHOOL**

395 S. Chestnut Street

Monrovia, IN 46157

Phone: (317) 996-2246

Fax: (317) 996-4199

[www.m-gsd.org/mes](http://www.m-gsd.org/mes)

**MONROE-GREGG SCHOOL DISTRICT**

135 S. Chestnut Street

Monrovia, IN 46157

Phone: (317) 996-3720

Fax: (317) 996-2977

[www.m-gsd.org](http://www.m-gsd.org)

**ADMINISTRATION**

Dr. Kirk Freeman	Superintendent, extension 1002
Mr. John Crum	Asst. Superintendent, extension 1009
Mrs. Melissa York	Principal, extension 4002
Mrs. Kelly Tucker	Assistant Principal, extension 4003
Mr. Josh Flynn	Dean of Students, extension 4007
Mrs. Amy Cox	Secretary/Treasurer, extension 4005
Mrs. Lindsay Pridemore	Secretary/Receptionist, extension 4001
Mrs. Laura Gibbs	Nurse, extension 4004

**MONROE-GREGG SCHOOL BOARD**

Mr. Tom Kennedy	President
Mr. Jack Elliott	Vice President
Mr. Brock Sears	Secretary
Mrs. Celina Clements	Member
Mr. Ky Kizzee	Member

## **MONROVIA ELEMENTARY SCHOOL STUDENT – PARENT HANDBOOK**

Welcome to Monrovia Elementary School. All the members of the staff and I are pleased to have you as a student and will do our best to help make your experience as productive and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents and visitors, the Board of School Trustees publishes this updated Student/Parent Handbook annually to explain students' rights, responsibilities and consequences for misbehavior.

Parents are expected to review and discuss the information in this Handbook with their school-age children. Teachers will also review this Handbook with students at the beginning of the school year.

Adopted by the Board of School Trustees on July 10, 2023

### **FOREWORD**

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and guidelines. Please take time to become familiar with the following important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to the Principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of May 2022. If any of the policies or administrative guidelines referenced herein are revised after July 2023, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the Corporation's web site.

### **EQUAL EDUCATION OPPORTUNITY**

### **Board Policy 2260**

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that the District, a school, or any staff person has discriminated against a student on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information, has the right to file a complaint. A formal complaint may be made in writing to the School District's Compliance Officer listed below:

Dr. Kirk Freeman, Superintendent, (317) 996-3720 extension 1002

The complaint procedure is described on Form 2260 F2. The complaint will be investigated and a response, in writing, will be given to the concerned person within 10 days. The Compliance Officer may provide additional information concerning access to equal education opportunity. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

### **PESTICIDE NOTIFICATIONS**

If any parent or employee wants to be notified of any planned pesticide applications at Monroe-Gregg School District, please notify the superintendent at 317-996-3720. For Indoor Air Quality questions, please notify Brett Everett, maintenance director at 317-996-2258 extension 1006.

### **MISSION STATEMENT**

The mission of Monrovia Elementary is to provide all learners with skills to continually develop unique academic, social, and emotional talents and abilities by:

- providing a safe and supportive environment
- offering innovative programming
- using a variety of best-practice teaching strategies
- using continuous assessment to monitor student progress and to identify areas for professional development, supporting all stakeholders in collaboratively working toward student success

## **STUDENT RIGHTS AND RESPONSIBILITIES**

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

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. Parents and guardians have access to the Skyward portal to check grades, attendance, and disciplinary action. If necessary, the U.S. Mail or hand delivery may be used to ensure contact. Other communication methods may include electronic forms of communication. Parents are encouraged to establish constructive communication channels with their child's teachers and support staff and to inform the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at School prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from his/her guidance counselor. Adult students (age eighteen (18) or older) are expected to follow all School rules. If residing at home, adult students should include their parents in their educational program.

## **STUDENT WELL BEING**

Student safety is the responsibility of the students and the staff. All staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately. All students must have an emergency medical form completed, signed by a parent or guardian, and filed in the School office. Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the School office.

## **INJURY AND ILLNESS**

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

A student who becomes ill during the school day should request permission from the teacher to go to the nurse's office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

# **SECTION I – GENERAL INFORMATION**

## **ENROLLING IN SCHOOL**

## **Board Policy 5111**

Students are expected to enroll in the attendance corporation in which they have legal settlement, unless other arrangements have been approved. Students who are new to the School are required to enroll with their parent(s) or legal guardian(s). When enrolling, the parent(s) will need to bring:

- A birth certificate or similar document,
- Court papers allocating parental rights and responsibilities, or custody (if appropriate),
- Proof of residency, (no homeless child, who meets the Federal definition of homeless, will be denied enrollment based on a lack of proof of residency)
- Proof of immunizations.

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

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

## **PLACEMENT OF TRANSFERRING STUDENTS**

Students transferring to the Monroe-Gregg School District from state accredited school systems may be assigned to grades and/or subjects on the basis of placement decisions made by appropriate school officials of previous schools.

Students transferring from non-state accredited schools may be assigned based on their performance on tests appropriately selected and administered by the principal (or designee) to evaluate, approve, and assign values to all educational experiences requested to be transferred. This policy may not be used to circumvent federal, state, or local regulations.

## **NON-RESIDENT STUDENT ENROLLMENT**

**Board Policy 5111.01**

**Students who do not reside in the Monroe-Gregg School District and wish to enroll in the school system as transfer students will be considered in the following manner:**

**1. Application for admission as a transfer student should be submitted to the District Administration Office prior to the start of the school year. The transfer application and information regarding application acceptance dates and deadlines is available on the district website.**

**2. The Superintendent and the Building Principal will review the request for acceptance or rejection of the application based on:**

- A. Availability of space**
- B. Availability of programs**
- C. Impact on teaching personnel**
- D. Corporation funding levels**
- E. Student academic standing**
- F. Student's attendance patterns**
- G. Student's behavior records**

**3. A student may be accepted if his/her needs can be accommodated with current staffing and program offerings and whose enrollment does not adversely affect the programming for resident students.**

**4. Transfer applications will be accepted or rejected on an annual basis. Applications must be submitted each year and will be subject to review prior to the opening of each school year. Students must be in good standing in order to be reconsidered.**

**5. The administrative staff will act upon the request for admission and inform the applicant of the decision to accept or reject the application.**

**6. All book fees, student fees, athletic fees, lunches, etc. will be the responsibility of the parent or guardian and must be paid in full each semester. Failure to pay all fees will result in revoking of transfer status for the upcoming semester.**

## **TRANSFER OUT OF THE CORPORATION**

**Board Policy 5131**

If a student plans to transfer from Monrovia Elementary School, the parent must notify the main office. School records shall be transferred within fourteen (14) days to the new school corporation. Parents are encouraged to contact the elementary office for specific details.

## **WITHDRAWAL FROM SCHOOL**

**Board Policy 5130**

A student anticipating withdrawal from school should have a parent/guardian contact the main office at least one day before the final attendance day. This allows teachers to be notified and to release grades earned at the time of withdrawal. All obligations, book rental, library, textbooks and money from fundraisers must be turned in before a transcript will be sent to the receiving school. Educational and health records will be forwarded to a school where a student seeks or intends to enroll upon request by the student, a parent, or the receiving school, and to a court of law upon presentation of a legal subpoena.

## **CLASS ASSIGNMENTS**

The current teacher and administration collaborate and take great care to place children in the most productive and nurturing educational setting for the school year. We consider student performance, student learning styles, teaching styles, personalities (teacher and student), and student behaviors that should be separated.

## **STUDENT RECORDS**

Student records are maintained in accordance with appropriate Indiana State Law and Department of Education rules and regulations. Access to student records is governed by State and Federal statute. Parents requesting IEP/504 plans will need to provide the Special Education Department (996-2246 ext. 2216) with 24 hour notice.

## **HEALTH SERVICES**

A health clinic facility is available for limited use or for awaiting transportation home for students who become ill or are injured. Only emergency first aid will be administered.

1. In case of illness or injury, a student should report to his or her current classroom teacher or the teacher whose class he/she is about to attend for a pass to the Nurse's Office. Students are not to report to the Clinic during passing periods unless prior arrangements have been made. It is not acceptable for students to make their own arrangements to go home due to illness or injury. It is our policy to send home a child with a temperature of 100 degrees or higher. The child should remain at home until his/her temperature has been below 100 for 24 hours **without** fever reducing medication.
2. If it is determined that the student should not be in school due to illness or injury, the school nurse or administrative office staff will call the student's parent/guardian.
3. The parent/guardian is responsible for transporting the student home or for making arrangements for transportation. It is the responsibility of the parent/guardian to notify the main office for changes in contact information.
4. If the student's condition appears to be or appears to become such that immediate medical attention is required, Emergency Medical Services will be requested, and their recommendations will be followed.
5. Monroe-Gregg School District does not assume financial responsibility for Emergency Medical Service, emergency transportation, or medical services rendered.
6. Students entering grade 6-12 must have appropriate documentation of the following vaccinations: Hep B, DTaP, Polio, MMR, Varicella, Tdap, and meningococcal (MCV4).
7. A new Indiana law requires each year that parents/guardians be informed "about meningococcal disease and its vaccine" (IC 20-30-5-18).
8. Meningococcal disease is a dangerous disease that can strike children and youth. The disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability including loss of hearing, brain damage, and limb amputations.
9. Please talk with your child's healthcare provider about meningococcal disease and vaccination.
10. I.C. 20-30-5-15, All 10th grade students will be instructed regarding breast cancer & testicular cancer.

## **GUIDELINES FOR KEEPING/SENDING A STUDENT HOME**

**Fever:** Students need to stay home and or will be sent home if they have a fever greater than 100.4 degrees. MES will follow the MGSD Health Plan regarding exclusion and return to school. The MGSD Health Plan may reflect fluid changes as per the *Indiana State Department of Health* and the *Morgan County Health Department*.

**Strep Throat:** For a throat culture that tests positive for strep or if there are symptoms still present (fever, tender lymph nodes, and sore throat with pus) the student needs to stay home for 24 hours after beginning antibiotic treatment.

**Pink eye:** When there is a white or yellow discharge from the eye(s), a student needs to stay home for 24 hours after beginning antibiotic treatment.

**Vomiting/Diarrhea:** A student needs to stay home if he/she has had vomiting or diarrhea within 24 hours.

**Chicken Pox:** A student needs to stay home for at least 7 days after initial outbreak of lesions, or longer if all lesions have not scabbed and crusted over.

**Lice/Nits:** Students with live lice and or nits will be sent home. Monroe-Gregg School Corporation has a "No Nit" Policy. Upon their return to school, the student must visit the school nurse for evaluation. If a student is sent home for lice/nits, the following school day will be excused to allow the parent adequate time for treatment and removal of nits. Any subsequent absences are considered unexcused unless a practitioner's note is on file or any further absences been approved by the administration.

### **HEARING/VISION**

Hearing screenings are done every school year for the 1st and 4th grade students. Any student can be tested with a parent or teacher request. Parents will be notified if the student does not pass the screening.

Vision screenings are done every school year for the 1<sup>st</sup>, 3rd, and 5th grade students. Any student can be tested with a parent or teacher request. Parents will be notified if the student does not pass the screening. A modified clinic is also held for the 1st grade every year with optometrists.

### **IMMUNIZATIONS**

#### **Board Policy 5320**

Students must provide documentation that complies with the rules set forth by the Indiana State Board of Health that all immunizations required by law are current, including but not limited to pertussis (whooping cough), poliomyelitis, measles, diphtheria, rubella (German measles), tetanus, mumps, hepatitis A, hepatitis B, and varicella (chicken pox), or have an authorized exemption from State immunization requirements (I.C. 20-34-4-2) on file in the health office. Every child who enters grades 6 through 10 shall also have a meningococcal conjugate vaccine. Students entering grades 11 and 12 also must have a second meningococcal conjugate vaccine. From time-to-time other communicable diseases may be designated by the Indiana State Board of Health as diseases that require immunizations. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to your student's school nurse.

### **USE OF MEDICATIONS**

#### **Board Policy 5330**

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

1. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
2. The Prescription Medication Permit must be filed with the respective building Nurse before the student will be allowed to begin taking any medication during School hours.
3. All medications must be registered with the Nurse's office.
4. Medication that is brought to the office will be properly secured.
5. Medication may be conveyed to School directly by the parent. A two to four (2-4) week supply of medication is recommended.
6. Medication MAY NOT be sent to School in a student's lunch box, pocket, or other means on or about his/her person, except for **emergency** medications for allergies and/or reactions.
7. Students who may require administration of an **emergency** medication may have such medication stored in the nurse's office. However, if authorization for self-medication has been provided by the parent and physician the student may retain possession of the self-administered medications.
8. A school may send home medication that is possessed by the school for administration during school hours or at school functions with a student in grades 9 – 12, if the student's parent provides written permission for the student to receive the medication.
9. Any unused medication unclaimed by the parent will be destroyed by School personnel when a prescription is no longer to be administered or at the end of the School year.
10. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.

11. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

**NON-PRESCRIBED MEDICATIONS (OVER-THE-COUNTER)**

Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent, Non-Prescription Medication Permit. These documents shall be kept in the office of the school nurse. Except in the case of authorized self-medication, all forms of medication shall be administered by the Corporation in accordance with the Superintendent's guidelines. No student is allowed to provide or sell any type of over-the-counter medication to another student. Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug use provisions of the Code.

**CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS**

**Board**

**Policy 8450**

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

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will be limited to the contagious period as specified in the Communicable Disease Reference Guide for Schools: 2013 Edition.

**CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES** **Board Policy 8453**

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

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

**WELLNESS POLICY**

**Board Policy 8510**

The goal of the Monroe-Gregg School District Wellness Policy is to provide students access to healthy foods and beverages; provide opportunities for developmentally appropriate physical activity; and require that all meals served by the school corporation meet or exceed the federal nutritional guidelines issued by the U.S. Department of Agriculture. The M-GSD Wellness Committee meets bi-annually and consists of teachers, administrators, parents and students. The complete M-GSD Wellness Policy can be found on the district website.

**SPECIAL EDUCATION**

**Board Policy 2460**

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

The law defines a person with a disability as anyone who:

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

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

## **FREE AND APPROPRIATE PUBLIC EDUCATION**

Students are entitled to a free appropriate public education in the "least restrictive environment." 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 Nate Dilley, Director of Special Education, ext. 2215.

## **HOMELESS STUDENTS**

### **Policy 5111.01**

Homeless students will be provided with access to educational opportunities in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in high ability programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency.

## **PROTECTION AND PRIVACY OF STUDENT RECORDS**

### **Board Policy 8330**

The District maintains many student records including both directory information and confidential information.

Directory information includes: a student's name; address; telephone number; photograph; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; listing on an honor roll; or scholarships.

Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may review Policy 8330 - Student Records.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, social security numbers, and communications with family and outside service providers.

Student records shall be available only to students and their parents, adult students, and designated school officials and personnel, who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

In situations in which a student has both a custodial and a noncustodial parent, both shall have access to the student's educational records unless stated otherwise by court order. In the case of adult students (individuals eighteen (18) and older), parents will be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

The administration may disclose personally identifiable information from the education record without prior parental consent to officials of state and federal government, educational institutions and agencies, and under specific circumstances authorized by Board policy and Federal law.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an un-emancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- Political affiliations or beliefs of the student or the student's parents;
- Mental or psychological problems of the student or the student's family;
- Sexual behavior or attitudes;



- Illegal, antisocial, self-incriminating or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or his/her parents; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The principal will provide the parent access to the survey/evaluation within a reasonable period of time after the request is made. The parent may access the following: activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose; and the administration of any survey by a third party that contains one or more of the items described above. The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, D.C. 20202-4605  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

### **CAFETERIA SERVICES**

### **Board Policy 8500**

Breakfast is available to students from 7:35-8:00 am. Students should purchase their breakfast before going to the classroom. Students will eat breakfast in their classroom.

Lunch is served to all students in kindergarten through grade five. Every student has their own lunch account with their own lunch account number. The number is received when students register for their first day. Students will have the same number until they graduate from Monroe-Gregg Schools.

#### **Energy drinks are not allowed in the school building.**

Lunch money should be deposited into the locked collection boxes located at school entrances.

Please remember to have your child's first and last name on the check or money envelope.

Collection boxes will be emptied daily at 8:30 AM and the money will be applied to your child's account that day. Lunch accounts may be viewed on line at [www.m-gsd.org](http://www.m-gsd.org) through the Skyward Student Management System. Your student's username and password is necessary to access the account online. The username, password, and lunch account number are available through the elementary office.

When a student's account is at zero balance or below an entree and carton of milk will be given to the student. Parents will be notified by email when a student's account is at \$5.00 or below. To make an online payment by credit card:

- Log into your child's Skyward account. If you are making payments for several children you will need to log into each account separately.
- Click on Food Service, located on the left hand side.
- Click on Make a Payment
- Key in the amount of the payment you wish to make.
- Click on MGSD RevTrak
- Click on Go to Check Out
- Follow all prompts.
- Important Note! RevTrak charges \$2.00 for every payment.

Families who wish to apply for Free and Reduced Breakfast/Lunch/Textbook Assistance Benefits may complete an application at registration or at any time in the elementary office. To apply online for Free & Reduced Lunch and Textbook Benefits:

- Log into your child's Skyward account.
- Click on Food Service, located on the left hand side.
- Click on applications.

- To apply for benefits online, click Add Application. Follow the prompts.
- To apply for benefits on a paper application, click on Print Application. Fill out the information and return to the school office.

### **TEXTBOOK RENTAL**

Each student is assessed an annual rental fee for technology, textbooks, etc. which is due to the Elementary School office on the student's first day of school. Payment dates extended beyond this date may be arranged by contacting the school Principal or Treasurer. Cash or check payments can be made at the Elementary school office. Credit card payments can be made online using your student's Skyward Account.

Students enrolling during the school year will receive a prorated rental fee. In addition, students withdrawing during the school year are eligible for a prorated refund for all non-consumable fees upon request.

If you feel you may qualify for the State Free and Reduced Textbook and Lunch program please complete the appropriate form in person or online via your child's Skyward Account. Textbook rental fees will be waived for all qualifying students.

Non-payment of textbook rental will result in referral to a collection agency. Parents or guardians are responsible for all costs associated with the collection of this account, including but not limited to late fees, collection agency fees, attorney fees and court fees on any outstanding balance.

### **STUDENT VALUABLES**

Students should only bring items to school that are necessary for the school day to include his or her Chromebook, school supplies, and a water bottle. Students should refrain from bringing items of value to school. Items such as jewelry, expensive clothing, electronic equipment are tempting targets for theft and extortion. The School will not be responsible for the safekeeping or investigation of loss or damage to personal valuables.

### **FIRE, TORNADO, AND SAFETY DRILLS**

#### **Board Policy 8420**

Fire, tornado, earthquake and other safety drills will be conducted throughout the year. These drills are to acquaint students with quick, orderly movement to positions of safety in the event that an actual emergency should exist.

Fire drills are noted by a continuous ringing of the bell system. Tornado alerts are conducted upon the intermittent sounding of the same bell system or verbal directive over the public address system.

Safety drills are announced as a verbal directive.

- **Lockout** – Secure the perimeter: Lockout is called when there is a threat or hazard outside of the school building.
- **Lockdown** – Locks, lights, out of sight: Lockdown is called when there is a threat or hazard inside of the school building.
- **Evacuate** – To the announced area: Evacuate is called to move students and staff from one location to another.
- **Shelter** – Using the announced type and method: Shelter is called when the need for personal protection is necessary.

### **EMERGENCY CLOSINGS AND DELAYS**

From time to time during the winter months it becomes necessary to close or delay school due to inclement weather. The decision to close or delay school will almost always be made by 6:00 AM on the day school is to be closed and if possible, the evening before. M-GSD families will be alerted via the *Parent Square* app, which will inform parents of closings, delays, and early dismissal information. Parents and students are also encouraged to listen to the following radio and television stations for news of school closings:

#### **Television:**

WRTV	Channel 6
WISH	Channel 4
WTTV	Channel 8
WTHR	Channel 13
WXIN	Channel 59

#### **Radio:**

WFBQ	94.7 FM
WCBK	102.3 FM

## **SAFETY AND SECURITY**

**Board Policy 8400**

### **Visitors and Guests**

**Board Policy 9150**

Only MES students and employees have access to the building. Visitors are generally not allowed in the building, and visitors may be restricted at any time to ensure the health and safety of students and staff. This is an effort to ensure student safety and eliminate distractions to the educational process. All visitors must enter the building at the main entrance, Door #1, and remain in the lobby area until greeted by the office staff. In most circumstances, visitors will be restricted to the lobby area. Visitors will be asked to provide a driver's license or state issued ID. If the visitor will be proceeding past the lobby area, he/she will be issued a visitor's badge to be displayed while in the building. Before exiting the building, visitors must pass through the main office to return the badge to the secretary. Visitors must comply with all state and federal laws pertaining to the possession of weapons on school property.

Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.

Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.

All outside doors are locked during the school day and should not be propped open using any type of material.

Students are not to open exterior doors for others and are expected to immediately report any individuals trying to gain entry by any means other than through the Main Entrance.

Portions of the building that will not be needed after the regular school days are closed off.

If a person wishes to confer with a member of the staff s/he should call for an appointment prior to coming to the School in order to prevent any inconvenience and minimize disruption to the learning environment.

Visitors during lunch will not be permitted, including parents and other relatives.

Students may not bring visitors to school without prior approval from the administration.

### **Video Surveillance**

**Board Policy 7440.01**

The District may utilize video surveillance and electronic monitoring in order to protect District property, promote security, and protect the health, welfare, and safety of students, staff, and visitors. Since this video is considered part of a student's record, they can be viewed only in accordance with Federal law.

## **TOBACCO – FREE CAMPUS**

Monroe – Gregg School District is a Tobacco-Free Campus. DEFINITION - For the purpose of this policy "tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarettes, and any other tobacco product, and spit tobacco, also known as smokeless, dip, chew, and snuff, in any form. This definition also includes any nicotine-delivery system such as e-cigarette products.

No student, staff member, or school visitor is permitted to smoke, inhale, dip, or chew tobacco at any time, including non-school hours:

- In any building, facility, or vehicle owned, leased, rented, or chartered by the state/district/school
- On school grounds, athletic grounds, or parking lots;
- At any school-sponsored event off campus.

No Student is permitted to possess a tobacco/nicotine product.

## **STUDENT STRESS POLICY**

Any student who has either verbally or nonverbally communicated about suicide shall be reported to the principal or counselor immediately so that parents may then be informed.

## **STUDENT INSURANCE**

Each year the administration makes available an insurance program to the student body. This provides protection for accidents occurring at school or school sponsored activities at minimal cost. The school does not assume financial responsibility for any accidents or stolen articles, including IPods, cell phones, Mp3 players, & PDAs.

## **STUDENT SUPPORT SERVICES**

**Mrs. Kelly Gilkerson**  
**Mrs. Jennifer Baylor**

The role of the elementary *Student Support Services* team is to support, advocate for, and assist in the academic, personal / social, and behavioral development of each student. It is our goal to provide students with the knowledge, attitudes, and skills necessary to build a strong foundation for future success. The team will work with students in the classroom, small groups, and individually. The team will also monitor absences, provide crisis response and assist as a liaison to outside resources for students and families as needed.

To contact Mrs. Gilkerson or Mrs. Baylor, please call the MES office at 317-996-2246.

## **SECTION II – ACADEMICS**

### **STUDENT ASSESSMENT**

### **Board Policy 2623**

In accordance with P.L. 221 and the federal guidelines, Monrovia Elementary will utilize formal assessments during the school year to measure progress towards meeting the Indiana Academic Standards.

### **CLASS ASSIGNMENTS**

The current teacher and administration collaborate and take great care to place children in the most productive and nurturing educational setting for the school year. We consider student performance, student learning styles, teaching styles, personalities (teacher and student), and student behaviors that should be separated.

### **STUDENT RECORDS**

Student records are maintained in accordance with appropriate Indiana State Law and Department of Education rules and regulations. Access to student records is governed by State and Federal statute. Parents requesting IEP plans will need to provide the *Special Education Department* (996-2246 ext.2216) with 24 hour notice. Parents requesting 504 plans will need to contact the MES Office (317-996-2246, ext. 4003).

### **GRADE REPORTS**

At the conclusion of each semester, a grade report is issued to the students. The two grading period letter grades are used to determine the final semester letter grade. Grade reports will be distributed following the end of a grading period. The student is responsible to hand deliver grade reports to his/her parent(s) or guardian(s).

### **SKYWARD ACCESS**

Skyward is the student management system utilized by the Monroe-Gregg School District. Students and parents are issued login information at the beginning of each year and are encouraged to monitor grades and attendance on a daily basis.

### **CLASSROOM GRADING SCALE**

### **Board Policy 5421**

The following scale is issued in all classrooms to compute grades within each nine week grading period.

94 - 100	A	74 - 77	C
90 - 93	A-	70 - 73	C-
88 - 89	B+	68 - 69	D+
84 - 87	B	64 - 67	D
80 - 83	B-	60 - 63	D-
78 - 79	C+	0 - 59	F

## HOMEWORK

Homework is a valuable tool in the education of our children. Guidelines are designed to promote a healthy balance between homework requirements and free time at home. The following are general guidelines for our teachers to follow:

1st Grade - 15 minutes

2nd Grade - 20 minutes

3rd grade - 30 minutes

4th Grade - 40 minutes

5th Grade - 50 minutes

All parents are encouraged to read to their children or have their children read to them on a daily basis.

## MAKE UP WORK

Students who are absent have access to their assignments via the classroom learning platform or from materials provided by their classroom teacher. It is the responsibility of the student to make up assignments missed due to an absence. Students who do not complete assignments missed due to an absence will receive a zero for the missing assignment. The classroom teacher will set the deadline for completing any make up work associated with an absence. Generally, students will receive one additional school day to complete assignments for each day of absence, but it is a teacher's discretion to give additional time if there are extenuating circumstances.

## PROMOTION, ASSIGNMENT, RETENTION

If a student is not making satisfactory progress, the parents will be advised of the possibility of retention early in the second semester. A faculty team will assist the teacher in assessing the student's progress and needs. Parents will be notified a second time about probability of retention and will be offered the opportunity to conference with school personnel and the faculty team concerning the student's grade placement. Parents who object to the team's recommendation may make a written appeal to the school's building principal stating the reasons for their objections.

## STUDENT ACHIEVEMENT

Students will be rewarded with the following incentive programs:

- **Bucket Filler** - students will be recognized when making appropriate choices and given a ticket to be placed in a bucket for a drawing. The drawing will be for recognition of kindness, patience, caring, thoughtfulness, and helpfulness. There will be an additional monthly drawing for lunch with the principal.
- **Honor Roll (Grades 3 - 5)** - students must earn academic and conduct grades no lower than B or S in each subject.
- **Attendance Awards** - students will be rewarded for **perfect attendance** in each nine weeks grading period. Perfect attendance is school attendance for all, not portions, of every day. Students will also be recognized for maintaining **exemplary attendance** by achieving a 97% attendance rate or higher. Our school year is 180 days. 97% equates to no more than 5 days of absences (excused and unexcused) within the school year. The Exemplary Attendance award will be given at the end of the year.
- **End of Year Academic Awards** - Academic awards, club participation, and perfect attendance will be given in each grade level. \*\*Grade levels have the option to give additional awards to their students.

## SECTION III – ATTENDANCE

### ATTENDANCE PHILOSOPHY

### **Board Policy 5200**

A student's attendance is essential to learning. Learning includes not only factual subject matter, but also attendance habits, work habits, and attitudes. Poor attendance interrupts the educational process by impeding the continuity of the lessons presented and the student's ability to establish proper work habits. Whether the goal is the workforce or postsecondary education, students need to come to school every day and benefit from interaction, discussion, and teacher support available

during class time. **Every absence has the potential to interrupt the student's understanding of the material being presented.**

### **Compulsory Attendance**

**I.C. 20-33-2**

- Indiana Code mandates that the responsibility for a student to be present in school rests with the student and his/her parent(s)/legal guardian(s). The school will assist the parent(s)/legal guardian(s) and student in this responsibility. The cooperation of the student, the parent(s)/legal guardian(s) and the school is essential in providing a firm framework for the student to achieve the fundamental foundation of regular attendance.

### **ATTENDANCE POLICY**

Monroe-Gregg School District is required to enforce regular attendance of students. Attendance shall mean to be physically present in a school or at another location or capacity, including online or virtual, where the school's educational program is being conducted during regular school hours on a day in which the educational program the student is enrolled is in session or during the attendance sessions to which the student has been assigned.

### **Attendance Classifications:**

Absences will be classified in one of four categories: Exempt, Excused, Unexcused or Suspension

**A = Excused** - Parent/Guardian communicates to administration in person or by phone.

- DN - Parent/Guardian has provided medical documentation for the absence.
- IL - Parent has called in to report the student illness/injury. **( TO BE REMOVED / CHANGED back to UNEXCUSED)**
- AP – Parent/Guardian has provided documentation of a professional appointment.

***\*Note - An excused absence, including a parent call in for illness, counts toward the 18-day threshold for "Chronic Absenteeism" as outlined in IC.20-33-2-25.***

**E = Exempt** – Parent/Guardian communicates to administration in person or by phone, the absence is **verified with documentation, and the absence is due to one of the following reasons:**

- SF = Exhibiting or participating in the *Indiana State Fair* for educational purposes;
- SE = Service on a precinct election board or helper to a political candidate on the date of the election;
- SP = Service as a page or honoree of the Indiana General Assembly;
- NC = Participating in an educationally related non-classroom activity which is consistent with and promotes educational philosophy and goals of the school corporation, facilitates the attainment of specific educational objectives, is part of the goals and objectives of an approved course or curriculum, represents a unique educational opportunity, cannot reasonably occur without interrupting the school day, and is approved in advance by the school principal.
- FT = School sanctioned field trips
- CV = College/Technical school visit
- DF = Death of an immediate family member or household member.
- CA = Court appearance with documentation

**U = Unexcused** - Parent or guardian did not communicate with the office or the absence does not meet the criteria for an exempt or excused absence.

- **IL** = Parent has called in to report the student illness/injury; no medical documentation
- **TR** = Truant **(No contact within two days of the absence or no reason given.)**
- **AP** = Professional appointment without documentation
- **CA** = Court appearance without documentation

**S = Suspension**

- **IS** - In School Suspension
- **OS** - Out of School Suspension

**L = Late** - Arriving at school after 8:30 AM **(Counts as a partial day absence; not as a tardy)**

**Exempt: Exclusion from school due to illness:** MES will follow the MGSD Health Plan regarding student exclusion from school.

### **Notification of Absence**

Parents/legal guardians are responsible for notifying the school of their child's absence by calling (317) 996-2246 before 9:00 am on the day of the absence. This call serves as notification of the student's **absence** as well as **why** he/she is not attending school. If the Administration has not received notification of an absence by this time, verification phone calls will be made using the contact information listed on our student management system, Skyward and/ or Parent Square. If no verification of the absence is made within two (2) school days of the absence, it will be classified as Truant.

### **Tardy / Late Arrivals**

It is the responsibility of the parent/guardian to ensure that a student arrives at school on time each day. The school day begins at 7:50 AM. **A student who is tardy and arrives after 7:50 AM must be accompanied to the main office by a parent.** Tardy arrivals are cumulative during the school year, and a conference may be held to discuss habitual tardy arrivals. **Arrivals after 8:30 will count as a partial day absence.** Monroe – Gregg Schools provides transportation to all students in good standing that reside within its district boundaries. Therefore, if a bus is late, the student's attendance is not affected.

### **Extended Medical Absence**

Students with a health condition that causes repeated absences are to provide the Administration with a **Physician's Certificate of Student's Illness for Incapacity to Attend School.** This is a legal document signed by the attending physician stating that the student is under the physician's care and the illness being treated frequently renders the student incapable of attending school. Consideration of the physician's statement may be given in attendance procedures.

### **Attendance: Due Process Notification**

Parent(s)/guardian(s) will receive notification by regular mail, email or other electronic notification upon their student's sixth (6<sup>th</sup>) unexcused or truant absence. Upon a student's eighth (8<sup>th</sup>) unexcused or truant absence, another notification will be sent by regular mail, email or other electronic notification, and an administrative meeting may be held with the parent or guardian. If a student continues to accrue unexcused or truant absences, upon the tenth (10<sup>th</sup>) day missed **OR** tenth (10<sup>th</sup>) day of truancy, a written notification will be sent by certified mail, email and/or hand delivered, **and** a meeting will be set with the parent(s)/guardian(s). The meeting will be held with an administrator, an administrative designee, or a member of the *Student Support Services* team. During this meeting any extenuating circumstances may be presented by the student or the parent/guardian. All options for student success will be discussed, as well as further consequences for absences.

### **Habitual and/or Chronic Absences:**

**I.C. 20-33-2-25**

**Monroe – Gregg School District is required to report a child who is habitually absent from school to:**

- An Intake Officer of the Juvenile Court **or;**
- The Department of Child Services

**Habitual Truancy** – A student who is truant from school or accumulates ten (10) days or more of truant or unexcused absences within a school year.

**Chronic Absenteeism** – A student absent from school for ten percent (10%) or more of a school year for **any** reason. Our school year is one hundred – eighty (180) instructional days which equates to eighteen (18) school days.

**Attendance / Expulsion Proceedings:** Any student who has met the threshold for Habitual Truancy and/or Chronic Absenteeism commits a Table 4:3 Disciplinary Offense (Habitual Truancy / Chronic Absenteeism) and may be referred for expulsion.

## **SECTION IV – STUDENT ACTIVITIES**

### **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Board Policy

2430

Monrovia Elementary School provides students the opportunity to broaden their learning through curricular-related activities. The School has many student groups that are authorized by the school. It is the District's policy that only authorized groups are those approved by the Board of School Trustees and sponsored by a staff member. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Authorized groups include:

- Spell Bowl
- Math Bowl
- Science Bowl
- Broadcast Studio
- Student Council
- Chess Club
- Young Astronauts Club
- Choir
- 5th Grade Musical
- Robotics Club

## **SECTION V – TRANSPORTATION**

### **MORNING ARRIVAL**

**Car riders begin unloading at approximately 7:35 AM and bus riders begin unloading at approximately 7:45 AM. The building is not open to students prior to 7:35 AM and students may not be dropped off early.**

### **BUS RIDERS**

Students who arrive on the bus will be dropped off at the Northwest entrances. Please refer below regarding bus transportation procedures and the *Bus Code of Conduct*.

### **CAR RIDERS**

**The car rider drop off and pick up location is via the Northeast parking lot / Northeast entrance. Supervision is provided for arrival and dismissal times. All students must exit the car from the passenger's side of the vehicle. Supervision will be provided for arrival until approximately 7:50 AM. If you are dropping off a student after the arrival time (7:35-7:50), you must accompany your child to the main office lobby and sign your child in.**

**CAR RIDER PASSES / HANG TAG:** Passes are assigned and distributed through the front office.

The pass should hang from the rear view mirror to insure it is visible to our staff during pick up. Any person arriving to pick up a child who is not an approved person and/or does not have an assigned tag will need to provide a valid ID for approval.

### **EARLY DISMISSAL**

**If you wish to pick your child up before dismissal time (2:35 pm) we ask that you contact the office by phone or letter informing us of the time of pick up.**

Early dismissal students may be picked up and signed out in the elementary office. If there is a change in transportation, please contact the office before **1:30 pm of that day.**

**DISMISSAL CHANGES:** Any request to change afternoon transportation should be made by phone or by letter addressed to the office by 1:30 pm. Any bus change must be approved by the Director of Transportation.

### **BUS CODE OF CONDUCT**

The purpose of these expectations is to ensure the safe transportation of students for school activities, as well as the safety of pedestrians and other drivers who share the streets with school buses. Every student is expected to adhere to the rules for student behavior listed below for field



trips, extracurricular activities, and transportation to and from school. It is the responsibility of the bus drivers, transportation director, and administration to enforce these rules and maintain a safe environment for all students. The student's responsibility is to understand and follow the rules for bus conduct.

It is the parent's responsibility to inform the bus driver when their child will not be boarding the bus. The bus driver is not able to wait beyond the allotted pick up time. Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason except as approved by the Transportation Director. All questions regarding bus assignments, or a change in bus transportation, should be directed to the Transportation Department, ext. 2007.

All students will sit in assigned seats. Students will remain in their seats while the bus is in motion. School bus seats are designed to protect the student in the event of a sudden stop. To be effective, the student must be seated and facing forward. No students are to be in front of the white line on the (1)bus.

Students are expected to be at their bus stop five (5) minutes prior to their scheduled morning pick up time. Students are not to approach the bus until the bus comes to a complete stop. Students will need to watch for the driver's directions before crossing in front of the bus.

The center aisle of the bus must be kept clear of any and all items. Students may not be sitting in, turned around as to be partially in, or in any way obstructing the aisle. Aisles must remain clear; a blocked aisle is a safety hazard.

Students should refrain from bringing any items on the bus that are not needed for the school day. Personal items, including stuffed animals, toys, or electronic gaming devices are not allowed. The School will not be responsible for the investigation of loss or damage to personal items that should not be brought on the bus.

Students are expected to help keep the bus clean and respect the bus equipment. Students are not to have food, candy, gum or drinks on the bus. Students and parents will be financially responsible for any damage resulting from vandalism. The bus is the property of the school district and should be treated as such.

- Disrespecting drivers and staff, failure to comply, and insubordination will not be tolerated.
- Rude and disrespectful behavior, horseplay, pushing, and shoving is not tolerated.
- Foul language, verbal threats, and verbal abuse will not be tolerated.
- Malicious behavior, fighting, and/or threatening behavior will not be tolerated.
- Harassment, intimidation and lewd acts or language will not be tolerated.
- Smoking, vaping, alcohol or drug use is prohibited and will not be tolerated.
- Weapons of any kind, including a look-alike, are prohibited.

Appropriate behavior and conduct is expected at all times. Students are expected to follow the driver's directions while on the bus. Bus drivers are responsible for the safety of all students on the bus and must have the cooperation of students and parents. Students who fail to adhere to the above rules and do not follow bus protocols may lose their transportation privileges and be suspended from riding the bus for a minimum of three (3) days and a consecutive suspension of up to one (1) year. The suspension will be determined by the building administrator and/or the Transportation Director based on the severity and frequency of the behavior.

### **Bus Offenses**

Students who fail to adhere to the above expectations while traveling with a bus driver, coach, teacher, administrator, or other staff member will receive corrective consequences. The first

occurrence of a Table II or III offense may result in bus privileges being lost for five (5) days or more.

**Bus consequences may include:**

First offense

- Verbal warning from the driver explaining the behavior violation and the expectation;

Second offense, Driver/Student conference explaining behavior issue;

- Student's assigned seat may be moved for a specified number of days;
- Driver notifies building administrator and Transportation Director of violation with documentation;
- The building administrator may implement an in-school consequence;

Third offense, student loses bus privilege for three (3) days;

- Driver/Student conference explaining behavior issue;
- Driver notifies building administrator and Transportation Director of violation with documentation;
- Administrator contacts Parent or Guardian notifying them of the privilege loss;

Fourth offense, student loses bus privilege for three (3) days – five (5) days

- Driver/Student conference explaining behavior issue;
- Driver notifies building administrator and Transportation Director of violation with documentation;
- Administrator/Transportation Director/Parent or Guardian conference may be conducted before the student can ride the bus again.

Fifth offense, student loses bus privilege for five (5) days and up to a consecutive suspension of one (1) year.

- Driver/Student conference explaining behavior issue;
- Driver notifies building administrator and Transportation Director of violation with documentation;
- Administrator/Transportation Director/Parent or Guardian conference will be conducted before the student can ride the bus again.

## **SECTION VI – STUDENT EXPECTATIONS**

### **STUDENT EXPECTATIONS**

**Board**

#### **Policy 5500**

Students at Monrovia Elementary will follow the established behavior standards while on school property, at school activities, and while going to and from school.

Each student will follow the established classroom standards/procedures, which will be explained and enforced by the classroom teacher. Expectations will be communicated to parents through verbal and written means.

Students are expected to respect all students, staff, and employees of Monrovia Elementary. General standards include:

- Abide by school rules
- Be courteous and polite to everyone
- Respect school personnel: administrators, teachers, secretaries, instructional assistants, custodians, cooks, nurse, bus drivers, substitute teachers, etc
- Respect public and private property
- Respect the rights of others

### **STUDENT CONDUCT GRADES**

Students will receive weekly conduct grades which will be averaged and recorded on the report card.

### **SEVERE CLAUSE**

Student behavior may result in an immediate referral to the office for behaviors that may include, but are not limited to: fighting, alcohol, drugs, vandalism, harassment/bullying, improper physical or sexual contact/behavior, profanities, theft, intimidation, and weapons. Based on the severity of a behavior, a student's first offense may result in a more severe consequence which may include out of school suspension and/or expulsion.

## **DRESS CODE**

## **Board Policy 5511**

All students are expected to adhere to standards of common decency and modesty in their dress. The following guidelines will be used:

- No clothing or accessories depicting alcohol, tobacco products, or obscenities may be worn.
- Hats or sunglasses should not be worn in the building. Sweatshirt hoods are not to be worn on school grounds.
- Makeup, fingernail polish, hair spray, and perfume should not be brought to school.
- The school believes that students should be attired in such a way that reflects credit on themselves, the school, and the community.
- Students should not wear shoes that have wheels attached to them. Students should not wear high heels to school. Students must wear shoes that cover the heel and toe and accommodate physical activity in the building and the school grounds.

## **UNLAWFUL ACTIVITY**

## **I.C. 20-33-8-15**

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

## **USE OF AN OBJECT AS A WEAPON**

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another may result in a report to the police as well as discipline by the school. This violation may subject a student to expulsion.

## **KNOWLEDGE OF DEADLY OR DANGEROUS WEAPONS OR THREATS OF VIOLENCE**

Because the School Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of deadly or dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

## **POSSESSION OF FIREARMS, DEADLY WEAPONS, OR DESTRUCTIVE DEVICES**

## **I.C. 20-33-8-16**

As used in this section, "firearm" has the meaning set forth in I.C. 35-47-1-5. "Deadly weapon" has the meaning set forth in I.C. 35-31.5-5-2-86, the term does not include a firearm or destructive device. "Destructive device" has the meaning set forth in I.C. 35-47.5-2-4.

A student who is:

1. Identified as bringing a firearm or destructive device to school or on school property; or
2. In possession of a firearm or destructive device on school property;

Must be expelled for at least one (1) calendar year, with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period.

The superintendent may, on a case by case basis, modify the period of expulsion for a student who is expelled under this section. The superintendent or the superintendent's designee shall immediately notify the appropriate law enforcement agency having jurisdiction over the property where the school is located if a student engages in a behavior described above.

A student who is:

1. Identified as bringing a deadly weapon to school or on school property; or
2. In possession of a deadly weapon on school property

May be expelled for not more than one (1) calendar year.

The superintendent may give notice to the appropriate law enforcement agency having jurisdiction over the property where the school is located if a student engages in a behavior described above.

A student with disabilities (as defined in I.D. 20-35-7-7) who possesses a firearm on school property is subject to procedural safeguards under 20 U.S.C. 1415.

### **BATTERY**

**I.C. 35-42-2-1**

A person who knowingly or intentionally touches another person in a rude, insolent (showing a rude and arrogant lack of respect), or angry manner commits battery.

### **CARE OF PROPERTY**

Students are responsible for the care of their own personal property. The School will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to School. In cases where personal property creates a distraction to the educational environment, the School may confiscate such items and return them to the student's parents. Damage to, or loss of, School equipment and facilities wastes taxpayers' money and undermines the School program. Therefore, if a student does damage to or loses School property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Behavior Standards.

### **INSUBORDINATION**

Students must comply with the directions of teachers or other school personnel when directions are given to maintain order or to prevent an interference with any educational function. Failure to follow these directions will result in disciplinary action.

### **HATE SPEECH**

The Monroe-Gregg School District denounces the use of words or images to harass individuals or groups based on gender, gender expression, race, religion, sexual orientation, or any other aspect of identity. "Hate speech" of this nature is contrary to the MGSD's core values and beliefs. Individuals determined to have participated in such harassment, as outlined in the Anti-Bullying Policy, may be subject to consequences including suspension and expulsion.

### **HARASSMENT, INTIMIDATION, AND BULLYING**

**Board Policy 5517**

Harassment, intimidation, or bullying committed by students toward other students is strictly prohibited. Engaging in conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.

#### **Sexual Harassment**

Sexual harassment may include, but is not limited to, unwelcome:

- Sexual propositions, invitations, solicitations, and flirtations;
- Verbal expressions of a sexual nature;
- Inappropriate touching, patting, pinching or obscene gestures;

Remarks speculating about a person's, or one's own, sexual activities or sexual history.

#### **Bullying**

**I.C. 20-33-8-0.2**

Bullying is defined as 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 (to annoy continually), ridicule (the act of exposing to laughter), humiliate (to reduce to a lower position in one's own or others' eyes), intimidate (to make timid or fearful), or harm (injure) the targeted student and create for the targeted student an objectively hostile school environment that:

- Places the targeted student in reasonable fear of harm to the targeted student's person or property;
- Has a substantially detrimental effect on the targeted student's physical or mental health;
- Has the effect of substantially interfering with the targeted student's academic performance; or
- 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.

This rule may be applied regardless of the physical location of the bullying behavior when a student commits bullying behavior and the targeted student attends a school within the School District and

disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.

All corporation and school employees, volunteers and contracted service providers who have contact with students are required to verbally report alleged violations of this policy to the principal or the principal's designee on the same day that an incident was witnessed or reliable information regarding the occurrence of an incident was received. A written report of the incident shall also be submitted to the school principal or principal's designee within one (1) school day of submitting the verbal report.

Students, parents, and visitors of a school within the school corporation are encouraged to submit a written report of alleged violations of this policy to the principal or the principal's designee on the same day that the incident was witnessed or reliable information regarding the occurrence of an incident was received. Such a report may be made anonymously. Formal action for violations of the code of student conduct may not be taken solely on the basis of an anonymous report.

The principal or designee shall conduct a thorough and complete investigation for each report of an alleged incident of bullying received. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel to assist in the investigation. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five (5) school days from the date of the report of the alleged incident of harassment, intimidation, or bullying. The principal shall submit the report to the superintendent of the school corporation within ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the board of education on a quarterly basis during regularly scheduled board meetings.

The principal shall provide the parents of the students who are parties to the investigation with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of bullying, and whether consequences were imposed or services provided to address the bullying incident if the evidence of bullying was substantiated. This information is to be provided in an expedited manner.

Any corporation and school employee, volunteer or contracted service provider who receives a report of harassment, intimidation, or bullying from a student, parent, visitor or colleague, and fails to initiate or conduct an investigation, or who witnesses or observes a bullying incident and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of bullying is confirmed, according to the parameters described in the corporation's code of student conduct. The school board recognizes that some acts of bullying may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts. Other acts may be so serious that they require a response either at the school corporation level or by local law enforcement officials. Consequences and appropriate remedial actions for a student who commits an act of bullying may range from positive behavioral interventions up to and including suspension or expulsion.

The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings. As appropriate to the investigation findings, the principal shall ensure the code of student conduct has been implemented, and provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce bullying and enhance school climate, enlist parent cooperation and involvement or take other appropriate action). Intervention and support implemented by the principal or his/her designee should include follow up services to both the targeted student and the bully. The principal shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.

The principal of each school within the school corporation is authorized to acknowledge and respond to instances of false reporting of alleged bullying incidents. The principal is expected to respond with

consequences and remedial actions regarding any person found to have falsely accused another as a means of bullying as permitted under P.L. 285-2013 for:

1. Students – Consequences and appropriate remedial action for a student could range from positive behavioral interventions up to and including suspension or expulsion.
2. School Employees – Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students could entail discipline in accordance with corporation policies, procedures and agreements.
3. Visitors or Volunteers – Consequences and appropriate remedial action for a visitor or volunteer could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of building or grounds privileges, or prohibiting contact with students or the provision of student services.

### **IN POSSESSION**

Students are “in possession” of an item for purposes of these grounds for suspension and expulsion if the item is on their person, in their immediate possession such as in a purse or backpack, or is kept in a place under their primary control such as locker or vehicle.

### **STUDENT BELONGINGS BROUGHT TO SCHOOL**

Students should bring items to school that are needed for educational, instructional or health purposes. Items may include a class binder, backpack, water bottle, pencils, etc.; but may not include personal items of any kind such as toys, cards, or items of any kind which may pose a danger or risk to others. Any unapproved items will be confiscated and sent to the school office. Items will be returned to the parent when picked up from the front office. Unapproved items will not be sent home with the student.

### **PERSONAL ELECTRONIC DEVICES**

In an effort to teach responsible use of a personal electronic device, use of the device is strictly prohibited during the school day. The electronic equipment must be completely powered off and stored in the student’s backpack. Other electronic equipment, including, but not limited to, portable TV’s, DVD players, laptop or tablet computers, electronic toys, hand-held video games, personal music devices, and cameras, are not deemed necessary learning tools at Monrovia Elementary School; and therefore, are not allowed at school or on the bus. Videotaping, photographing or audio recording of any Monroe – Gregg School District employee without prior consent of the employee, is strictly prohibited. Violation of this policy will result in school assigned discipline and may cause the items to be confiscated and delivered to an administrator to be returned at the discretion of the administrator. Administration will not investigate stolen or lost items that fall within the category of a prohibited item. Instead, stolen items should be reported to the Morgan County Sheriff’s Department.

### **STUDENT SEARCHES**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of School Trustees, if there is a reasonable suspicion that the student has violated the law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student’s consent by school authorities.

Students are provided lockers, desks, and other equipment in which to store school supplies and personal items necessary for use at school. It should be clearly understood that this equipment is the property of the School and may be searched at any time if there is reasonable suspicion that a student has violated the law or School rules. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal or the school in which the locker or storage areas is located. **UNAPPROVED LOCKS SHALL BE REMOVED AND DESTROYED.** Students are not to override the locking mechanism in their locker. Locks are to prevent theft, not to prevent searches. Anything that is found in the course of a search that may be evidence of a violation of School rules or the law may be taken and held or turned over to the police. The School reserves the right not to return items which have been confiscated. As used in this section, “reasonable suspicion” means grounds sufficient to cause an adult to believe that the search of a particular person, place, or thing will lead to the discovery of evidence that the student:

1. Has violated or is violating a rule or behavioral norm contained in the student handbook;
2. Has violated or is violating a particular law;
3. Possesses an item or substance, which presents an immediate danger of physical harm or illness to students and staff or District property.

This "reasonable suspicion" may come in different forms such as informational reports or K9 sniffs. K9 sniffs will be conducted by the Morgan County Sheriff's office randomly throughout the school year. They will take place throughout the building and grounds.

### **DISCIPLINARY CONSEQUENCES**

A violation by a student of a rule listed in Tables I, II, or III is subject to a range of disciplinary consequences imposed by teachers or administrators intended to be progressive in nature and move to a more serious consequence with each violation of the same or similar rule, culminating through the entire school year. Corrective actions such as the following will be used to modify disruptive behavior:

- Change of seating or location
- Removal from a class or activity, including after-school events or activities
- Lunch / Recess Detention
- Before / After School Detention
- Behavior Contract

**Before /After School Detention:** When classroom interventions have not been successful, a teacher or administrator can assign a detention before normal school hours from 7:10 AM to 7:40 AM or after school hours from 2:50 PM to 3:20 PM. The parent will be responsible for transporting the student to the detention in the morning or picking the student up in the afternoon. If a student refuses to serve an assigned detention, a more serious consequence, including ISS or OSS, will be imposed.

### **Lunch / Recess Detention**

Lunch / recess detentions follow the same expectations; however, students are responsible for serving the detention during their lunch period or recess period. During lunch, they are allowed to purchase a school lunch and eat in the assigned location. Failure to abide by these expectations may result in additional detentions being assigned. No talking or electronic devices are permitted during detention.

### **In School Suspension (ISS)**

In School Suspension is a more severe consequence for students. They are removed from the normal school day and report to the main office instead of their regular classroom. The student is then required to work on school assignments they missed due to their ISS consequence. All students in ISS will be allowed to purchase the government school lunch or bring their own lunch. Students who are disruptive or non-compliant during ISS commit a Table 3 offense.

### **Behavior Contract**

A behavior contract may be implemented as part of a progressive behavior plan. If a student fails to comply with a behavior contract, the school may recommend expulsion. (Offense Table 4:2 Violation of Behavior Contract)

### **OUT OF SCHOOL SUSPENSION (OSS)**

**I.C. 20-33-8-18**

Out of School Suspension is a disciplinary action used when a serious incident has occurred or a student is considered an habitual offender. An administrator may suspend a student from attendance at Monrovia Elementary School, as well as attendance at any school sponsored event, for not more than ten (10) school days. Students serving an OSS are not to be on School District property or attend any school functions during the OSS time, which ends at 7:00 am on the day the student is returning to school.

## **EXPULSION AGREEMENT**

Students who will be recommended for expulsion may be given the opportunity to sign an *Expulsion Agreement* to continue earning credits towards graduation. By choosing this option, parent/guardian and student, are voluntarily waiving the right to the expulsion due process procedure. The student will remain on probationary status for the remainder of the expulsion period, but will have no note of the expulsion on his/her school record if the terms of the agreement are upheld. Only one (1) expulsion agreement may be utilized per the student's MES career.

## **EXPULSION**

Expulsion is a disciplinary action used for removal from school for a period longer than ten (10) days. A student may be recommended for expulsion from school for a period no longer than the remainder of the current semester plus the following semester. In cases where the student is being expelled for possession of a firearm or a destructive device, the minimum expulsion is one (1) calendar year. In the case of a deadly weapon, the maximum length of the expulsion period is one (1) calendar year. Students who are expelled are not to be on School District property or attend any school functions during the expulsion period.

## **EXPULSION DUE PROCESS PROCEDURE**

**I.C. 20-33-8-19**

When a principal or designee recommends to the superintendent or designee that a student be expelled from school, the following procedures will be followed:

1. The superintendent or designee will appoint an expulsion examiner who is a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent are given notice of their right to appear at an expulsion meeting conducted by the expulsion examiner. Failure to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion.
3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
4. At the expulsion meeting, the principal or designee will present the evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student and to present evidence to support the student's position. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the expulsion meeting.
5. The expulsion examiner may continue the suspension of a student for more than the ten (10) school day period of the principal's suspension and until the time of the expulsion decision if the examiner determines that the student's continued suspension will prevent or substantially reduce the risk of:
  - Interference with an educational function or school purposes; or
  - A physical injury to the student, other students, school employees, or visitors to the school.

## **LEGAL SETTLEMENT**

**I.C. 20-33-8-17**

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

## **NO RIGHT TO APPEAL**

The student or parent has no right to appeal an expulsion to the school board as the school board has voted not to hear student expulsion appeals. The only formal appeal may be made through the court system.

## **POLICE REFERRAL**

If referral to the police is recommended after due process has been followed, the administrator will do the following:

1. Inform the student that a referral will be made to the police;
2. Inform the parents/guardian by phone that such a referral is being made;



3. Provide the police with the facts of the offense which has been committed by the student;
4. Submit a written report of the offense to the police and school administration including the student's name and address, as well as any pictures of or actual confiscated evidence with time and date of confiscation.

***IN THE EVENT OF SPECIAL CIRCUMSTANCES, THE ADMINISTRATION RESERVES THE RIGHT TO ENFORCE OTHER DISCIPLINARY ACTION WHEN NECESSARY.***

**DESCRIPTION OF CONSEQUENCES**

The following pages describe the tiered guidelines to discipline at Monrovia Elementary School. Table 1 outlines classroom behaviors that may result in consequences assigned by the classroom teacher. Table 2, 3, and 4 outline behaviors that increase in severity and consequences.

Abbreviations are defined below:

**LD** = Lunch Detention

**ISS** = In-School Suspension

**TPC** = Teacher/ Parent  
Contact

**OSS** = Out of School Suspension

**APC** = Administrative Parental Contact

**SRE** = Suspension Recommended Expulsion

**RD** = Recess Detention

**BSD** = Before School Detention

**ASD** = After School Detention

<b><i><u>Table 1 Offense: Classroom Behavior Plan/Possible Lunch/ Recess Detention /TPC These will be handled by the classroom teacher, unless repetitive disruptions deem it necessary for the office to become involved.</u></i></b>	
1	Unprepared for Class
2	Minor Disruptive Behavior: includes inappropriate, rude comments and actions
3	Horseplay/Pushing/Running / Minor Physical Contact
4	Misuse / Destruction of Instructional Materials
5	Wrong Location
6	Inappropriate Physical Contact / Public Display of Affection
7	Misuse of Electronic Devices
8	Disrespect to Staff
9	Dishonesty / Academic Dishonesty
10	Failure to Comply

#	TABLE 2 OFFENSE	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
1	Insubordination	1LD/RD - 1 ISS APC	BSD - 2 ISS APC	3 ISS APC
2	Staff Disrespect	1LD /RD- 1 ISS APC	BSD - 2 ISS APC	3 ISS APC
3	Encouraging Others to Violate Rules	1 LD/RD -1 ISS APC	BSD - 1 ISS APC	2 ISS APC
4	Harassment/Intimidation	BSD - 1 ISS APC	2 - 4 ISS APC	BULLYING
5	Failure to Report an Unsafe Act	2 ISS APC	2 ISS APC	3 ISS APC
6	Possession of Knife/Lookalike	2 ISS – 1 OSS	2-3 OSS	SRE
7	Vandalism/Damage School Property <\$100	BSD - 2 ISS Repair/Replace APC	3 - 4 ISS Repair/Replace APC	5 ISS Repair/Replace APC
8	Possession of Lighter/Matches	BSD - 1 ISS Confiscate APC	2 - 4 ISS Confiscate APC	4 ISS - 5 OSS Confiscate APC
9	Misusing/Damaging Another Student's Property	BSD - 1 ISS Repair/Replace APC	2 - 3 ISS Repair/Replace APC	4 ISS - 5 OSS Repair/Replace APC
10	Possession/Distribution of Obscene Material	2 ISS - 2 OSS Confiscate APC	3 ISS - 5 OSS APC	5 OSS – Susp/ Rec. Expulsion
11	Attempted Battery on Another Student	1 - 2 ISS APC	3 ISS - 1 OSS APC	2 - 5 OSS
12	Forgery/Dishonesty/Academic Dishonesty	BSD - 1 ISS APC	1-2 ISS APC	3 ISS APC
13	Foul Language	2 LD/RD - 1 ISS	BSD -1 ISS APC	2-3 ISS APC
14	Gambling	1 ISS APC	3 ISS APC	5 ISS APC
15	Theft/Possession of Stolen Goods <\$100	1 - 2 ISS Replace APC	2 - 3 ISS Replace APC	5 ISS Replace APC
16	Verbally Abusing Another Student	BSD - 1 ISS APC	2 - 3 ISS APC	3-5 ISS APC
17	Inappropriate Use of School Technology	1 ISS APC Warning of Privilege	2 ISS APC Loss of Privilege	3 ISS Loss of Privilege
18	Malicious Physical Contact	1- 2 ISS APC	3 - 4 ISS APC	1-3 OSS APC
19	Major Disruptive Behavior	BSD -2 ISS APC	3 ISS-3 OSS APC	3-5 OSS / SRE
20	Cafeteria Disruption	BSD - 1 ISS APC	1 ISS - 3 ISS APC	5 ISS APC
21	Obscene Gesture	2 LD/RD - 1 ISS APC	2 ISS APC	3 ISS APC
22	Committing An Unsafe Act	B/ASD – 1 OSS	2-3 OSS	3-5 OSS
23	Obscene Gesture or Dialogue w/ Malicious Intent	B/ASD	2 ISS – 1 OSS	3- OSS
24	Malicious Contact to Staff	2-3 ISS / - 1 OSS	3-5 OSS	Table 4:1 Battery / Attempted Battery on Staff

#	<b>TABLE 3 OFFENSE</b>	<b>1st</b>	<b>2nd</b>
1	Battery IC 35-42-2-1	5 OSS	SRE
2	Fighting	5 OSS	SRE
3	Possession/Under the Influence of Alcohol IC 7.1-5-7-7	5 OSS	SRE
4	Sexual Battery IC 35-42-4-8	5 OSS	SRE
5	Possession/Sale/Distribution of Drug Paraphernalia IC 35-48-4-8.3	5 OSS	SRE
6	Gross Insubordination	2 - 5 OSS	SRE
7	Lewd Acts/Indecent Exposure IC 35-45-4-1	5 OSS	SRE
8	Threat to a Staff Member IC 35-45-2-1	5 OSS	SRE
9	Vandalism >\$100 IC 35-43-1-2	5 OSS	SRE
10	Verbally Abusing Staff Member	5 OSS	SRE
11	Theft/Possession of Stolen Goods >\$100 IC 35-43-4-2	5 OSS	SRE
12	False Alarm/Fire Report	5 OSS	SRE
13	Threat to Use Weapons	5 OSS	SRE
14	Trespassing IC 35-43-2-2	2 - 3 OSS	SRE
15	Removal From ISS	2 - 3 OSS	SRE
16	Using or Being Under the Influence of Drugs *see definition	5 OSS	SRE
17	Bullying	5 OSS	SRE
18	Stealing/Possession of Stolen Testing Materials	5 OSS	SRE
19	Possession of Tobacco / Nicotine Delivery System	5 OSS	SRE

#	<b>TABLE 4 OFFENSE - SUSPENSION RECOMMENDED EXPULSION</b>
1	Battery/Attempted Battery on a Staff Member
2	Violation of Behavior Contract
3	Habitual Truancy/Unexcused Absences
4	Bomb Threat
5	Possession of a Firearm/Lookalike IC 35-47-9-2
6	Intent to Distribute Alcohol IC 7.1-5-7-8
7	Possession/Detonation of an Incendiary/Explosive Material/Destructive Device IC 35-47.5-5-2
8	Possession of a Deadly Weapon/Look alike
9	Robbery IC 35-42-5-1
10	Arson IC 35-43-1-1
11	Possession/Intent to Distribute Drug *see definition

**MONROE-GREGG SCHOOL DISTRICT**  
**ACCEPTABLE USE POLICY**

**Personal Communication Devices Board Policy 5136**

**Introduction**

Monroe-Gregg recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills. To that end, we provide access to technologies for student and staff use. This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

1. The Monroe-Gregg network is intended for educational purposes.
2. All activity over the network or using district technologies may be monitored and retained.
3. Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children’s Internet Protection Act (CIPA).
4. Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
5. Misuse of school resources can result in disciplinary action.
6. Monroe-Gregg makes a reasonable effort to ensure students’ safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
7. Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

## **Technologies Covered**

Monroe-Gregg may provide Internet access, desktop computers, mobile computers or devices, video conferencing capabilities, online collaboration capabilities, message boards, email, and more. As new technologies emerge, Monroe-Gregg will attempt to provide access to them. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

## **Usage Policies**

All technologies provided by the district are intended for education purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

## **Web Access**

Monroe-Gregg provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow district protocol to alert an IT staff member or submit the site for review.

## **Email**

Monroe-Gregg may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

## **Social/Web 2.0 / Collaborative Content**

Recognizing the benefits collaboration brings to education, Monroe-Gregg may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

## **Mobile Devices Policy**

Monroe-Gregg may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices off the school network may be monitored.

## **Personally-Owned Devices (POD) Policy**

Students should keep personally-owned devices (including laptops, tablets, smartphones, and cell phones) turned off and put away during school hours—unless in the event of an emergency or as instructed by a teacher or staff for educational purposes.

Because of security concerns, when personally-owned mobile devices are used on campus, they should not be used over the school network without express permission from IT staff. In some cases, a separate network may be provided for personally-owned devices.

## **Security**

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

## **Downloads**

Users should not download or attempt to download or run .exe programs over the school network or onto school resources without express permission from IT staff.

You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for education purposes.

## **Netiquette**

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.

Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

### **Plagiarism**

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

### **Personal Safety**

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission.

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

### **Cyber bullying**

Cyber bullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyber bullying can be a crime. Remember that your activities are monitored and retained.

### **Examples of Acceptable Use:**

1. Use school technologies for school-related activities.
2. Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
3. Treat school resources carefully, and alert staff if there is any problem with their operation.
4. Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
5. Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, and posts) online.
6. Use school technologies at appropriate times, in approved places, for educational pursuits.

7. Cite sources when using online sites and resources for research.
8. Recognize that use of school technologies is a privilege and treat it as such.
9. Be cautious to protect the safety of myself and others.
10. Help to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

### **Examples of Unacceptable Use**

1. Use school technologies in a way that could be personally or physically harmful.
2. Attempt to find inappropriate images or content.
3. Engage in cyberbullying, harassment, or disrespectful conduct toward others.
4. Try to find ways to circumvent the school's safety measures and filtering tools.
5. Use school technologies to send spam or chain mail.
6. Plagiarize content I find online.
7. Post personally-identifying information, about myself or others.
8. Agree to meet someone I meet online in real life.
9. Use language online that would be unacceptable in the classroom.
10. Use school technologies for illegal activities or to pursue information on such activities.
11. Attempt to hack or access sites, servers, or content that isn't intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

### **Limitation of Liability**

Monroe-Gregg will not be responsible for damage or harm to persons, files, data, or hardware.

While Monroe-Gregg employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. Monroe-Gregg will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

### **Violations of this Acceptable Use Policy**

Violations of this policy may have disciplinary repercussions, including:

1. Suspension of network, technology, or computer privileges
2. Notification to parents
3. Detention or suspension from school and school-related activities
4. Legal action and/or prosecution



