



PARENT STUDENT **HANDBOOK**

2017 – 2018

A GUIDE OF POLICIES, LAWS AND REGULATIONS THAT EXPLAIN
THE RIGHTS AND RESPONSIBILITIES OF STUDENTS.



**THE MISHAWAKA WAY IS ROOTED IN
"GROWING LEADERS IN A CULTURE OF EXCELLENCE".**

The Mishawaka Way provides our colleagues and our community with an understanding of how we work at School City of Mishawaka, why our work is life-changing, and how we will go about accomplishing the important goals entrusted to us.

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FOREWORD

The 2017 – 2018 Handbook for Students and Parents was developed to answer many of the questions which students and parents may have during the school year and to provide information about certain Board policies. Please take the time to become familiar with the important information found in this book and keep the Handbook available for handy reference. The handbook is also available online. (www.mishawakaschools.com) If you have questions that are not addressed in this Handbook, you are encouraged to speak with your building principal. Board policies are cited in relevant sections of this Handbook. Should any of the policies or guidelines referenced in this Handbook be revised after August 1, 2017, the language contained in the most current policies and guidelines will prevail. Board policies and guidelines are found on the School City of Mishawaka website. (www.mishawakaschools.com)

The Mission of School City of Mishawaka

Together, we will equip our students with the knowledge, skills, and character necessary to excel in a dynamic and evolving world.

Core Values – At Our Core, We Value:

- Academic Excellence that promotes personal best, parental involvement, and teacher quality within a nurturing and safe environment.
- High Expectations for students and staff that leads to high performance.
- A student-centered, positive learning environment that shapes responsible, respectful, and productive citizens.
- An innovative culture that encourages creative and critical thinking.
- Teamwork through collaboration among students, parents, colleagues, and the community.

Civility Clause

School City of Mishawaka believes that the education of a child happens through a partnership. The partners include the child, the parents and guardians, the school faculty and staff, and the community. In order for this partnership to succeed, each partner has certain responsibilities.

School City of Mishawaka staff members are expected to lead by example and to treat students, parents, members of the community, and other staff members with courtesy and respect at all times. They are to behave in a professional manner and accept responsibility for their actions.

We ask and expect parents to conduct themselves in a similar manner. We believe that parents should serve as positive role models to their children.

When concerns arise, we ask that they be brought to the teacher first. If there is not an adequate resolution with the teacher, the concern should be addressed with the principal. If there are additional concerns after discussions with the teacher and principal, the matter should be brought to the Superintendent. Respectful communication is the key. By working together, we will foster an atmosphere that will benefit the learning environment of all School City of Mishawaka students.

ENROLLMENT

Entrance Requirements (Policy 5111)

School City of Mishawaka will educate students, tuition free, who have legal settlement in the Corporation and students enrolled in the Public Elementary and Secondary Schools Transfer Program according to the requirements of I.C. 20-26-11.

Parents seeking to enroll a student are asked to present proof of residency, including but not limited to:

- A *current* mortgage payment book/receipt, or
- A *current* lease payment receipt, or
- A *current month* utility bill,
- A *current* lease agreement, deed, or property tax statement, or
- A *valid* voter registration card

Those parents who are otherwise unable to provide proof of residency will be required to complete a notarized Affidavit of residency.

Entrance to Kindergarten (Policy 5112)

Kindergarten attendance is not compulsory, but it is recommended for any child whose physical, intellectual and social development indicates a readiness for instruction. A child who is five on or before September 1 may register. All registered kindergarten students will be evaluated to assist the professional staff in providing an appropriate educational program.

Proof of Age

Proof of date of birth is required of all students who are enrolling in the School City of Mishawaka for the first time. A copy of the birth certificate is preferred. All official documents of the School City of Mishawaka will include the child's legal name.

CODE OF CONDUCT (Policies 5500 and 5600)

This Code of Conduct is provided in this handbook as a means to inform students and parents of their responsibilities. School City of Mishawaka expects that students will at all times conduct themselves in a respectful manner that is consistent with the best interests of the school and of others. Administrators have the right to assign consequences for student misconduct. These rules apply to student conduct during school activities on or off school property and on school property or vehicles at any time. The following misconduct constitutes grounds for suspension or expulsion.

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct that interferes with school purposes, or urging others to engage in such conduct.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.

3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
4. Causing or attempting to cause physical injury to any person.
5. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
6. Possessing, handling, or transmitting a knife, firearm, or any other object that can reasonably be considered a weapon.
7. Possessing, using (except as noted in the school medication policy), providing, or transmitting to another person, or being under the influence of: any substance which is or is represented to be or looks like a tobacco product, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, substance containing alcohol, heavily-based caffeine product, substance containing phenylpropanolamine (PUPA), steroid, stimulant, depressant, or intoxicant of any kind. Possession of any paraphernalia used in connection with the listed substances is prohibited.
8. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
9. Failing to comply with the direction of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
10. Engaging in academic dishonesty, including cheating and intentionally plagiarizing.
11. Committing an act that violates Indiana or Federal law that constitutes an interference with school purposes or an educational function.
12. The violation or repeated violation of any rules, standards, or policies that have been established by the Superintendent or school principal and approved by the Board.
13. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or State or Federal laws.
14. Possessing or using on school grounds during school hours an electronic paging device, a cellular telephone, or any other telecommunication device in a situation not related to a school purpose or educational function.
15. Engaging in sexual harassment on another person including a student, teacher, visitor, or other school employee. This includes but is not limited to sexual-related verbal statements, gestures, or physical contact.
16. Harassment, intimidation, or bullying of any student on school grounds or school sponsored events. Bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner, physical acts committed, aggression, or other behaviors that are committed against another student with the intent to harass, ridicule, humiliate, or harm. See **Policies 5517 and 5517.01**.

Suspension Procedures (Policy 5610)

Any principal (or designee) may suspend for a period of no more than ten (10) school days. This suspension may deny a student the right to attend school or to take part in any school function until midnight of the last day of suspension. A student may be suspended on the following grounds:

1. Conduct constituting grounds for expulsion as set out above.

2. Other violation of rules and standards of behavior which the Board approves or receives. Such suspensions shall be made only after the principal (or designee) has made an investigation thereof and has determined that such suspension is necessary to help any student, to further school purposes, or to prevent interference therewith. No suspension may be made without affording the student an opportunity for an informal meeting. At the informal meeting the student is entitled to:
 - a. A written or oral statement of the charges against the student; and,
 - b. If he denies the charges, a summary of the evidence against the student; and
 - c. The student will be provided an opportunity to explain his/her conduct.

The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal (or designee).

Expulsion Procedures (Policy 5610)

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

1. When the Principal recommends to the Superintendent that a student be expelled, the Superintendent may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - a. Legal Counsel
 - b. A member of the administrative staff who did not expel the student 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 Superintendent or the person designated above. Failure to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the School Board.
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 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 meeting.
5. If an expulsion meeting is held, the expulsion examiner will make a written summary of the evidence heard at the meeting, take any action found to be appropriate and give notice of the action taken to the student and the student's parent.

The student or parent has the right to appeal the decision of the expulsion examiner to the appropriate court within (10) ten days of the receipt of the notice of action taken. Any expulsion taking effect more than three (3) weeks prior to the beginning of the second semester of any school year must be reviewed prior to the beginning of the second semester. Any expulsion that will remain in effect during the first semester of the following year must be reviewed before the beginning of the school year.

It will be recommended that a student be expelled for one calendar year when, while on school property, the student possess, handles, uses, or transmits a firearm, bomb, or destructive device as defined in IC 35-47-1-5 and IC 35-41-1-4-3. The student will be allowed to return to school at the beginning of the first school semester after the end of the one year period. It will be recommended that a student be expelled for one calendar year when, while on school property, the student possesses, handles, uses, or transmits a deadly weapon as defined in IC 35-41-1-8. A student who commits arson or rape in a Corporation building or on Corporation property, including school buses, will also be expelled.

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 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.

Search and Seizure (Policy 5771)

According to Indiana law a student shall have no expectation of privacy in a vehicle or in the contents of a vehicle operated or parked on school property, a school-provided locker, or a book/gym bag that has been brought onto school property. An administrator may conduct a search of the above locations as well as minimally search a student if there is suspicion that such a search could produce evidence of a violation of law, a school rule, or a condition that endangers the safety or health of the student. Prior to a search of a student's person and personal items in the student's immediate possession, consent of the student shall be sought by an administrator. Searches of the person of a student shall be conducted and witnessed by a person of the same gender as the student and shall be conducted in a private place. The student shall be given the option of selecting the witness from the faculty members on the school premises at the time of the search. A searched student's parent or guardian shall be notified of the search within twenty-four (24) hours if possible. The Superintendent may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the Superintendent, the search shall be conducted by the law enforcement officers in accordance with the legal standards applicable to law enforcement officers.

The Board authorizes the use of specially trained dogs to detect the presence of drugs or devices such as bombs on school property under the conditions established in the Superintendent's administrative guidelines.

Administrators are authorized to arrange for the use of breath-test instruments for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

Drug Prevention (Policy 5530)

School City of Mishawaka recognizes that the misuse of drugs is a serious problem in contemporary society and as the educational institution of this community, the prevention of drug abuse is a priority. Therefore, School City of Mishawaka prohibits the use, possession, concealment, or distribution of any drug and any drug-related paraphernalia at any time on School City of Mishawaka property or at any school-related event. School City of Mishawaka further establishes a drug-free zone within 1,000 feet of any facility used by the Corporation for educational purposes.

Random Drug Testing (Policy 5145)

Because of the risks associated with the use of alcohol and illegal drugs, School City of Mishawaka conducts a mandatory random testing program for all students in grade 7 through 12 who participate in interscholastic athletics or extra-curricular activities as listed in each school's handbook. Participation in extra-curricular activities is a privilege, not a right. All participants must maintain their academic eligibility as well as agree to be part of a pool of students subject to random drug and alcohol testing.

DRESS CODE

Appropriate student dress is important to maintaining a positive school climate; it is conducive to teaching and learning, and helps to eliminate unnecessary distractions. Students are encouraged to dress appropriately for school so as to maintain an attitude of respect for self and others. Student dress is governed by the following rules:

1. Clothes must be sufficient to conceal undergarments at all times. Tops must cover bras and pants must fully cover underwear or boxers.
2. Clothing **NOT** allowed includes, but is not limited to: oversize or sagging pants, short shorts, muscle shirts, flannel pajamas or lounge pants, jeans with holes or rips above the knee, mini-skirts, gloves or hats indoors, bandanas or other head coverings.
3. Any clothing or jewelry that could create an unsafe situation in any classroom is not allowed. This includes clothing or jewelry that may get caught in machinery. Chains, including wallet, bicycle, and certain necklaces could be used to cause harm and are therefore prohibited. Any jewelry or other items are prohibited when worn on any pierced body part other than the ear.
4. Shower sandals, flip-flops, slippers, or Heeleys are not allowed.
5. Any clothing that contains language or symbols supporting drugs, alcohol, or tobacco products, contains vulgar or profane language or is sexually suggestive, or promotes gang or cult activity is prohibited. Any dress, accessories, or jewelry that contain symbols or signs that degrade or slur on the basis of race, religion, ethnicity, sex, disability or sexual orientation is strictly prohibited.

6. Shorts, skirts or dresses must be long enough to reach the tip of the fingers when hands are placed on the side. All tops worn to school must be long enough that the midriff is not exposed in any way during normal school activities. Tops without sleeves must have fabric that extends to the edge of the shoulder. (No strapless tops or spaghetti straps.)
7. Hair, including facial hair, must be neat, clean and well-groomed and not disruptive to the educational process.
8. Students who are in violation of the dress code will be counseled and given the opportunity to modify the inappropriate clothing. Modifications may include: turning a shirt inside out, removing inappropriate jewelry, covering a tattoo, or changing clothes.
9. Students who repeatedly violate these guidelines may be subject to disciplinary consequences including parent and student conference, detention, or other school based sanctions.

The school administration reserves the right to make the final judgement/decision concerning the appropriateness of student dress.

ATTENDANCE (Policy 5200)

The School Board requires all students enrolled in the schools of this Corporation to attend school regularly in accordance with the laws of the State. Regular attendance and punctuality in arrival at school are vital to educational success. The development of good attendance habits is an important learning behavior that will prove beneficial throughout the child's future.

If a student will be absent, his/her parent/guardian should telephone the school to report the absence. This call should be made by 8:30 a.m. each day of absence. All students are expected to be at school daily. If your child is absent and we do not receive notification of the absence, we will call or make a home visit to verify the absence for everyone's safety and welfare.

1. Excused Absences

- a. Personal Illness
- b. Illness in the Family
- c. Quarantine of the Home
 - This is limited to the length of the quarantine as fixed by the proper health officials.
- d. Death of a Relative
- e. Observance of Religious Holidays
 - Any student shall be excused for the purpose of observing a religious holiday consistent with his/her creed or belief.
- f. Absence during the school day for professional appointments (Parents are encouraged to schedule medical, dental, legal, and other necessary appointments outside of the school day. Since this is not always possible, when a student is to be absent part of the day: The student shall have a statement to that effect from his/her guardian, the student shall bring a

signed statement from the doctor, dentist, lawyer, counselor, etc. to the effect they report the appointment was kept, and student shall report back following the appointment if school is still in session.

- g. Unexpected or unavoidable absences as determined by school administration
- h. Other Reasons authorized by law

Make Up Opportunities

Students will be given the opportunity for making up work missed due to absences. A student may receive full credit for work completed following an **excused** absence (including suspensions). Students may receive full or reduced credit for work completed following an **unexcused** absence at the discretion of the teacher.

2. Student Vacations during the School Year

- a. Parents must notify the school prior to any family vacation during the school year. School City of Mishawaka encourages families to avoid scheduling vacations while students are in session but do understand extenuating circumstance may occur. When a family vacation must be scheduled during the school year, parents should discuss the matter with the principal to make necessary arrangements to coordinate missing work.
- b. All missing assignments and tests should be made up within an agreed upon time between the student and teacher.
- c. The time missed be counted as an authorized, unexcused absence, but shall not be a factor in determining grades unless missing work is not completed.

3. Truancy

- a. A student shall be considered truant each day or part of the day s/he has an unexcused absence from his/her assigned location without parental knowledge. Absence is defined as not being present in the assigned location any time beyond the tardiness limit.
- b. Truancy demonstrates a deliberate disregard for the educational program and is considered a serious matter. Administrative actions taken will be as follows:
 - 1. A student who is truant may make up work for reduced credit.
 - 2. A record of the truancy will be entered in the student's file.
 - 3. A parent conference may be held.
- c. A student may be considered an "habitual truant" when the student is chronically absent by having unexcused absences from school for more than ten (10) school days in one (1) school year.
- d. The disciplining of truant students shall be in accord with Board policies and due process, as defined in Policy and the Student Code of Conduct.

4. Students Leaving School during the School Day

Students shall not be permitted to leave early at the request or in the company of anyone other than a school employee or parent/guardian unless permission of the parent/guardian is first secured. Students shall not be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by administration.

5. Tardiness

An elementary student who is not in his/her assigned location when the late bell rings, will be considered tardy. Any student arriving late to school must report to the school office before going to class.

Secondary students are expected to be in their assigned location throughout the school day. If a student is late in arriving to school, he/she must report to the school office before going to the assigned location. Students who are repeatedly tardy will be subject to disciplinary action.

SCHOOL DAY

School Hours

Every day except Wednesdays**

Elementary:	8:45 a.m. to 3:00 p.m.
John Young Middle School:	8:05 a.m. to 3:20 p.m.
Mishawaka High School:	8:00 a.m. to 3:10 p.m.

**Beginning on August 23, Wednesday start time is 8:45 a.m. for Elementary and John Young and 8:40 a.m. for MHS.

Pledge of Allegiance (Policy 8800)

Indiana statute requires the display of the United States flag in each classroom in every school. The law also requires a daily opportunity for students to voluntarily recite the Pledge of Allegiance in each classroom or on school grounds. During the Pledge of Allegiance, students who participate will stand while facing the United States flag with their right hand over their hearts. A student is exempt from participation in the Pledge of Allegiance and may not be required to participate if the student or the student's parent so choose. Students who are exempt from reciting the Pledge of Allegiance must remain standing or sitting while other students are reciting the Pledge and must not make any display that disrupts or distracts other students who are reciting the Pledge.

Moment of Silence (Policy 8800)

Indiana code 20-30-5-4-5 requires a daily observance of a moment of silence in each classroom or on school grounds of each school in the school corporation. During the moment of silence

the teacher will ensure that all students remain seated or standing and the students make no distracting display so that each student may, in the exercise of his/her individual choice, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of the student's individual choice. This moment of silence is not intended to be and shall not be conducted as a religious exercise. This policy precludes students from using the occasion to pray audibly or otherwise speak, singly or in unison. Building principals and teachers must not allow or tolerate any coercion or overbearing by anyone to force other students to engage in or refrain from prayer or any other permitted activity under this policy. The student code of conduct applies to disruptive behavior during the moment of silence.

PROGRAMS

Exceptional Learners

The School City of Mishawaka Exceptional Learners has high expectations for students with disabilities to develop independence in their academic, social emotional and behavioral skills. Growing Together Preschool offers developmentally age appropriate experiences for students with and without disabilities in an inclusive setting. Elementary, middle-school and high school students are provided supports to maximize access and engagement in the general education curriculum in the least restrictive environment. The Young Adult Services (YAS) offers services to maximize the individual skills of our students who have exited Mishawaka High School with certificates of completion as they prepare to exit the public school setting.

High Ability Programs (Policy 2464)

Students are identified for the high ability programs which begin in first grade. LEA (Language Enrichment and Acceleration), MAC (Mathematics Acceleration and Challenge), and Project DEEP (Developing Exceptional Educational Potential) programs are available for Grades K-6 in all Elementary Schools. At John Young, high ability programming includes English, Social Studies, Math, and Science. The Honors program at the high school includes English, Math, Science, Social Studies, and Music. Any questions about these programs and the nomination/identification process should be directed to the Office of Curriculum and Instruction.

Homebound Instruction (Policy 2412)

School City of Mishawaka may provide individual instruction to students of legal school age who are not able to attend classes because of accident, illness or disability. Documentation of the disabling condition must be done by a physician who is licensed to practice in Indiana. Documentation must include the nature of the medical disability, the probable duration of the confinement, and certification of the student's ability to participate in an educational program. The program of instruction given to each student will be in accordance with the rules of the State Board of Education. Instruction will generally take place at a mutually convenient public location such as the public library. Instruction may be withheld if the parent or other adult in authority is not home with the student during the hours of instruction, if the instructor's

presence in the place of the student's confinement presents a hazard to the health of the teacher, or if the condition of the student precludes benefit from the instruction.

Home Schooling (Policy 9270)

The School Board encourages the enrollment of all school-age children residing in the School City of Mishawaka district in public schools or in approved parochial or private schools so that they may enjoy the benefits of a well-planned educational program and the socialization possible in a group environment. All requests to educate a child in an equivalent education [home schooling] program must be submitted to the Indiana Department of Education. The home schooling student may also enroll in one or more academic courses in our schools, with the approval of the Superintendent. Such enrollments will be submitted to the State for funding purposes. The Superintendent may allow a student who is being educated at home or at a non-corporation school but taking one or more courses at a Corporation school to participate in one or more of the Corporation's co-curricular or extra-curricular activities providing s/he meets the eligibility criteria established for the activity. All school policies and rules apply when the student is participating in the academic, co-curricular, and/or extra-curricular programs of the school and the student will be required to participate in all mandatory State assessments as required by the State Board of Education.

TECHNOLOGY

Technology and Learning

As part of the global community, School City of Mishawaka accepts the responsibility of preparing students to become productive citizens and recognizes that student education is enhanced by technology, software, and Internet access. School City of Mishawaka provides appropriate technology-based resources to support learning and maintains necessary filtering and security procedures that comply with State and Federal laws.

Security

SCM uses state of the art filtering systems to track and monitor **all** computer and Internet use on the District network and student issued devices. The system is designed to prevent access to educationally inappropriate or controversial sites. However, no filtering system is perfect. Due to the nature of the Internet and evolving technologies, even with supervision, we cannot guarantee that students will not reach an inappropriate site. It is possible your child could come in contact with some material that may contain items that are inappropriate.

Aggressive filtering, blocking, and other use restrictions make it tougher to prepare students for a digital era. These efforts can also have real and significant impacts on information access, student learning, teaching, and capabilities to address required curricular standards.

A student who gains access to any inappropriate or harmful material is expected to discontinue the access and to report the incident to the supervising staff member.

Any student identified as a security risk or as having violated the *Responsible Use Guidelines* may be denied access to the District's systems. Other consequences may also be assigned.

Student Email

School City of Mishawaka provides students with the privilege of email accounts for the purpose of school-related communication. All students are assigned login IDs and passwords that provide access to the Corporation network and resources, as well as email access. Students are responsible for maintaining the confidentiality and security of their login and password credentials. All students must accept the responsibility of digital citizenship and adhere to the guidelines described in the Acceptable Use agreement. Students in grade six and below cannot email outside of the Corporation.

Google Suite

School City of Mishawaka use Google Apps Education Edition (GAFE). GAFE offers a free (and ad-free) set of customizable tools that enable teachers and students to work collaboratively and learn more effectively. The student account is a service provided by Google that allows users to communicate and collaborate effectively in a digital educational environment. Students will use Google for educational purposes. The Google account assigned to your student was created by the school and assigned to your child. No student personal information was collected by Google in creating these accounts. As per school policies, all activities requiring Internet access are supervised by the teacher. The school is in control of which Google services it provides for student use. Students in grade six and below cannot email outside of the Corporation. As part of our Educational technology plan, Internet safety is a main component of technology use. Teacher supervision, school filters, and spot checking student accounts will be used to ensure that students' use of digital tools adheres to school policy, as well as an instructional and curricular approach to digital citizenship. During school, classroom teachers will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance and supervision as they exercise with information sources such as television, phones, movies, radio, social media, and other potentially offensive media.

Cell Phones

School City of Mishawaka recognizes the potential benefit that student cell phones can have with regard to student safety and emergency needs. A teacher may allow use of a student owned cell phone, if deemed necessary by that classroom teacher, for eLearning activities, archiving, and documentation.

Students may possess cell phones at school and on school grounds under the following conditions:

2. Cell phones must be turned OFF during school hours.
3. Cell phones must not be used for recording purposes, taking or sending pictures or send/receiving text messages.
4. Cell phones must be put away during the school day.

School City of Mishawaka Owned Devices

Beginning in the 2017 – 2018 school year, all students in grades seven, eight, and nine will be assigned a School City of Mishawaka owned device. Students and parents are expected to be responsible stewards of all School City of Mishawaka owned devices. At the time when the

devices are issued, students and parents will be provided with the expectations and consequences for misuse of School City of Mishawaka owned devices.

Student Acceptable Use Policy

What is an “Acceptable Use Policy?”

School City of Mishawaka makes a variety of communications and information technologies available to District students through computer/network/Internet access. These technologies, when properly used, promote educational excellence in our District by facilitating resource sharing, innovation, collaboration, and communication.

Traditionally and in function a District’s Acceptable Use Policy (AUP) satisfies legal requirements, notifications, and outlines what students should not or cannot do.

The terms of an AUP mean that students agree to only do “acceptable” things when they are using SCM computers and technology assets. We want student use of Internet resources and devices to be exceptional, not merely ‘acceptable’.

SCM has rules that all students have to follow when they use the Internet or a District provided device. The full policy (Policy 7540.03) is available on our District website or in print at School City Administration offices at 1402 S. Main St, Mishawaka, IN 46544.

Mishawaka School’s Responsible Use Expectations is a reflection of the high standards of excellence we have for our students. Responsible use of information and communication technologies (ICT) are essential skills for engaged, productive community members.

Responsible Use Expectations

SCM believes that when students have access to technology for the purpose of resource sharing, innovation, and communication, they will develop skills to prepare them for their future work opportunities, citizenship, and life.

Student Responsible Use¹:

I AM RESPONSIBLE FOR MY STUDENT ACCOUNT AND EMAIL. My password is private and I will not share it with anyone. I am responsible for all activities done through my account. I will not allow others to use my account name and password, or try to use that of others. If I use a shared computer to access my account, I will ensure that I sign-off when I have completed my session. I understand that while using District networks or devices, Internet sites visited and duration of time in the pages are logged, and can be fully monitored.

I AM RESPONSIBLE FOR PROTECTING MY PERSONAL INFORMATION. I understand that it is unsafe to post any personal information about myself, including but not limited to: my name, address, phone number, or school. I will not post photos of me or my fellow students with their first and last names on any online site.

I AM RESPONSIBLE FOR BEING KIND. I realize that there is a person in front of and on the other side of the screen. I will treat them with respect and courtesy. Always.

I AM RESPONSIBLE FOR THE WORDS I USE. I will communicate in ways that reflect well on me and our District. I will use appropriate language in my digital communications with others and will not use profanity or any other inappropriate language as determined by school staff. I will pause, think, and respond appropriately. I won't use the Internet to retaliate or diminish the spirit of others.

I AM RESPONSIBLE FOR HOW I TREAT OTHERS. I will use email and other means of digital communications responsibly. I will not send or post hateful or harassing mail, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors while in or out of school.

I AM RESPONSIBLE FOR MY USE OF THE MISHAWAKA SCHOOL'S NETWORK. SCM' network, web pages, and email accounts are NOT private. (It is possible that someone can read what you write and review the web pages that you visit. Please THINK -- before you do anything online that you would not want your teachers or parents to see.) I will use SCM computer resources responsibly towards educational objectives. I will not search, retrieve, save, circulate or display hate-based, offensive, or sexually explicit material. I will only search, retrieve, save, or publish materials that are related to my classroom assignments. I will not break the law.

I AM RESPONSIBLE FOR MY DIGITAL FOOTPRINT. I understand that whatever I do online is associated with me and can be saved, shared, or distributed without my approval. I will make positive contributions to our community and world.

I AM RESPONSIBLE TO BE ME. I understand that impersonating or pretending to be someone else is forbidden. I will be honest online. This includes, but is not limited to, sending out email, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's or by using fictitious names or personas.

I AM RESPONSIBLE FOR PROTECTING THE SECURITY OF THE SCM' NETWORK. I will not attempt to bypass security settings, Internet filters, or interfere with the operation of the network. I will not install or access ANY software that may be illegal or used without permission, including file sharing, malware, ransomware, shareware, or freeware on school computers.

I AM RESPONSIBLE FOR PROTECTING SCHOOL PROPERTY. Computers, devices, and network equipment are expensive. I understand that vandalism is prohibited. I will ensure that I treat these items with care. I won't modify or destroy equipment, programs, alter files, or settings on District equipment and networks. I am aware that I or my family is financially responsible for costs associated with such behaviors. I am aware that the computers are the property of the District and any information stored on them is the property of the District.

I WILL RESPECT OTHER PEOPLE'S PROPERTY ONLINE. I will obey copyright laws. I will not plagiarize or use other's work without proper citation and permission. I will not illegally

download materials protected by copyright including, but not limited to, photos, music and movies.

I AM RESPONSIBLE FOR FOLLOWING SCHOOL RULES WHENEVER I AM ONLINE. I will follow all guidelines set forth in the District's AUP and/or by my teachers when publishing schoolwork online.

¹ Adapted from Boston Public School's "Guide to Boston PS"

Our Grandma Rule: If you wouldn't show it or say it to your Grandma, don't post it, type it, or share it on District networks or while using district devices. Make your Grandma proud.

Internet Usage

Computer/Network/Internet access is provided to all students unless parents or guardians request in writing to the principal that access be denied. Any parent who DOES NOT WANT his/her student to use School City of Mishawaka networked computer services or devices must each year notify the principal in writing of this request. The request must be signed and dated. The principal will notify the appropriate staff members to ensure the proper follow-through of the request.

STUDENT HEALTH

Student Illness or Injury

If a student becomes ill or is injured at school, the student will be sent to the Health Office to be assessed. Students may be sent home for illness at the discretion of the school nurse or health aide. If it is determined that the student needs to be sent home or requires emergency treatment, the child will only be released to parents/ guardians or the persons designated on the student enrollment forms. It is vitally important that the information on these cards be as accurate and as up-to-date as possible. Students will not be released from school for health reasons until a parent has been contacted and permission has been obtained for the students to leave. A student who becomes ill and leaves without such permission will be considered truant. In cases of accident or serious illness if the school is unable to reach parents or the emergency contact, the school will notify emergency personnel for treatment and/or transport.

Immunization (Policy 5320)

School City of Mishawaka requires that all students be properly immunized and follows the requirements set forth from the Indiana State Department of Health. Parents are required to provide written documentation of the student's immunization no later than the first day of school after enrollment. Students whose parents do not provide the required documentation by the opening day of school may be admitted to school provided the documentation is received within twenty (20) days. If the student remains unimmunized at the close of the twenty (20) day period, the principal will commence exclusion proceedings. Exemptions to the immunization requirements will be granted, in accordance with Indiana State Law, **only** for religious beliefs or medical exemption (physician ordered) and must be on file in the nurse's

office **each** school year. Immunizations required by law vary according to the child's age. Below are required vaccines and the number of doses required for each. Changes for this year include the Hepatitis A vaccine for grades K -3.

3 to 5 years old	3 Hep B (Hepatitis B) 4 DTaP (Diphtheria, Tetanus & Pertussis) 3 Polio (Inactivated Polio) 1 MMR (Measles, Mumps & Rubella) 1 Varicella	
Kindergarten to Grade 3	3 Hep B 5 DTaP 4 Polio	2 MMR 2 Varicella 2 Hep A (Hepatitis A)
Grades 4 to 5	3 Hep B 5 DTaP 4 Polio	2 MMR 2 Varicella 2 Hep A*
Grades 6 to 11	3 Hep B 5 DTaP 4 Polio 2 Hep A*	2 MMR 2 Varicella 1 Tdap (Tetanus & Pertussis) 1 MCV4 (Meningococcal)
Grade 12	3 Hep B 5 DTaP 4 Polio 2 Hep A*	2 MMR 2 Varicella 1 Tdap (Tetanus & Pertussis) 1 MCV4 (Meningococcal) MenB (Meningococcal B)*

Hep B: The minimum age for the 3rd dose of Hepatitis B is 24 weeks of age.

DTaP: Four doses of DTaP/DTP/DT are acceptable if 4th dose was administered on or after child's 4th birthday.

Polio: Three doses of Polio are acceptable for all grade levels if the third dose was given on or after the 4th birthday and at least 6 months after the previous dose with only one type of vaccine used (all OPV or all IPV). For students in grades kindergarten through 5th grade, the final dose must be administered on or after the 4th birthday, and be administered **at least 6 months** after the previous dose.

Varicella: Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 7th grade. Parental report of disease history is acceptable for grades 8-12.

MCV4: Individuals who receive dose 1 after their 16th birthday only need 1 dose of MCV4.

Hep A: The minimum interval between 1st and 2nd dose is 6 calendar months. K-3 is required.

*For grades 4-12, two doses of Hep A are recommended.

MenB: A complete series of Meningococcal Serogroup B vaccine.

*For grade 12, a complete series of MenB is recommended

Meningococcal Disease

IC 20-30-5-18 requires that parents/guardians be informed each year about meningococcal disease and its vaccine. 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. Symptoms of meningococcal disease often resemble the flu and can include fever, headache, nausea, and stiff neck, making it difficult to diagnose. The bacteria that cause meningococcal diseases are transmitted through air droplets and by direct contact with an infected person. Fortunately, there is an immunization available and the U.S. Centers for Disease Control and Prevention recommends routine meningococcal immunizations at 11 to 12 years old. For teenagers, immunization is recommended at high school entry and incoming college freshmen. Parents should discuss meningococcal disease and vaccination with their children's health care provider.

More information can be found at the following web sites:

- The Indiana State Department of Health
<http://www.in.gov/isdh/25455.htm>
- The Centers for Disease Control and Prevention
<http://www.cdc.gov/meningococcal/vaccine-info.html>
- Academy of Pediatrics
<http://www.aap.org>

Medical/Dental Appointments

Parents are encouraged to schedule appointments outside of school hours. When it is necessary to schedule an appointment during school hours, parents are required to notify the school. The student should attend school before and after appointments. Doctor's verification of the appointment must be submitted to the attendance office when the student returns to school on the same day or the following day.

Communicable Diseases/Fever (Policy 8453)

Any student with a fever of 100 degrees or above should be kept home until they are fever free without the use of fever-reducing medication for 24 hours. Students should also have no signs of vomiting or diarrhea for 24 hours prior to returning to school. If a student has a communicable disease (Link to Policy 8453) that is transmissible through normal school contacts, poses a substantial threat to the health and safety of the school community, or is infested with parasites, the school nurse may send the student home. The nurse will communicate with the student's parent, and describe the nature of the illness or infestation. The student may return to school when the following criteria are met:

- The student's return to school meets the guidelines in the current edition of the Indiana State Department of Health Communicable Disease Reference Guide for Schools.
- A doctor's letter stating it is safe for the student to be readmitted is provided.

Medications at School (Policy 5330)

No prescribed medication will be administered to a student without the written prescription from the child's physician accompanied by the written authorization of the parent.

Nonprescription medicine requires the written consent of the parent. **Form A, Authorization to Administer Medication** must be used for this written authorization. It is available on the School City of Mishawaka website and also at the back of this handbook. Medication at school must be brought to school by a parent or guardian. Prescription medication must be in a prescription container labeled with the student's name and exact dosage instructions. Non-prescription medication must be in its original container. Any unused medication that is not picked up by the parent on the last day of school will be destroyed. A student with a chronic disease or medical condition may possess and self-administer medication at school only if an authorization form has been filed by the student's parent. This form, **Form B Authorization to Possess and Self-administer Inhalers, Epi-Pens, and Insulin** must be completed by the Physician and also signed by the parent and student. All medical documentation will be kept on file in the Health Office and must be renewed each school year.

Bloodborne Pathogens

School City of Mishawaka is subject to regulations from the Occupational Safety and Health Administration (OSHA) to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the Corporation who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties. Because of the very serious consequences of contracting HBV or HIV, the Corporation is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment. Part of the Federally-mandated procedures includes a requirement that the Corporation request the person who was bleeding to consent to be tested for HBV and HIV. This information would then be provided both to the exposed employee and the treating physician to determine proper medical treatment. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the Corporation to request that consent.

SAFETY

Fire, Tornado and Safety Drills (Policy 8410)

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

Tornado drills will be conducted during the tornado season using procedures prescribed by the State. The alarm system for tornadoes is different from the alarm system for fires. Students will be instructed on the procedures during a tornado drill.

Safety drills will be conducted once per year. Teachers will provide specific instruction on the appropriate procedure to follow in situations where students must be secured in their building rather than evacuated. These situations can include terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

Emergency Closings and Delay

If the school must be closed or the opening delayed because of inclement weather or other conditions, notification will be made via the automated messaging system, School City of Mishawaka Facebook and on the School City of Mishawaka website. Local radio and television stations will also be notified. Parents and students are responsible for knowing about emergency closings and delays. If an announcement is **not** made, schools will be open. A decision to close will be made as early as possible, perhaps even the night prior. If schools are open, parents should determine whether or not their child can withstand the elements and attend school.

If school is open, or delayed, because of inclement weather, the school will respect the parent's decision to keep their child at home. Parents are expected to contact the school and inform school officials of their determination, and the student will be counted as absent, per Indiana code. Please do not attempt to call the school, the central office, or the radio/television stations to verify that schools are in session. Students who are absent due to inclement weather will be given the opportunity to complete their academic work in the same manner as an excused absence from school.

Security

- A. All visitors will be required to enter through the secured vestibules and present their ID before being allowed into the school.
- B. Each visitor will be given and required to wear a building pass while they are in the building.
- C. Anyone desiring to volunteer in the school or to chaperone/attend field trips are required to have a background check completed and on file with the school.
- D. Outside doors are locked during school hours.
- E. Portions of the building that are not needed after the regular school day are closed off.
- F. Students are required to wear their student ID at all times while in school or on school property.
- G. All Corporation employees are required to wear School City of Mishawaka identification badges while in Corporation schools and on Corporation property.

Video Surveillance

The Corporation utilizes video surveillance in order to protect Corporation property, promote security, and protect the health, welfare, and safety of students, staff, and visitors. Established legal principles found in both State and Federal law will in most cases prevent school officials from allowing members of the public to view video surveillance material.

Tobacco (Policy 7434)

It is the intention of the Corporation to provide an environment that is free of health hazards. The use of tobacco is prohibited in any buildings, on all school grounds, and all vehicles belonging to School City of Mishawaka. "Use of tobacco" mean all uses of tobacco, including a cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco, as well as electronic, "vapor," or other substitute forms of cigarettes.

FOOD SERVICE

School City of Mishawaka participates in the National School Lunch and School Breakfast program, serving nutritious meals every full day of school. All meals served must meet the nutrition standards established by the US Department of Agriculture. Lunch menus and other helpful information can be found on the School City of Mishawaka website under the Food Service heading. (www.mishawakaschools.com/foodservice)

Meal Prices for 2017 – 2018

Breakfast:	Elementary: \$1.30
	John Young and MHS: \$1.60
	Adult: \$2.25
Lunch:	Elementary: \$2.20
	John Young and MHS: \$2.30
	Adult Lunch: \$3.25
Milk:	\$.45

Meal Charging

The Food Service Department strongly discourages meal charging, but understands that an occasional emergency makes it necessary at the **Elementary** level.

- Students will be allowed to charge up to three meals.
- After the first meal charge, a verbal reminder will be given to the student.
- After the second meal charged, a written reminder will be sent home with the student.
- After the third meal charged, a phone call will be given to the parent.
- If a fourth charge is requested, the student will be given a peanut butter or cheese sandwich and fat free milk. A courtesy call will be given to the parent by the Food Service Coordinator making certain that they are aware that payment is due.
- After five days of non-payment the Food Service Coordinator will be in contact with the building principal and/or social services.
- In order for students to pay off their accounts by the end of the year, there will be no charging the last two weeks of the school year.

No charging is allowed at John Young Middle School and Mishawaka High School.

Free/Reduced Price Federal Program

Every household with a student enrolled for the 2017 – 2018 school year will receive information and an application for “Free and Reduced Priced Meals and Other Benefits”. The application can also be found on the School City of Mishawaka website. (www.mishawakaschools.com/foodservice) The completed application must be returned to the Food Service Coordinator, 1402 South Main Street, Mishawaka, IN 46544 for review.

Debit Account Program

The NutriKids POS [Point of Sale] System sets up a Debit Account for your child’s breakfast and /or lunch purchases. Your child’s Debit Account is only accessed with his/her Bar Code. The

program handles full price purchases as well as reduced price and free meal plans. Deposits can be made at the school cafeteria, at myschoolbucks.com, or through the Food Service Coordinator at the Administrative Center. Money deposited into the account can only be used for breakfast and/or lunch purchases. The student can check the balance whenever a purchase is made, but the student cannot get any cash from the account. Any funds left at the end of the school year are automatically rolled over for the next year. However, a parent may instead request a refund by contacting the Food Service Coordinator at 254-4500.

PARENT RESOURCES

Communication

Cooperation between home and school is critical to a student's educational success. School City of Mishawaka values and encourages parental involvement. Parents are welcome to contact their child's school to address issues and concerns regarding their child's education. Attending open houses and Parent-Teacher conferences gives parents first-hand information about what their children are learning and how they are progressing. School information is shared with parents in a number of ways, including newsletters and on the School City of Mishawaka website. Parents can also register to receive phone, text, and email alerts on the Corporation's automated messaging system, and follow School City of Mishawaka on social media through [Facebook](#) or [Twitter](#).

Reporting Student Progress (Policy 5420)

School City of Mishawaka recognizes its responsibility to keep parents informed of student welfare and progress in school. Parents will be informed of their child's progress via a system of written reports and parent conferences with teachers. Parents may register to monitor their child's grades and attendance online with the Alma software system. Parents may register to use Alma by contacting the school office.

Parent Teacher Association

Each school has an active Parent Teacher Association, PTA that contributes to learning and provides special activities for students. For a nominal fee, PTA membership is open to all persons who wish to join.

Before and After School Programs

Parents can enroll their elementary school children in before and after school child care programs. The before and after school program offers a safe and structured program, reinforces skills needed for success in school, and provides beneficial recreational activities. Information about the program is provided each year. To learn more, parents may also contact the elementary school office or the Office of Curriculum and Instruction.

STUDENT RECORDS (Policy 8330)

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older certain rights with respect to the student's educational records. To review those rights, refer to Policy 8330.

Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the Corporation to comply with the requirements of FERPA.

The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Directory Information (Policy 8330)

In order to provide appropriate educational services and programming, individual student information must be collected and retained.

The Federal Family Educational Rights and Privacy Act (FERPA) requires us to inform families each year of the types of information we consider to be “directory information” and give parents/guardians the opportunity to restrict the release of such information. The primary purpose of directory information is to allow this type of information in certain school publications such as the yearbook, honor roll and recognition lists, graduation programs, sports activity sheets, and playbills for school drama productions. It can also be disclosed without specific parental permission to reliable third parties, such as class ring manufacturers and yearbook publishers. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want School City of Mishawaka to disclose directory information from your child's education records without your prior written consent, you must notify the Office of the Superintendent in writing by no later than two (2) weeks after your receipt of this Handbook. The Corporation has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Photograph
- Date and place of birth
- Major Field of study
- Dates of attendance
- Date of graduation
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Awards received
- Listing on an honor roll
- Scholarships

Media Coverage

School City of Mishawaka is proud to share good news about our students, programs, and events but must also be sensitive to student privacy and the protection of learning time. Parents may request that their child NOT be included in any media coverage during the school day or in any school corporation publications by indicating so on the Media Consent form found at the back of this handbook. Possible media coverage includes your child's photo, name, grade, age, writing, and/or quotations to be used in the media (newspaper, television, and/or radio) to share news about his/her school and the educational program of School City of Mishawaka. This includes appropriate requests from newspapers for student writing. Parents should also know that our local media companies have web sites, so a story and/or photo from the newspaper or TV may appear on the website belonging to that media organization.

ANNUAL NOTICES TO PARENTS AND STUDENTS**A. Nondiscrimination and Access to Equal Educational Opportunity (Policy 2260)**

School City of Mishawaka does not discriminate on the basis of race, color, national origin, sex (including transgender status, sexual orientation and gender identity), disability, age, religion, military status, ancestry, or genetic information which are classes protected by Federal and/or State law. Further, it is the policy of the Corporation to provide an equal opportunity for all students regardless of race, color, national origin, sex (including transgender status, sexual orientation and gender identity), disability, age, religion, military status, ancestry, or social or economic background to learn through the curriculum offered in this Corporation. The following person has been designated to handle inquiries regarding the non-discrimination policies:

William Welling
Director of Human Resources
1402 South Main Street
Mishawaka, IN 46544

For further information on notice of non-discrimination, visit:
<http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

B. Pest Control and Use of Pesticides (Policy 8432)

School City of Mishawaka is committed to providing a safe environment for students. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure.

School City of Mishawaka will:

- Annually inform parents and staff members of the Corporation's pest control policy at the time of student registration by a separate memorandum or as a provision in the staff and/or student handbook;
- Provide the name and phone number of the person to contact for information regarding pest control;
- Establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice;
- Provide notice of planned pesticide applications to parents and employees who have requested advance notice;
- Maintain written record for ninety (90) days of any pesticide applications.

The Corporation will provide notice to those in the registry at least two (2) school days prior to the date and time the pesticide application is to occur unless an emergency is declared. The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied and the telephone number to contact for more information. In case of emergency pesticide applications, because of immediate threat to the public health, the school shall give written notice as soon as possible.

C. Annual AHERA Notification

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970's contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, such as cancer and asbestosis.

In 1986, Congress passed the *Asbestos Hazard Emergency Response Act* (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed) and rated according to condition and potential hazard. Every three years, School City of Mishawaka has conducted a re-inspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last re-inspection conducted on March 9, 2017, all materials listed in the Management Plan as asbestos containing (or assumed to be asbestos-containing) were inspected and found to be in good condition. The law further required an asbestos management plan to be in place by July 1989. The Corporation developed a plan, as required, which has been continually updated. The plan contains several ongoing requirements for such things as the posting of warnings, education, and training.

D. Parents' Right to Know – To Parents of Students Enrolled in Title I Elementary Schools (Battell, Beiger, Emmons, LaSalle, and Liberty Elementary Schools)

In accordance with the Elementary and Secondary Education Act, Section 1111(h) (6) PARENTS' RIGHT TO KNOW, this is a notification from the School City of Mishawaka to every parent of a student in a Title I school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. This

information regarding the professional qualifications of your student's classroom teachers shall include the following:

- If the teacher has met State qualification and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which Indiana qualifications and licensing criteria are waived;
- The teacher's baccalaureate degree major, graduate certification, and field of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If at any time your student has been taught for 4 or more consecutive weeks by a teacher that is not highly qualified, you will be notified by the school of this information.

Parent Participation in Title I (Policy 2261.01)

Section 1118 of Title I requires that programs supported by Title I funds must be designed and implemented in consultation with parents of the students being served. The guidelines are described below:

- The Corporation expects the parents to be involved in the program, including their participation in the development of the plan.
- Meetings will be conducted with parents including provisions for flexible scheduling and whatever assistance the Corporation may be able to provide parents in order to better ensure their attendance at meetings, and for providing information in a language the parents can understand.
- Meetings will include review and explanation of the curriculum, means of assessment, the proficiency levels students are expected to achieve and maintain, and means for monitoring progress.
- Opportunities will be provided for parents to formulate suggestions, interact and share experiences with other parents, and participate appropriately in the decision-making about the program and revisions in the plan.
- Parents will be involved in the planning, review, and improvement of the Title I program.
- Information concerning school performance profiles and their child's individual performance will be communicated to parents.
- Parents will be assisted in providing help to their children in achieving the objectives of the program by such means as ensuring regular attendance; monitoring television-watching; providing adequate time and the proper environment for homework; guiding nutritional and health practices; and the like.
- Timely responses will be given to parental questions, concerns, and recommendations;
- The Corporation will provide coordination, technical assistance and other support necessary to assist Title I schools to develop effective parental participation activities to improve academic achievement.
- An annual evaluation of the parental involvement plan will be conducted with parents, identifying any barriers to greater parental involvement (such as limited English, limited

literacy, economic disadvantage, disability, etc.) and devising strategies to improve parental involvement, and to revise, if necessary, the parental involvement policies.

- The parental involvement plan will be coordinated with other programs, such as Head Start, Reading First, Even Start, Parents as Teachers, and Home Instruction for Preschool Youngsters.
- The Corporation will educate educators, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.
- Other activities will be conducted as appropriate to the plan and State or Federal requirements.

Each Title I participating school will also develop a specific plan, with parental involvement, to:

- Convene an annual meeting at a convenient time to which parents of participating children are invited, to explain the parents' rights to be involved and the school's obligations to develop an involvement plan;
- Devise a flexible meeting schedule and describe assistance to encourage parental involvement, such as child care, transportation, home visits, or similar aid;
- Involve parents in an organized, on-going and timely way in the development, review and improvement of parent involvement activities;
- Provide participating students' parents with:
 - timely information about the Title I programs;
 - an explanation of the curriculum, the forms or academic assessment, and the proficiency levels expected;
 - regular meetings, upon request, to make suggestions;
- Develop jointly with parents a school-parent compact which outlines the responsibilities of the school staff, the parents and the student for academic improvement, including:
 - The school's responsibility to provide high quality curriculum and instruction in a supportive, effective learning environment;
 - Parent's responsibility for such things as monitoring attendance, homework, extra-curricular activities, and excessive television watching; volunteering in the classroom;
 - The importance of parent teacher communication on an on-going basis through at least annual parent teacher conferences to discuss achievements and the compact; frequent progress reports to the parents; reasonable access to staff and opportunities to observe and participate in classroom activities.

2017 – 2018 CALENDAR HIGHLIGHTS**2017****AUGUST**

- 15 First Student Day, Full Day
- 23 Professional Learning Time
Wednesday Schedule begins

SEPTEMBER

- 4 Labor Day Holiday
- 22 MHS 1st Grading Period ends

OCTOBER

- 5 MHS Parent/Teacher Conferences
No School for MHS
- 13 Elementary/ John Young
1st Grading Period Ends
- 19 Elementary/John Young Parent
Teacher Conferences, No School for
John Young & Elementary Schools
- 20-23 Fall Recess Days

NOVEMBER

- 3 MHS Second Grading Period Ends
- 7 Recess Day
- 22-24 Thanksgiving Recess

DECEMBER

- 22 MHS/YOUNG End of Semester
Elementary 2nd Grading Period Ends
- 25-29 Winter Break

2018**JANUARY**

- 1-5 Winter Break
- 15 Martin Luther King Holiday

FEBRUARY

- 19 President's Day Holiday
- 23 MHS 4th Grading Period Ends
- 26-28 ISTEP Testing

MARCH

- 1-9 ISTEP Testing
- 16 Elementary/ John Young
3rd Grading Period Ends
- 21 Snow Make-up Day
- 30 Recess Day

APRIL

- 2-6 Spring Break
- 20 MHS 5th Grading Period Ends
- 16-20 ISTEP Testing

MAY

- 1-4 ISTEP Testing
- 16 Snow Make-up Day

JUNE

- 1 Last Student Day*

*Make up-days for inclement weather may be 3/21/18 and 5/16/18. Additional days may be added at the end of the school year if necessary.

For the 2017 – 2018 school year School City of Mishawaka will implement a dedicated Professional Learning Time Schedule for staff on Wednesdays from 7:30 to 8:30 a.m. Facilitating this dedicated time will require a delayed start for the student day at Mishawaka High School and John Young on Wednesdays. This will not impact elementary start times, nor the ending times at any school. Beginning August 23, schools will follow the schedule below for student start time on Professional Learning Wednesdays:

Elementary – 8:45 a.m.

JYMS – 8:45 a.m.

MHS – 8:35 a.m.

2017 – 2018 LEADERSHIP SCHOOL CITY OF MISHAWAKA

ADMINISTRATIVE CENTER

1402 South Main Street
Mishawaka, IN 46544-5297
Phone 574 254-4500 • Fax 574 254-4500
www.mishawakaschools.com

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Patti Morris

SCHOOLS AND PRINCIPALS

Battell Elementary School

715 E. Broadway – 254-3900
Matthew Wood, Principal

Beiger Elementary School

1601 Lincoln Way East – 254-4700
Daniel Towner, Principal

Emmons Elementary School

1306 South Main Street – 254-4600
Brad Addison, Principal

Hums Elementary School

3208 Harrison Road – 254-3800
Jeffrey Yohe, Principal

LaSalle Elementary School

1511 Milburn Blvd. – 254-4800
Michael Babcock, Principal

Liberty Elementary School

600 E. Pregel Drive – 254-3700
Janine Mabry, Principal

Twin Branch Elementary School

3810 Lincoln Way East – 254-3500
Shelley Brandenburg, Principal

John Young Middle School

1801 North Main Street – 254-3600
C. Mike Fisher, Principal

Mishawaka High School

1202 Lincoln Way East – 254-7300
Jerome Calderone, Principal

CREATING A CULTURE OF EXCELLENCE



Media Consent Form

School City of Mishawaka is proud to share good news about our students, programs, and events. The School Corporation encourages media coverage so that the community may learn about the great things that students and staff are doing.

Your child’s school often has opportunities for positive media coverage. During the school year, staff of School City of Mishawaka, community organizations and media representatives may want to interview, photograph or videotape your child and/or their work for use in publications, television reports, public presentations, websites and social media. Student work and information includes but is not limited to: child’s photo; name; grade; age; drawings; materials; writings and/or quotations; performances; photographs; and images.

Please complete the section below and return the form to the school office. If this form is not returned, it will be regarded as “consent” by School City of Mishawaka.

Thank you for your cooperation in helping us highlight the good work and efforts of our learners and instructors.

Consent

Please check one of the options below, sign and date, and return to your school office.

- Yes, I give my consent for my child to be photographed, interviewed and to have my child’s name and/or work used. I recognize that I may withdraw this consent by notifying, in writing, the principal at my child’s school.
- No, I do not grant consent.

Please print clearly

Student’s Name: _____ Student’s School: _____

Signature of Parent/Guardian: _____

Date: _____

Please note that this form does not include a release of Directory Information to share any of your child’s information including but not limited to name and photograph for yearbooks, honors, awards, graduation program, etc. See the Parent Student Handbook for more information.

Revised 6/2017

AC/Superintendent

—SCHOOL CITY OF MISHAWAKA—
AUTHORIZATION TO ADMINISTER MEDICATION FORM

FORM A

Student Name: _____ **Grade:** _____

NON-PRESCRIPTION (over the counter) MEDICATION:

Parent/guardian must complete this section and send the medicine to school in the original container.

Medicine Name/Description: _____

Dosage (must be consistent with recommended dosage on the original container):

Time(s) of Day to Administer the Medication: _____

Termination Date of Medication: _____

PRESCRIPTION MEDICATION/MAINTENANCE MEDICATION:

Parent/guardian must sign and below. The doctor must sign below *if the medication is a maintenance medication.* The medicine must be sent to school in the *original container.*

Medicine Name/Description: _____

Dosage: _____

Time(s) of Day to Administer the Medication: _____

Termination Date of Prescription: _____

Side Effects, if any: _____

Doctor's Signature if a Maintenance Medication: _____

Doctor's Name PRINTED: _____

Date: _____

PARENT/GUARDIAN APPROVAL

This certifies that I, the undersigned parent/guardian, am aware of the above authorization and hereby request that it be carried out by assigned school personnel. I agree to notify you immediately of any changes in circumstances concerning the administration of this medication.

Signature of Parent/Guardian: _____ Date: _____

**TERMINATION OF MEDICATION -
 PRIOR TO THE TERMINATION DATE ON THE PRESCRIPTION:**

I hereby withdraw consent for my child to receive the above medication while at school.

Signature of Parent/Guardian: _____ Date: _____

This form is in compliance with School City of Mishawaka Policy 5140

Revised 7/2001

—SCHOOL CITY OF MISHAWAKA—
**AUTHORIZATION TO POSSESS AND SELF-ADMINISTER MEDICATION
 FOR A CHRONIC DISEASE OR MEDICAL CONDITION**

FORM B

This form must be filed with the Principal annually.

Student Name: _____ *Grade:* _____

PRESCRIPTION MEDICATION/MAINTENANCE MEDICATION:

Parent/guardian must sign below. The doctor must sign below if the medication is to be possessed and self-administered by the student. The medicine must be sent to school in the original container. Any student authorized to carry and self-administer medication must meet with the principal or school nurse when this form is submitted.

Parent/Guardian Authorization:

This certifies that I, the undersigned parent/guardian, authorize the student named above to possess and self-administer medication at school or at a school function in accordance with the information and procedures provided under the physician's statement and signature on this form. Furthermore, I understand that the school or school board is not liable for civil damages as a result of the student's named above self-administration of medication for an acute or chronic disease or medical condition as provided under IC 20-8.1-5.1-7.5.

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

PRINTED NAME: _____

Physician's Authorization:

The student named above has a chronic disease or medical condition requiring the student to possess and self-administer medication. The student named above has been instructed on how and when to use this medication.

The nature of this disease or condition is: _____

Medicine name/Description: _____

Time(s) to administer medication: _____

Termination date of prescription: _____

Side effects, if any: _____

PHYSICIAN'S SIGNATURE: _____ DATE: _____

PRINTED PHYSICIAN'S NAME: _____

Termination of Medication-

PRIOR TO THE TERMINATION DATE ON THE PRESCRIPTION:

I hereby withdraw consent for my child to receive the above medication while at school.

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

7/2001



Acknowledgement of Receipt of 2017–2018 Parent Student Handbook

I have received a copy of the 2017 – 2018 School City of Mishawaka Parent Student Handbook and I understand that I have an obligation to read and become familiarized with the content and policies cited in this Handbook. I understand that Board Policies and Guidelines are updated periodically and may change from time to time. I understand that any such changes that may occur during the 2017 – 2018 school year supersede the policies in this document. I understand updated policies will be posted on the School City of Mishawaka website MishawakaSchools.com.

Parent Signature

Date

Student Signature

Date

Please return to your school office

School City of Mishawaka

1402 South Main Street
Mishawaka, IN 46544
574.254.4500
MishawakaSchools.com

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