

20-21
Union Township School Corporation
Elementary School Student Handbook

Table of Contents

<u>Topic</u>	<u>Page(s)</u>	<u>Topic</u>	<u>Page(s)</u>
Mission/Vision	2	Recess Information	13
UTSC Goal/Strategies	2	Dress Code	15
School Day/Visitors	3	Behavior Expectations	15
Operating Procedures	3	Student Discipline	16
Volunteers	3	Bullying	18
Facility Use	4	Electronics	19
Kidstop	4	Health Services	21
Communications	4	Grade Reporting	24
PTO	5	Field Trips	25
Home School Advisor	5	RTI/High Ability	26
Emergency Procedures	5	Special Services	26
General Enrollment	6	Computer Technology	27
Textbook Fees	7	eLearning Days	29
Grade Level Assignments	7	Chromebook Information	29
Grade Level Assignments	7	Student Activities	31
Kindergarten Enrollment	7	Student Records	32
Transportation	8	Section 504	33
Attendance	10		
Cafeteria Procedures	12		

Mission Statement

EVERY STUDENT . . . EVERY DAY.

Vision Statement

Union Township School Corporation is a place where students are eager to learn, parents are actively involved, and highly effective personnel desire to work. Our schools are the focal point of the community and a source of pride. Every student is challenged to accomplish exemplary levels of achievement through a rigorous, diversified curriculum provided in a safe and supportive educational environment.

We believe:

- every student will have the opportunity to reach their highest level of personal success;
- every student learns best when instructional practice is varied and accommodates individual learning styles;
- every student achieves through applying new skills, being fully engaged in classroom situations, and developing higher levels of thinking;
- parents/guardians are vital to the success of every student and our schools;
- in attracting, hiring, developing, and retaining highly effective employees;
- all personnel are valued contributors to student achievement;
- our schools are the focal point of the Union Township community;
- our schools must effectively communicate with our community;
- responsible budgeting and financing maximizes the educational investment in each student;
- facilities that are well-maintained enable the school corporation to offer exemplary programs;
- every student and staff member deserves a safe school environment protected from violence, bullying, and substance abuse.

We value:

- a rigorous, diversified curriculum that includes meaningful literacy activities;
- technology that is utilized as an essential tool for students, staff, and the community to enhance thinking, learning, and life skills;
- extra-curricular and co-curricular programs that enhance the educational experience of every student;
- long range financial planning that safeguards the community's investment in education;
- school facilities that are safe and well-maintained, that promote student learning and are sources of pride for our community;
- a positive school and community relationship.

UTSC Goals and Strategies

- **Motivate every student to realize their growth potential**
 - Utilize incentive programs to motivate students
 - Communicate with parents regarding student's potential and need for parental support
- **Attract, develop, and retain highly effective personnel**
 - Support staff with effective professional development
 - Market accomplishments of Union Township School Corporation
- **Maintain a culture of Bearcat Pride**
 - Celebrate successes of all schools to indicate unit.
 - Foster a team culture
- **Provide a safe and supportive school environment**
 - Establish a support system for students who need assistance
 - Diligently train all staff in the implementation of school safety procedures

- **All students engage in challenging and appropriate instruction to maximize achievement**
-Continue to assess instructional strategies that engage all learners
-Engage teachers in the practice of purposeful planning, rich curriculum development, and effective teaching strategies.
- **Develop a financial plan that maximizes educational opportunities and maintains fiscal responsibility**
-Work within the budget as proposed
-Develop a three year plan that prioritizes needs
- **Union Township School Corporation provides comprehensive and effective communication**
-Publish newspaper articles highlighting school success
-Maintain up to date student database and parental interface
-Utilize ongoing communication with parents regarding school related programs, activities and achievement

School Day

- 8:50 A.M. – 3:30 P.M. (Dismissal begins at 3:20 P.M.)
- Office hours are 8:00 A.M.– 4:00 P.M. (You may dial your party's extension and leave a message.)
- Breakfast begins at 8:30.
- Students will be allowed in the school building at 8:40 A.M. (The only exceptions to these rules would be for breakfast and for supervised activities by a staff member. You would be informed of these activities in advance.)

All parents picking up children at dismissal should meet them *outside*.

Visiting the Building: ALL VISITORS MUST WEAR A NAMETAG

- For the safety of all students and staff a buzzer system has been installed at each building.
- Enter at the main entrance only.
- Report to the office.
- Sign in and get a nametag.

Sign-In/Out

- A parent who wishes to remove his/her child from school during school hours will report to the school office.
- When a student is tardy to school, the parent or designated adult shall accompany them to the office and sign them in.
- The parent will be asked to sign the logbook, which is kept in the school office.
- If someone other than the parent/ guardian is picking up your child, please send a note detailing that person's name and relationship.
- Please try to arrange doctor, dental, eye or other appointments after school hours or on Saturdays.

School Operating Procedures

Classroom Visitations/Observations

- The instructional day is important to the education of your children; therefore, interruptions should be kept to a minimum.
- Parents are **always** welcome at the school for visitations, observations, and/or conferences.
- Please schedule these in advance in order that we may maximize this opportunity effectively.
- Classroom observations require a 24-hour advance notice and approval of the teacher and administrator.

Parent Volunteers

Parents in the community have found their children's school a great place to spend their volunteer hours. Parents are as familiar in the school as the teaching and support staff, and their presence and assistance are greatly appreciated.

There is an active parent group which provides "extra hands" in the school with such tasks as chaperoning field trips or room parties; preparing classroom materials or projects; assisting with clerical work; creating bulletin boards or special event displays; inventory of library books; sponsoring book fairs, talent nights, fun fairs, and other money-making projects; assisting students with reading and math skills; and being available whenever or wherever help is needed.

Contact your building principal and complete the required forms if you are interested in becoming a volunteer in your child's school.

Lost and Found

Personal items such as books, lunch boxes and bags, coats, boots, school bags, etc. **should be marked clearly with the student's name and grade.** All such articles, when found in or near the school, should be turned in to the school office. Articles in the Lost and Found will be kept for a reasonable time for owners to claim.

Facility Use

Any group considering using the building for an extracurricular activity must fill out the appropriate form in the office.

Advertising Outside Activities

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of twenty-four (24) hours notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

Each School has a central location in their lobby which may be used for posting notices after receiving permission from the Principal.

Use of Telephone

School telephones are used for essential school business, and students should expect to use the school phones only in cases of real necessity and with the help of the teacher or office personnel. It is the policy of the office to permit students to use the office phone in the case of emergency only. A few examples of such emergencies are: to obtain transportation instructions or changes, instructions on where to go after school, need for a change of clothes or items such as eyeglasses. If a student is unsure if their call is considered an emergency they are welcome to come to the office and office personnel can help determine that for them. Calls for items that have been forgotten such as homework, agenda books, gym shoes, ice cream or treat money, or recorders are not considered emergencies. It is the student's responsibility to have these items when they get to school.

KidStop

KidStop is an affordable, supervised, safe environment for all elementary students, including Kindergarten, before and after school. It is sponsored by the Boys and Girls Club. Fee assistance is available.

Pets

Due to an increase in allergic reactions among our students, we will not permit pets in our school buildings.

School/Home Communications

Harmony:

Harmony is used to review your child's grades, attendance and discipline records from your home via the internet. You will receive a Username and Password for each child. It is important you keep this information in a secure place. To access Harmony, go to <https://sis.union.k12.in.us/elementary.nsf/weblogin> the Harmony School Management Login Screen will open. Here you will enter each child's Username and Password to access their information. You will be welcomed to Harmony and may click on the links on the left side of the screen to view your student's information. When you are finished revising your student's academic record, please click "logout" to logout of the system.

Parent Communication

All communications will be sent home via E mail and/ or with the child. Parents are to read and review the contents and return the appropriate papers with their child the following day.

Parent-Teacher Organization

The Parent-Teacher Organization (PTO) brings home and school closer together. Parents are encouraged to become members, attend meetings, and participate in the projects sponsored by these organizations.

Parent-Teacher Organizations are nonpolitical, non-commercial, and nonsectarian. They unite us for a common cause- **the welfare of children.**

Home School Advisor

The Home School Advisor/Social Worker is part of our support staff who is available to help students, parents and staff with issues that interfere with a student's functioning in the classroom. Children are helped through individual sessions, group sessions and classroom presentations to see themselves and their work as a place where they can become all that they can be. Home visits and parent consultations are often part of the service offered to children and parents in Union Township. The Home School Advisor/Social Worker are part of the team with teachers, administrators, and parents who, when working together, can facilitate the maximum learning for the child.

Emergency Procedures

Safe School Environment

The Union Township School Corporation is committed to providing the safest possible environment for our students. We continue to seek out more effective practices to secure our schools. Additionally, UTSC has enhanced our lockdown procedure. We, as well as experts from across the State of Indiana and our nation, believe this will enhance the safety of our children. At any time that there is concern of a threat of safety at the school, please feel free to notify school personnel or the local law enforcement agency regarding the concern. The notification will be considered seriously and kept in strict confidence. Another option that can be utilized is contacting the Porter County Safe School Hotline at 1-877-559-9991.

Additionally, a School Resource Officer is available within Union Township Schools. The SRO has a diverse role in the school community and has many duties and responsibilities. We have defined a **School Resource Officer** as a sworn officer assigned to a school on a long-term basis trained to perform **three major roles:** law enforcement officer, law-related counselor and law-related educator. In addition, the officer works in collaboration with the school and the community as a resource for safety and security issues.

Health Safety Protocol

All students must adhere to guidelines issued by the administration regarding safety protocols and practices to prevent the spread of disease and illness including but not limited to wearing protective coverings, required spacing in school facilities, on school property and in school busses, and at any school sponsored activity wherever located. Students who violate such protocols are subject to discipline, up to and including recommendations for expulsion.

Fire and Tornado Drills

The purpose of the fire drill is to accustom the staff and pupils to a swift and efficient method of exit from the building in case of a sudden emergency. The State Fire Marshal prescribes monthly fire drills. Tornado drills, at least two in the fall and two in the spring, are conducted to help children know how to take appropriate precautions during tornado warnings.

Crisis Management Drills

Drills for evacuation, earthquakes, shelter in place and lock-in will be conducted throughout the year.

Announcements of School Closings

There may be occasions when schools close due to inclement weather or other special circumstances. Authorization to close schools comes through the Superintendent of Schools. Text messages and Emails will be sent to those who provide their information. Please consider signing up for NotifyMe located on our website. Announcements of school closings will be made by the following:

RADIO:
AM: WAKE 1500
FM: WLJE 105.5
WEBSITE: www.union.k12.in.us

Delayed School Opening

Severe weather situations may cause a delay in school opening.

In the event of a school delay every attempt will be made to make a public announcement via local radio and television by 6a.m.regarding the delay or closing. Text messages and Emails will be sent to those who provide their information. **Delays will also be on the school website: www.union.k12.in.us**

Emergency School Dismissal (When School is in Session)

In the event of an early dismissal due to weather or other safety related conditions, every attempt **will** be made to make a public announcement at least one and one-half (1 ½) hours prior to the actual dismissal times.

Public announcements will be made via local radio, e-mail, and text as indicated above.

If all schools are dismissed, it will be the procedure to dismiss secondary schools prior to the dismissal of elementary schools.

In the event of school closing, all extra-curricular activities to be held on that day will be cancelled.

It is crucial that each family develop a “Plan of Action” for their children to follow in the event school is dismissed early. Waiting for the emergency is too late and causes much anxiety. The individual classroom teachers are responsible for keeping these plans in their handbook binders.

The State of Indiana mandates that in many situations a scheduled school day that is cancelled must be made up. In the event a make-up day is necessary, parents will be informed.

General Enrollment

Students are expected to enroll in the attendance corporation in which they have legal settlement, unless other arrangements have been approved.

Students that are new to the school are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

1. A legal birth certificate to provide evidence of age
2. Court papers allocating parental rights and responsibilities, or custody (*if appropriate*)
3. Written verification of compliance with state immunization regulations
4. Prior school records as requested by school personnel
5. All parents are required to complete a **Family Language and Ethnicity Survey** when students are registered for school. This is required for state reports. Any students who are identified as Limited English Proficient are given additional assistance as needed. This assistance is coordinated with the E.S.L. teacher, the classroom teacher and any instructional assistant
6. Proof of Residency (Two documents with name and address such as: driver’s license, closing papers, a utility bill, etc.) (*No homeless child will be denied enrollment based on a lack of proof of residency*)
Completion of a Residency Affirmation Form.
7. Children living with a relative/guardian for reasons other than court appointed guardianship must have a notarized “third party custodial statement and agreement” on file and the child must reside full-time with this adult for at least four nights out of the week.
8. All parents must complete an emergency medical card.

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete. Parents are encouraged to pre-register new students prior to the first day of school. Early registration dates will be published prior to August.

Change of Address, Phone Number, Place of Employment, or Name

Parents are required to notify the school office, in writing, of a change of address, phone number, or place of employment. When a child’s last name or guardianship has changed, legal documentation of such is required.

Withdrawal Procedures

If a child is to be withdrawn from school because the family is moving, a note must be sent before the last day the pupil will be attending so records may be updated. The final day of attendance should be stated. All text and library books must be returned and outstanding charges paid before the student leaves. School records shall be transferred within fourteen (14) days to the new school corporation. Please contact the building principal for specific details.

Book Rental

All basic texts are rented to students for their use during the school year. Textbooks are to be kept clean and handled carefully. It is important that the student's name, grade, and school are written in the book in case it is misplaced. Book damages and/or loss will result in a fee being assessed.

The amount of rental charged is determined by the retail cost of the book and is regulated by the State of Indiana. The full retail cost is assessed on workbooks that can only be used one year by one student.

Book rental fees are due at the beginning of each school year. Payment plans can be set up with the building principal to ensure debts are paid by **May 1st**. **Outstanding debts after this time will be referred to small claims court for collection.**

Textbook Assistance

Certain families may qualify for state textbook assistance provided the family meets income guidelines for free lunch. Applications for families who believe they qualify for this assistance are available in each school office.

Grade Level Assignments

The appropriate grade level placement of a student who transfers into the Union Township Schools shall be determined by the Administration. Appropriate placement at a grade level will be made after evaluating the student's transcripts, report cards, age, and other criteria necessary for a proper assignment. Students will be assigned to classes by the principal and teaching staff based on the student's needs and programming.

Kindergarten Enrollment

A child entering kindergarten must be five years of age on or before August 1st of that school year for enrollment in the Union Township Schools Kindergarten Program unless a waiver of the age requirement is approved for enrollment. This date is in accordance with I.C. 20-8.1-3-17.

Waivers

Written requests for waiver of the above kindergarten entrance date must be submitted to the Superintendent or designee by August 1. The written request should include specific reasons for the request to waive the entrance date requirements.

To qualify for consideration:

1. The child shall be five (5) years old before September 1st.
2. The child shall be administered assessments by the Kindergarten staff to determine readiness and ability.
3. The parents shall complete an interview with school personnel to review preschool recommendations, if applicable, along with the results of the above assessments.
4. Early admission students will be subject to staff review following the first nine weeks of school. Continuation in the program will be determined by the teacher and building administrator following consultation with the parents.

Roundup

Children who will be entering kindergarten are pre-registered in the spring of each year. Registration dates are announced in school bulletins and in local newspapers. Pre-registration enables the school to plan in advance for a specific number of students, to provide essential information for parents, and in general, to work with parents for a successful school experience.

Transportation

Parent and Student Responsibility

The following information will assure a safe ride for your children:

- Only enrolled students will be transported to and from school at their designated bus stops.
- Students are to ride the school bus as assigned to them according to their home address.
- Parents will accept or decline the bus privileges for their child for **the entire year**. This means that the student will ride the bus (*not walk/ride bikes*) even in warm, dry weather.
- On the rare occasion that the child's situation changes, a note will be required from the parent/guardian and must be approved by the principal or designee.
- Students needing to go to another address must have a note of parent permission approved by the building principal and given to the school bus driver. Students without notes will not be allowed to ride. Transportation of multiple friends will not be allowed.
- Parents must provide the school with an address and phone number to drop students at in case of early dismissal or emergency. Students should know this information as well.
- Parents are requested to inform the school office of any serious medical problems so the driver may be alerted to any special medical needs. Examples of these are allergies, asthma, seizures, diabetes, or low blood sugar. (See "Medication" in Health Services section of this handbook.)
- Except in the case of an emergency or an evacuation drill, students shall enter or exit the bus by the front door only.
- Drivers will instruct all students on emergency evacuation procedures. All students will take part in the required evacuation drills.
- Student volunteers with parent permission will assist in the emergency evacuations.



Inside Bus Safety

- Students are expected to demonstrate good behavior on the bus by obeying the driver promptly and respectfully.
- Students who violate conduct rules may lose their privilege to ride the bus.
- Drivers will report all incidents on a School Bus Conduct Report to the building principal.
- Students shall be seated in an assigned seat immediately upon boarding the bus and remain in that seat until time to exit the bus.
- The driver/ principal assigns the seats.
- All available safety equipment should be utilized while on the bus, ie...lap belts
- Students shall not stand or move from seat to seat while the bus is in motion.
- Students shall not tease, trip, hold, kick, bite, threaten, throw objects, or use their hands and feet in any objectionable manner.
- Students shall not use loud or profane language.
- Students shall not eat or drink, smoke, or use drugs/alcohol on the school bus.
- Students shall not carry any objects that can be placed in their backpack.
- Students shall not carry hazardous materials, weapons, or animals on the bus.
- Cellular phones and electronic devices must be turned off and are not allowed to be used by students riding UTSC buses.
- Students shall keep the bus clean and not vandalize.
- Students shall be silent at railroad crossings.

Outside Bus Safety

- Students shall be waiting at the bus stop, nearest their home, when the school bus arrives, preferably five (5) minutes before the pickup time. The driver is on a schedule and cannot wait for late students.
- Students shall stay off traveled roadways while waiting for the bus and wait until the bus comes to a stop before attempting to get on or off the bus.
- Students are responsible for all school rules once at the bus stop.
- Students shall never cross a traveled roadway unless directed by the driver. The driver will establish a safe crossover with the student by using the school bus lights and signals to control traffic.
 - Make sure the bus is not moving.
 - After exiting the bus, walk at least ten (10) feet in front of the bus within eyesight of the driver and wait for the signal to cross.
 - Upon the signal from the driver, look both ways and proceed across in **FRONT** of the bus.



Bus Conduct Reports

Students are expected to conduct themselves in a safe and orderly manner while riding on the school bus. Bus drivers are authorized to handle discipline problems and will report misbehavior to the principal via a school bus conduct report. Schools may develop and implement specific procedures to address bus behavior problems.

All school rules and regulations will be enforced.

- **First Conduct Report: a verbal warning will be given.**
- **Second Conduct Report: Five (5) day suspension from the bus.**
- **Third Conduct Report: Suspension from the bus for the remainder of the semester.**
- **Note: The principal may suspend any child immediately for fighting or other serious infractions of bus rules.**

Videotapes on School Buses

The school board has authorized the installation of video cameras on school buses for purposes of monitoring student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis.

If a student is reported to have misbehaved on a bus and his/her actions were recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal Law.

Bicycling (JSE Only)

- Only students in grades 3 through 5 will be allowed to ride their bicycles to school, unless accompanied by an adult to and from school.
- Students must walk their bikes on school grounds beginning at the sidewalk on the north side of the school.
- Students must always ride single file.
- Students should always ride with the flow of the traffic.
- Students are not permitted to ride double on their bicycles.
- Students should stay on the road and obey all state bicycle laws.
- Walkers always have the right of way over the bike riders.
- Bikes should be locked on the bike racks provided.

Walkers (JSE Only)

Safety is a major concern of the school, and the school and home should both work together to help children establish these good safety habits.

- Start from home in order to arrive at school not more than ten (10) minutes before the tardy bell (8:40).
- Walk on the sidewalk where sidewalks exist or on the edge of the street facing traffic.

- Cross at intersections where protection of adult crossing guard is provided at Robin Road and 500 North only.
- Permanent Transportation Instruction form should be completed to indicate student walkers at registration.
- Refuse to talk to strangers or to approach or enter strange automobiles. Report to the home/school if you are approached.
- Be considerate of and helpful to younger children.
- Refrain from snowballing or rough play on the way to and from school.

Car-Riders

Cars should stay in line at the designated entrance and drop students at the door. **Parents should remain in their vehicles with window signs visible.**

Attendance

IC 20-33-2 (Compulsory School Attendance)

Philosophy

Frequent absences of pupils from regular classroom learning experiences disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost and cannot be entirely regained, even by extra after-school instruction. Consequently, many pupils who miss school frequently experience great difficulty in achieving the maximum benefits of schooling. Indeed, many pupils in these circumstances are able to achieve only mediocre success in their academic programs. **The school cannot teach pupils who are not present.** The entire process of education requires continuity of instruction and classroom participation in well-planned instructional activities. This is the well-established principle of education which underlies and gives purpose to the requirement of compulsory schooling in this and every other state in the nation. Administrative consideration may be given when extenuating circumstances deem it advisable.

Tardy

Any student who arrives after the start of the school day and prior to 1:00 P.M. will be considered tardy. Parents are expected to accompany their child into the building to sign in their child.

Absent Half Day

A student who arrives at school after 1:00 P.M. will be considered absent half day (AM).

Attendance Incentives

Group awards will be presented at the end of the month from September through May for the highest classroom attendance percentage. Individual end of the year certificates and various awards will also be presented to students who achieve the following categories:

Perfect Attendance: 100% attendance (NO ABSENCES and NO TARDIES)

Exemplary Attendance: 99%

Commendable Attendance: 98%

Attendance Procedures

Students not present at school when school is in session will be counted absent or tardy. The following procedures must be followed when a student is going to be absent:

- **Parents must call** the school office if the student is going to be absent. Please make the effort to call **before 10:00 A.M.**
- If a call has not been made, upon returning to school the student must present a **written excuse** from a doctor or a parent to the teacher or attendance personnel.
- Students without a note or a phone call on record within one (1) day of the absence will be considered unexcused.
- Parents will receive notification regarding their child's absences after 5 days, 8 days, and 10 days **REGARDLESS** of the reason for absences.

Truancy-Project Attend

This program is in place in all Porter County schools. Project Attend is a combined effort between the schools, the Juvenile Court, the Prosecuting Attorney's Office, and the Office of Family and Children Services. It will focus on attendance issues with elementary and middle school students. These agencies may be called to meet with

parents in order to **eliminate truancies and excessive absenteeism** when the school's efforts alone are not successful. Parents will receive notification regarding their child's absences after 5 days, **8 days, and 10 days REGARDLESS of the reasons for the absences**. At 10 days they may be referred to Project Attend.

*Long term illnesses or hospitalizations will not be included and a health plan may be provided.

- The school resource officer may be called for excessive truancies or absences.
- Long term illnesses or hospitalizations may result in a health plan

Excused Absence and Tardy Policy

The following absences/tardies will be considered excused if verification is provided according to the policy described below.

- Personal Illness
- Accident
- Medical and dental appointments
- Inclement weather
- Religious Event/Holiday
- Juvenile Detention
- Death or funeral of a member of the household and immediate family [father, mother, brother, sister, (including their step relationships) grandparents, aunt, uncle, cousin, and guardian.]

Make-up Work:

- When an absence is excused, teachers will assist the student with making up their work as best they can without detracting significantly from the education of the other students in the class.
- Students will be expected to complete make-up work as quickly as possible. Work for absences of one or two days should be completed within two days of their return to school, with allowance of one day for every day of absence after two days.

Unexcused Absences/Tardies Policy

The following are considered unexcused absences from school:

1. Failure by the parent/guardian to call the school or provide a written excuse or a doctor's note will result in the absence/tardy being unexcused.
2. **Truancy**. Truancy is defined as being absent from school with neither the school's nor the parent's permission or knowledge or in defiance of parental authority.
3. **Vacations taken during the school year will be considered unexcused absences.**
4. **Family related absences**. Activities such as house-chores, babysitting, shopping or visiting with relatives, etc., should be done on non-school time.
5. **Attending non-school and non-educational functions during school hours.**
6. **Oversleeping or catching up on sleep**. It is the parent's responsibility to assure the child is put to bed early enough to assure proper rest.
7. **Vehicle Failure**
8. **All other absences not specifically exempt under Indiana Law, regardless of parental approval.**

Vacations

Parents who choose to take students out of school for this purpose must notify the school, and students will follow the make-up work policy as outlined for unexcused absences.

Make-up Work:

If a student misses school for a reason which is unexcused, it will become the responsibility of the parents and student to obtain the make-up work upon return and complete as stated below. Teachers are not expected to assist with the homework.

Students will be expected to complete make-up work as quickly as possible. Work for absences of one or two days should be completed within two days of their return to school, with allowance of one day for every day of absence after two days.

Authorized Absences

An authorized absence is an absence which includes: suspension (in-school or at home), required court

appearance, bus failure, Take a Child to Work Day, Election Participation, Principal Excused, field trips and it is not considered excused or unexcused. These students are responsible for making up schoolwork. It is recommended that a student complete missed assignments during their absence and turn them in upon return.

Cafeteria Procedures

The Union Township Schools mealtime program provides high quality, nutritious breakfast/lunches at an affordable cost.

Mealtime Accounts

Each student will have an account established. Students may bring in lunch money each day or parents can make deposits into each child's account. **Please include your child's name and teacher on your checks or envelopes.** One check may be written per family. Deductions for lunches and lunch items will be made as the child goes through the line. Parents will be notified when the child's account is low.

Breakfast Program

- Students may purchase breakfast at 8:30 A.M. each morning.
- Students should be finished eating and on their way to class by 8:50 A.M.
- Students misbehaving on a regular basis may lose the privilege of the breakfast program.

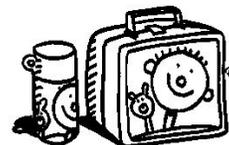
Lunch Program

- Milk is included with every hot lunch served.
- Ala Carte items may be available for grades K-5.

Free or Reduced Meals

Families who feel that they may qualify for free or reduced lunches are encouraged to inquire at the school's office for information and application. Families presently receiving food stamps or AFDC households will automatically qualify if they complete an application. These applications are kept confidential. Students will have an account just like anyone who purchases **one**; therefore, students on free or reduced lunch may remain anonymous.

Current school year prices for hot lunch, breakfast, and all **Ala Carte items may be obtained from the school office.



Lunchroom Procedures

In an effort to control debts to the food service program, the following charge policy has been implemented in the elementary schools.

- If a child forgets or loses any or all of their lunch money, the cafeteria will provide a food item and a carton of milk. This is a service we are offering; however, we cannot supply this in place of a hot lunch on a regular basis. Therefore, when a child has received this service for the third time, parents will be contacted and the child will be charged the price of a lunch in the future.
- **Soda Pop** and other carbonated drinks are never permitted in the cafeteria for lunch.
- The kitchen does not have the ability to heat food brought from home. Please send hot foods in containers that will keep them hot.
- The elementary schools follow a closed campus schedule, students may not leave for lunch.
- Adults are welcome to join their students for lunch. Please notify the school office before 9:00 A.M. of the day you wish to purchase a school lunch with your child.
- It is our policy not to allow fast food lunches to be brought into the cafeteria.
- Upon your arrival, please sign in at the office and obtain a nametag before joining your student for lunch.

Lunch Room Conduct

When serving many students lunch ***during limited*** periods **of time**, it is necessary to have standards of behavior. We ask that students:

- Talk in normal conversational tones and only to those sitting near them at their table.
- Eat only your own lunch.
- Do not throw or flip food or paper.
- Display good table manners and clean up their eating area.
- Keep your hands to yourself and off other students and their things.
- Walk. Do not run.
- Get quiet and listen when the aide is giving directions.
- Do not talk during the last few minutes of lunch if there are students not finished with their lunch.
- Teachers will insure that students have restroom breaks before lunch and immediately after recess.
- If a child needs to use restroom or leave the cafeteria for any reason they must obtain permission from the adults in charge.

Students who choose not to follow the lunchroom rules may be:

- Warned, given assigned seating, sent to the end of the lunch line, and/or deprived of noon recess time.
- Sent to the principal's office if disrespect or problems persist.

Recess Procedures

It is the school policy to have all children go to the playground for relaxation and fresh air, except in the case of inclement weather. Even in cold weather, if the child is dressed properly, the short amount of time spent on the playground is healthy. **Please make sure your child's dress is appropriate for the weather.** Above 10 degrees there will be outdoor recess. These temperatures include wind chill. Most of the time, if a child is well enough to attend school, they are well enough to go outside for recess.

Any child being required to stay in by a parent must have a written note. After five consecutive days, your child will need a physician's excuse.



Recess Conduct (For student use only during school hours)

In order to maintain a safe and pleasant playground environment we expect students to follow these rules:

- Be respectful to the playground aides and to each other.
- Play fair and take turns.
- Use conflict strategies to solve the majority of their own squabbles and disagreements.
- Refrain from fighting and swearing.
- Never play games that involve grabbing, tackling, or knocking people down.
- Use playground equipment according to the rules of safety.
- Never throw snowballs, stones, etc.
- Do not take show and tell toys, radios, electronic games, etc. to the playground; only approved personal athletic equipment.
- No food, candy, or gum on the playground.
- Line up quickly on the first whistle; get quiet on the second whistle.
- Do not use playground in morning before school; go directly home after school.

Students Staying Indoors

At times throughout the year almost every teacher will receive requests from parents for their child to remain indoors rather than to go outside during recess. A similar request is sometimes made that pupils not participate in physical education activities because of recent illness or other causes. **Requests of this nature are to be in**

writing from the parents.

If the teacher feels that the request is not a valid one, the matter shall be **referred to the principal**, but the child shall not go outside or participate in physical education activities.

If the principal feels that an investigation of the case is advisable, it shall be the principal's duty to see that the parent is contacted. It shall also be the principal's responsibility to say where the child shall be assigned during the time when the child's classmates are outdoors or in physical education.

There are many times when children are able to come to school but are not well enough to go outside to play or participate in physical education activities. Missing these activities for more than five consecutive days **requires** a doctor's excuse.

Student Attendance At All Union Township Schools' Events

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

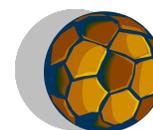
However, in order to ensure that students attending evening events as nonparticipants are properly safeguarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in a school activity.

Students who are absent from school or under suspension are not permitted to attend after school events at any campus.

After School Activities

Students who have parental permission to remain in the school building for after school activities are to report immediately to the activity site at the close of the day. Failure to do so may result in the student's exclusion from the activity. Children are not to roam through the building unsupervised.



Staying After School

Students are expected to go home immediately after school is dismissed unless a child has permission to participate in after school activities. Parents of these students are responsible for their transportation. Supervising adults will escort students to the front entrance for pick up. Parents will be expected to pick the child up at the front doors only. As a general rule, students are not detained after regular school hours for disciplinary reasons. Should a need arise, principals or teachers will contact parents prior to the child's remaining after hours.

Should a student not arrive at home as expected after dismissal, the parent should notify the school office immediately. **No child should return to the school building unless accompanied by a parent.**

Administrative Procedures and Policies

Statement of Purpose

The purpose of this section is to inform students and parents of various policies, regulations, and procedures, which are necessary to insure the efficient functioning of the school. Ignorance of a rule has never been a defensible position, so please read this information that has been prepared for you. Be informed! The Union Township Schools are your schools and their success depends largely upon you. The responsibility for self-discipline lies on the shoulders of the students; and should a student fail to accept this responsibility, it then becomes the task of staff, administration and the school board to take the action necessary to insure proper cooperation of the best educational environment.

The School Board recognizes that as teachers and students are brought together so that learning can take place, an environment, which permits an orderly and efficient operation of the schools, must be provided. Furthermore, the Board realizes that students in school sometimes conduct themselves in such a way that it becomes difficult to preserve the safety, health, and general well-being of other students and faculty members and/or to maintain an atmosphere conducive to learning.

Expected Behaviors

Each student shall be expected to:

- abide by Federal, State, and local laws as well as the rules of the School;
- respect the rights of others;
- act courteously toward adults and fellow students;
- be prompt to School and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive.

Students are reminded that they are under supervision and regulations of the school at the following times and places:

- on the school grounds during and immediately after school hours.
- on school grounds at any other time when the school is being used by a school group.
- off school grounds at any educational function or school sponsored event.
- traveling to and from school by any means of transportation, and at the bus stop before and after school.

In addition, students may be disciplined, including suspension and/or expulsion, for engaging in unlawful conduct at anytime, anywhere - including outside school hours, weekends, and school breaks when students may not be on school property or attending classes or functions 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.*

Student Dress and Appearance

Students are expected to dress appropriately for education. Any student whose appearance diminishes or detracts from the educational atmosphere, or is dressed unhealthily or unsafely will be referred to the office. It is the duty of the school to maintain a safe and appropriate educational atmosphere.

- Hats or headwear shall not be worn inside the school building by anyone.
- Hairstyles that create problems of health and sanitation, obstruct vision, or are designed to call undue attention to the individual are not acceptable.
- Make-up is not permitted.
- No outerwear coats or jackets should be worn indoors during normal school hours.
- Personal items, which display profanity, vulgarity, or is disruptive to the educational environment shall not be worn by students.
- Personal items which promote or advertise illegal products (alcohol, drugs, tobacco, weapons, etc.) or activities that promote violence or hate shall not be worn by students.
- Clothing items or attire creating a safety hazard will not be acceptable (such as heeled shoes, untied shoes, flip flops or backless shoes, platform or high heeled shoes) Please note that all sandals are unsafe for playground activities. In this situation, a child should have gym shoes to change into.
- Students should not wear any item of clothing which because of its texture, brevity, or design is openly provocative or suggestive and exceeds acceptable standards of decency.
- No clothing may be worn that exposes underclothing, or parts of the chest, midriff, or stomach. Shirts must cover the shoulder areas.
- Students will not be allowed to wear pants or skirts with rips or tears above the knee.
- Dresses and shorts must be of appropriate/ fingertip length and appropriate for weather.
- Students may wear shorts of appropriate length during the fall and spring at parental discretion.
- Students will be required to wear a belt (not chain) if pants will not stay up without one.

School personnel anticipate that parents will provide the appropriate clothing as the season/activity dictates. Parents will be called and the student will be allowed to change clothes before being removed.

Classroom Management

Classroom teachers will issue classroom management plans, which have been approved and are supported by the administration. Students will abide by these plans in addition to general school rules.

Cheating/Plagiarism

- Any student who submits work (test, homework, project, etc.) that is not his/her own receives no credit for that work.
- The student will receive no credit or a numerical grade of zero (0) for the work depending on the teacher's method of evaluation.
- The parent will be notified of the dishonesty by written or verbal communication.
- Offenders may be referred to the principal for disciplinary actions.
- Aiding or assisting in the submission of dishonest work will be treated in a similar manner. Examples include: making your work accessible to others, before, during, and after class; passing test information, etc.

Types of Action

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of IC 20-33-8, the Board of School Trustees authorized administrators and staff members to take the following actions:

- **Isolated Time Out/Physical Restraint**
An elementary teacher or administrator has the right to remove a student from his/her classroom or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.
 - Circumstances in which these procedures may be used would include the following:
 - Noncompliance
 - Bodily harm to self or others.
- **Detention**
Detention is assigned to students for a variety of minor rule violations. Students and parents will be notified at least 24 hours in advance of where and when to report for their detention. It is the parent's responsibility to help arrange transportation following a detention.
- **Suspension From School**
"Suspension" shall be the temporary removal of a student by the school principal from the Corporation's program for a period not to exceed ten (10) school days (ten is the maximum). A student may be suspended for a longer period of time in accordance with the provisions of IC 20-33-8-23 pending expulsion.
- **Expulsion From School**
"Expulsion" shall be the removal of a student from the schools of this Corporation for a period not to exceed the number of school days remaining in the school year in which the incident took effect, if the incident occurs during the first semester. If the incident occurs in the second semester, the Superintendent may expel the student for the remainder of the current school year, summer school, and the first semester of the next school year in accordance with the provisions of IC 20-33-8-20.

Due Process Rights

Before a student may be suspended, expelled, or excluded from school, there are specific procedures that must be followed.

In-School Suspension

Students with recurring or severe misbehaviors may be given an in-school suspension as an alternative consequence. Students receiving an in-school suspension will be removed from their regular classroom for periods ranging from ½ to 2 days and sent to an area (usually in the school office) where assigned school work will be completed.

Suspension from School

When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his side. After that informal hearing, the Principal will make a decision whether or not to suspend. If a student is suspended, he and his parents will be notified, in writing within one day, of the reason for and the length of the suspension. The suspension may be appealed after receipt of the suspension notice, to the superintendent. The request for an appeal must be in writing. During the appeal process the student shall not be allowed to remain in school.

The appeal shall be conducted in a private meeting and the student may be represented by legal counsel, if desired. There is no appeal for the loss of co-curricular and extra-curricular eligibility due to suspension, exclusion, or expulsion. Any learning that cannot be made up such as labs, field trips, skill-practices, and the like or any learning that the student chooses not to make up may be reflected in the grades earned.

Expulsion from School

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parents indicating, among other requirements, their right to request a hearing within 10 days after receipt of the hearing examiner's letter. If no request is received within that time period, the right to a hearing has been waived. Students being considered for expulsion may or may not be removed immediately. A requested formal hearing is scheduled with the hearing examiner during which the student may be represented by his parents.

The superintendent shall review the hearing examiner's report and make a decision within 2 school days after receiving the report. If the student is excluded or expelled, the parents may appeal, in writing, to the Board of School Trustees. The appeal can be based only on evidence from the hearing or evidence presented in the appeal. All opportunity to earn grades or credit ends when a student is expelled.

Exclusion from School

A student may be excluded from school if he poses a substantial threat to the health or safety of other students and/or staff, or if the student does not have legal settlement in the corporation. Upon written request to the Superintendent, a hearing may be arranged within ten days after the student has been suspended pending the exclusion hearing. A decision to exclude may be appealed to the State Department of Education.

Search and Seizure

The search of a student's person or property shall be based on a reasonable suspicion that the student has in his/her possession any item of an illicit illegal nature, stolen property, or other such contraband that is forbidden to possess, or materials which may have been used to cause disruption to the educational process, or which may endanger students or school personnel. Reasonable suspicion may be based upon, but not limited to, student tips, faculty referrals, parent phone calls, or suspicious behavior on the part of a student. The parent or guardian of any student searched shall be notified as soon as is reasonably possible. School officials shall exercise professional judgment and discretion in the search of a student's person or property. If incriminating evidence is found, or a more thorough search or investigation is required the administrator in charge shall make a determination whether or not to involve the police authority having jurisdiction over the area.

Grounds for Disciplinary Action

Indiana Law specifically lists the following types of misconduct for which a principal may discipline, suspend, expel or exclude a student:

Non-compliance: Failing in a number of instances to comply with the direction of staff members. This includes being disruptive in a way that interferes with a teacher's ability to conduct his/her assigned duties.

Vandalism: Causing, or attempting to cause, damage to school, bus, or personal property.

Theft: Stealing, or attempting to steal school or personal property.

Physical Actions/Fighting: Actions, which have, or could have caused, physical injury to others or intentionally doing bodily harm to any student or school employee will not be tolerated.

This includes:

- Fighting on school grounds immediately before, during, or after school hours.
- Fighting on school grounds at any other time the school is being used by a school group.
- Fighting off school grounds at any educational function or event in which the student is a participant.

- Fighting while traveling to or from school in a school provided conveyance.
- The following factors will be considered when applying punishment to offenders:
 - Who the aggressor was.
 - The amount of property damage, if any.
 - The severity of injuries, if any.
 - The number of offenses.



Extortion: Illegally obtaining money, or any item of value, from any student.

Drugs: Selling, possessing, using, transmitting, or being under the influence of any illegal substance.

- It is a violation of the disciplinary code of U.T.E.S. to possess, provide to another person, use, or be under the influence of any substance which is or contains amphetamines, alcohol, barbiturates, narcotic drugs, a stimulant, an intoxicant of any kind, a depressant, marijuana, of a hallucinogen; whether prescription or sold over the counter (without a prescription) or any other substance represented by the provider to be any of the listed substances; on school grounds at any time or at any school sponsored activity at any location including the school bus. Any substance for which a student has a prescription or written permission from a parent allowing use must be brought to the school nurse or designee in the health clinic and administered or taken there (See Health Services.)
- Any student who is unsure if possession, use, or providing another person with any particular medicine or substance would violate this rule should contact the administration before possessing, using or providing the medication or substance.

Smoking: Possession /use of cigarettes or other smoking materials.

- As of January 1, 1995 Union Township School Corporation is a SMOKE FREE SCHOOL ZONE. The Board of Education prohibits the use of any tobacco product in the school building, on school grounds, and at any school event.
- Smoking and/or possession of tobacco by students is forbidden in school buildings, on school grounds, and on school buses at all times.
- **Possession means in the immediate area of your person.**

Harassment and/or sexual harassment, clear, repeated acts or gestures, including:

(1) verbal or written communications transmitted (2) physical acts committed; OR (3) any other behaviors committed;

By a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing. **IC 20-33-9-0.2.**

Bullying:

Bullying is defined in I.C. 20-33-8-0.2 and I.C. 20-33-8-13.5.

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, any computer network, or any cellular telephone or other wireless or cellular communications device is also prohibited.

2. For purposes of this rule, bullying is defined as visible, unwanted, repeated acts or gestures, including verbal, writing or pictures transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the 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 negative 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.

3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation 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.

4. **Any** student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule **should immediately report the conduct to his/her school principal or designee who has responsibility for all investigations of student misconduct including bullying.** A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the appropriate school personnel in charge of investigation. This report may be made anonymously.

5. The school principal or his/her designee shall investigate promptly all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken to address the bullying conduct wherever it takes place. The parents of the bully and targeted student(s) shall be notified of the progress and the findings of the investigation and, as appropriate, any remedial action that has been taken to the extent disclosure is permitted by law.

6. The school principal or designee will be responsible for working with the school counselor and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.

7. False reporting of bullying conduct as defined by this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.

8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.

9. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment within the school corporation.

10. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.

11. Training will be provided to school personnel and students concerning the identification, prevention, and intervention in bullying.

12. All schools in the corporation are encouraged to engage students, staff, and parents in meaningful discussions about the negative aspects of bullying.

13. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

Personal Property

There is an ongoing temptation for any student to bring their personal possessions to school. Toys, dolls, trading cards, all electronic devices, pagers, radios, keyboards and similar items serve no educational purpose and frequently lead to problems and are prohibited. The school assumes no responsibility for such items. If a student or parent feels such an item has a unique interest or value to the class, advance permission from the classroom teacher should be obtained before the item is brought to school for show and then taken home. Any forbidden equipment will be confiscated and disciplinary action will be taken.

Electronic Communications

Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device is ground for suspension or expulsion.

Important notice to Students and Parents Regarding Cell Phone Content and Display

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.
- It is “child exploitation,” a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.
- It is “child pornography,” a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.
- “Sexual conduct” is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

Electronic Books

Recognizing the new technology concerning electronic books, UTES establishes the following policies concerning the use of electronic books during school hours:

- Students are allowed to have E-Readers during the school day once registered.
- E-Books must be turned off and only used or visible with the permission of a member of the administration, faculty, or staff.
- E-Books must be registered with the building principal. ☆See form at back of handbook.
- E-Books must be turned off and are not allowed to be used by students riding UTSC buses.
- UTES are not responsible for lost, broken or stolen E-Readers.

Cellular Phones

Recognizing the need for ease of communication with home concerning transportation and in emergencies, UTES establishes the following policies concerning the use of cellular phones during school hours:

- Students are allowed to have cellular phones in their book-bag during the school day.
- Cellular phones must be turned off, during school hours and on buses. They may only be used or visible with the permission of a member of the administration, faculty, or staff.
- Cellular phones must be registered with the building principal. *see form at back of handbook.
- Cellular phones and electronic devices must be turned off and are not allowed to be used by students riding UTSC buses.
- UTES are not responsible for lost or stolen cell phones.

Weapons: Interfering with the normal operations of the school. This includes knowingly possessing, firing,

displaying, or threatening use of firearms, explosives, or other weapons.

Engaging in any activity forbidden by the laws of Indiana.

Health Services and Procedures

Confidential Information

Information regarding student health care issues is marked confidential and is treated as such. However, in order to provide for the safety of our students, it is our practice to inform appropriate school personnel and, when necessary, community based emergency response personnel of student health conditions which may be life threatening or which may require first aid during the school day.

Immunizations

Indiana State Law requires that when a child enrolls in Kindergarten or first grade or for the first time in a school corporation, the governing body shall require the parents to furnish an updated statement of the child's immunizations prior to entrance into school:

- 5 doses of DTaP, DPT, DT, four doses are acceptable if the 4th dose was administered on or after the child's 4th birthday.
- 4 doses of any combination of IPV or OPV. **The 4th dose must be administered on or after the 4th birthday (at least 6 months after the previous dose)**, or 3 Doses of all OPV or IPV are acceptable if the 3rd dose was administered on or after the 4th birthday.
- 2 doses of measles (**rubella**), rubella, and mumps vaccine on or after the first birthday.
- 3 doses of Hepatitis B vaccine.
- 2 doses of Varicella (chickenpox) on or after the first birthday or **physician** written documentation of history of disease is acceptable as proof of immunity.
- 2 doses of Hepatitis A vaccine

All students entering 6th grade in Indiana Schools after the **fall** of 1991 will be required by state law to have received at least two doses of measles vaccine, preferably MMR (measles, mumps, and rubella). Both doses must have been administered after the first **birthday**; the second dose may have been administered anytime during the child's life, as long as there was 30 days between doses. All students entering 6th grade will also be required to have 2 doses of Varicella vaccine (or a signed statement from the parent/guardian indicating history of disease, including month and year), 1 dose of meningococcal vaccine (MCV4) and an updated dose of Tdap vaccine.

A child's age and date of the test or immunizations are to be documented by the doctor or Health Department with their recommendation or time schedule for the completion of immunizations if not already completed.

Exclusions

No child shall be permitted to attend school for more than 20 calendar days beyond the date of the test or immunizations. If the parent is unable to secure the immunizations or test, the local Health Department may provide them. Forms to be completed and signed by your doctor are available in each school office. Failure to comply will result in exclusion from school.

Grounds for exclusion of any student are:

- If they have a dangerous communicable disease which poses a substantial threat to the health and safety of the school community. Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.
- Have not received proper immunization as required by school law.
- Where the immediate removal is necessary to restore order or to protect persons or school corporation property. This includes conduct off school property where on account thereof the student's presence in school would constitute an interference with school purposes.
- Where they are mentally or physically unfit for school purposes. It is the school health policy to exclude from the school any child who has:

- A temperature of 100 degrees or over. Students returning must be fever-free for twenty-four (24) hours.
- Any inflammatory eye condition.
- Any cough associated with fever or continuous unrelieved coughing.
- Coryza (cold) if associated with other signs of disease.
- Sore or inflamed throat.
- Discharge from ears.
- Pediculosis (head lice). Exclude until they are free of live lice and nits. To be checked by nurse upon return to school before classroom admission.
- Skin diseases and rashes.
- The nurse will notify parents, when students are excluded.

Administrative Procedures for Medication

The school nurse is in charge of the administering of all medications. When the nurse is not available, the principal or his/her designee will administer the medications. A log is maintained for all medications administered. If a child reports that he or she has forgotten to take medication before coming to school, no make-up dosage is given to the child until the parent has been contacted to confirm the necessity of additional dosage. The time, date, and method of confirmation are entered in the log. Students who refuse to take their medication will warrant parent notification.

All physician and parental authorization forms must be renewed annually.

It is the intention of this practice to avoid potential harm to students by the improper use of medications. Hopefully, the slight inconvenience caused by utilizing this procedure will be outweighed by the protection afforded to all students.

Prescription Medication

Send all medications in the original container bearing the child's name. Do not send in the entire prescription. Send in the doses needed for one week.

Prescription medication may be given to students provided the following is on file:

- Written permission and authorization signed by the student's parents or guardians stating the student's name, the name of the medication, reason for giving, dosage and when it is to be administered.
- Written instruction from the student's physician OR typed instructions on the prescription bottle.

Non-Prescription Medication

It is strongly recommended that non-prescription medication not be brought to school. Parent or guardian outside the normal school hours, if needed, should administer non-prescription medicine, at home. The school nurse must approve an exception. Non-prescription medication administered at school must be:

- Age appropriate.
- Sent to school in the original container and kept in nurse's office.
- Given only in the dosage requested by the parent, in writing, provided the request does not exceed the manufacturer's recommendations. Any parent request that exceeds the recommended dosage must have a physician's written verification.



Hepatitis and HIV

The corporation is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) 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 mandated procedures includes a requirement that the corporation request the person who was bleeding to consent to be tested for HBV and HIV. 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. Although we expect that incidents of exposure will be few, we want to notify parents of these requirements ahead of time. That way if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent spreading.

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 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.

Accident

Every accident in the school building, on the school grounds, at practice, or at any athletic event sponsored by the school must be reported immediately to the person in charge and the school office.

Students in grades K through 5 have physical education. In these classes, the teacher stresses individual skill development and provides exercises and activities for progressive development of motor skills. Students will be permitted to participate in indoor gym activities only if they are wearing gym shoes. There is too much danger of children slipping wearing socks only. Shoes also protect feet and provide support in these formative years of growth. Gym shoes with soles that mark the gym surface are not acceptable and will not be permitted to be worn while on the gym floors.

Screenings

Vision for kindergarten optional, 1st, 3rd, 5th, all new students and by teacher or parent referral. Hearing for kindergarten optional, 1st, 4th, all new students and by teacher or parent referral. Height and weight all students. You will receive a physician referral notice if your child has an abnormal result.

Head Lice

Head lice checks will be done periodically. In order to prevent the spread of lice, any child found to be infested with lice **would** require treatment. Treatment information will be given to the parent. The empty bottle used for treatment should be brought in with child for entrance. Parents will be notified of the problem and will be requested to provide transportation home from school. If we are unable to contact a parent or someone at the emergency number, we will keep the student in the clinic for the remainder of the day. The child will be asked to sit in the front seat of the bus and will be taken home in the usual manner. A note will be sent home with the child requesting that treatment for head lice be completed before the child may return the school. The parents must accompany the child to school the next day and have the student checked by the health assistant before the child can be left in school (the child must be nit free). **DO NOT SEND THE CHILD TO SCHOOL ON THE BUS.**



Student Achievement

Student progress is a primary concern of parents and educators. The development and achievement of students varies from child to child and from time to time. Consequently, the measurement of student progress needs to be a comprehensive process flexible enough to account for differences yet consistent enough to relate a student to a group.

- To measure student progress, students will be tested in accordance with State standards and Corporation policy.
- Each student will be expected to pass the Indiana State Standardized Assessments(s). Remediation, retention, and additional programming may be considered for a child that does not pass.

Testing Program

Union Township Schools administer state mandated standardized tests annually. In addition, all grade levels will be administered standardized tests to assist in student program development. Parents will receive notification of the test scores. Parents who wish to discuss test results or have scores interpreted should make an appointment for this purpose with the classroom teacher and/or the school principal.

Standardized test results permit the comparison of a pupil's performance with that of a state sample of children of like age and grade level. Locally administered tests monitor academic progress throughout the year.

IRead-3

Our school administers the Indiana Reading Evaluation and Determination (IREAD-3). Based on the Indiana Academic Standards, IREAD-3 is a summative assessment that was developed in accordance with Public Law 109, which requires the evaluation of foundational reading skills for students who are in grade three to ensure that all students can read proficiently before moving on to grade four.

Report Cards

Report cards are issued at the end of each 9-week period. The report card is intended to be one means of informing you of your child's progress in educational, social, physical, and emotional development.

Children show natural differences in the ways they develop skills and abilities in school, just as they show natural differences in height and weight. There are differences within children as well as among children, and it is not unusual for a child to show more strength or faster growth in one area than in another. Since these differences among children are natural and normal, instruction and expectations need to be different for different children. This necessary flexibility in instruction makes evaluation and grading difficult. Each report card mark needs to be understood in reference to what is reasonable achievement and progress for a particular pupil.

Grade Reporting

UTES has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how the grade will be determined, s/he should ask the teacher. Specific grading scales are listed on each grade level report card.

Progress Reports/ Midterms

Approximately midway through each grading period, students in grades K-5 may receive a progress report. The purpose of this report is to inform parents of areas that need improvement. Reports may be signed by parents and returned to school.

Promotion/ Assignment/ Retention

At the end of the school year a student will receive one of the following placements for the next school year:

Promotion

The student has successfully completed the expectations for the grade level and will advance to the next grade level.

Assignment

The student has not met all grade level expectations. However, it has been determined that retention is not in the best interest of the student. Therefore, an assignment in the next level is made.

Retention

The student has not successfully completed the expectations for the grade level and will not advance to the next grade. When retention is being considered, parents will be notified at the earliest possible date.

All final decisions regarding promotion, assignment, and retention rest with the building principal.

Achievement Recognition

All elementary students can earn recognition. Students earn ongoing recognition in the areas of academic

achievement, citizenship, conduct, attendance, and work habits. This recognition is given through various means including, but not limited to, certificates, bulletin board displays, ribbons, small tangible awards, and food celebrations.

Academic Achievement

- Academic excellence (Maintain Straight A's, or A's and B's in all subjects).
- Students must demonstrate high motivation, initiative, responsibility
- Student must demonstrate leadership qualities
- Student must behave responsibly as evidenced by turning in assignments.



Citizenship

Student has a good school record in the following areas:

- Student is responsible for turning in assignments.
- Student demonstrates a cooperative attitude with adults and others.
- Student has maintained and modeled good behavior skills.

Principal's Recognition

- Teachers will submit names of students who they have witnessed doing good deeds throughout the school year. Students will receive a certificate and recognition regularly.

The name of the program may change every year to coincide with the school theme.

Academic Related Activities

Homework Philosophy

Homework contributes to the educational process of the student. It should be viewed as an extension and enrichment of the regular classroom instructional program relating to the objectives of the curriculum. The purpose of homework assignments include review and reinforcement of material studied, make-up work due to absence, enrichment/extension of projects, and the completion of unfinished classroom assignments.

Homework provides an opportunity for parents to become informed about the curriculum being studied. It is anticipated that parents will provide an environment of support and encouragement that will promote homework as an extension of the formal educational system. Parents should encourage and support students by providing quiet, well-lit study areas, allowing necessary study time, and offering appropriate assistance and encouragement.

Field Trips

Properly planned, well-conducted, and carefully supervised field trips are a vital part of the classroom curriculum. Parents are advised when field trips are scheduled, and parental permission slips are required for participating in this type of activity. The cost of the field trip is assessed equally to attending students.

Parents can help by emphasizing to their children the importance of proper behavior. In some instances, parents are invited to accompany the class on the trip to assist with supervision.

Younger brothers and sisters are not permitted on field trips. These trips are restricted to chaperons. Chaperones must ride in school-approved buses or vans. No one will be permitted to follow behind the bus.

Convocations/Assemblies

Each year, convocation programs may be held for educational purposes and the enjoyment of our student body. Courtesy to those who appear in the program is required. Attendance is a privilege that can be withdrawn due to misbehavior.

Specialized Instructional Programs

Art

Each student in grades K through 5 will have an art class. At each grade level, students work with different media, materials and techniques to produce work that is satisfying to them and extends their skills. Art shirts are suggested to keep at school to protect clothing during some projects.

Music

Children in grades K through 5 will have a music class. Children will learn to enjoy, read, and sing music. They will also learn to play some musical instruments.

Physical Education

Students in grades K through 5 have physical education. In these classes, the teacher stresses individual skill development and provides exercises and activities for progressive development of motor skills. Students are expected to participate in PE activities with gym shoes and students may be asked not to participate if they are not wearing shoes safe for PE activities. There is too much danger of children slipping wearing socks only. Shoes also protect feet and provide support in these formative years of growth. Gym shoes with soles that mark the gym surface are not acceptable and will not be permitted to be worn while on the gym floors.

High Ability Program

The Union Township School Corporation provides a program for our identified high ability students. This program provides opportunities for identified students to work on projects that either broadens the content or alters the depth of the content.

Students in grades Kindergarten, 2nd, and 5th will take the Cognitive Abilities Test (CogAT).

Response to Instruction (RTI)

In order for elementary students to be successful, Response to Intervention/Instruction (RtI) is the process used to identify students who do not respond adequately to intervention or who need more intensive interventions to be successful in the classroom. The primary purpose of RTI is not special education eligibility, although that may be a possible outcome. Response to Intervention/Instruction (RtI) is providing “Best Practices” with instruction and interventions matched to individual student needs. Progress is monitored frequently and decisions are made according to scientifically researched based data. Early interventions are key when students are observed experiencing difficulties during their instructional day.

Special Education

The School provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the School encourages the parent to be an active participant. To inquire about the procedure, a parent should contact the principal.

Media Services

Children in grades K through 5 have media classes for the entire school year. Children are responsible for the books they check out of the library. Damage or loss will result in payment or replacement value by the parent(s).

The goal of the Library Media Services is to provide a totality of services focused on the best utilization of library media to facilitate, improve, and support the learning process.

The objectives include:

- To assist children in the development of listening, viewing, and reading skills; and to guide students to develop desirable reading, viewing, and listening patterns, attitudes, and appreciation.
- To provide equipment and a program of effective equipment maintenance.
- To coordinate the library media center more closely with the school curriculum by meeting with grade level and individual teachers to develop learning resources and bibliographies.
- To serve teachers by disseminating materials from professional journals, distributing lists of new acquisitions, and having a special place where a teacher can work and peruse new materials.
- To serve parents by providing a variety of parenting materials for parent check-out.

Library Procedures

- All books are checked out for a week at a time.
- Students in grades K through 5 may check out either one or two books each week.
- In the event books are lost or damaged beyond repair; the student will be responsible to reimburse the school for the replacement value of the books.
- When a library book becomes overdue, the library aide will work with the student verbally to have the student return the book. In the event that verbal counseling is ineffective and payment of the fee is not received by the school, the library aide will send letters home.
- If, after the above procedures have been carried out and either the books are not returned or the fees are not paid, fees will remain on the student's records until paid.

Home School Advisor/Social Worker

The Home School Advisor/Social Worker is part of our support staff who is available to help students, parents and staff with issues that interfere with a student's functioning in the classroom. Children are helped through individual sessions, group sessions and classroom presentations to see themselves and their work as a place where they can become all that they can be. Home visits and parent consultations are often part of the service offered to children and parents in Union Township. The Home School Advisor and the Social Worker are part of the team with teachers, administrators, and parents who, when working together, can facilitate the maximum learning for the child.

Computers (Acceptable Use Policy)

Students in grades K through 5 will have computer class. Computer labs are designed to be an extension of the classroom with instruction developed by the classroom teacher and the technology teacher. The staff is involved in the study of current technology and the impact that it has for the improvement of instruction and learning. Students are engaged in process writing, creative writing, thinking skills, and word-processing on a regular basis. Students are fortunate to have several computer labs and mobile device carts that are networked and Internet accessible.

Computer Technology and Networks Acceptable Use Policy

The School Board is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of Corporation operations. It also recognizes that safeguards have been established to ensure that the Corporation's investment in both hardware and software is achieving the benefits of technology and inhibiting negative side effects.

The Superintendent is directed to establish administrative guidelines not only for acquisition of technology but also to ensure that the staff and students are making appropriate and ethical use of the computers and other equipment as well as any networks that may be established. The responsibility for the educational value of Internet access is the joint responsibility of school staff; the students with access to the Internet, and their parents. Such guidelines shall also ensure that parents are provided the option to request alternative activities not requiring Internet access.

The Superintendent shall also ensure that both staff and students are adequately informed about disciplinary

actions that will be taken if Corporation technology and/or networks are abused in any way, or used in an illegal or unethical manner.

Rights and Responsibilities

- The rights and responsibilities of school employees are fully protected, including due process rights. School employees will not be held liable for improper student use of the Internet
- School employees may have censorship, intellectual property academic freedom, and privacy concerns which are beyond those extending to students.
- The Association may have rights to use school corporation electronic networking and computer equipment and facilities in the same manner as other equipment and facilities.
- The Union Township School Corporation reserves the right to any material stored in files to which all users have access and will edit or remove any material which Union Township School Corporation staff in its sole discretion, **believes**, may be objectionable. Users of the network will not use their account to obtain, view, download or otherwise gain access to such materials.

- Privacy in communication over the Internet and the Network is not guaranteed. To ensure compliance with these guidelines, the Corporation reserves the right to monitor, review, and inspect any directories, files and/or messages residing on or sent using the Corporation's computers/network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

- Students may not use the Internet to access any database or service which charges a fee for access. The download of any file, including without limitation, software for which a fee is charged is prohibited. If any of the foregoing occurs, the user will be responsible for paying any fees so incurred and user privileges may be canceled.
- This policy and the guidelines and agreements established by the Superintendent are to be made available for review by parents, members of the staff and members of the community.
- The provisions of this policy and associated guidelines and agreements are subordinate to local, State, and Federal law.

Guidelines for Acceptable Use:

The Union Township School District provides Internet access for the purpose of promoting the use of telecommunication and networking technology as a tool to enhance classroom teaching and technology. All use of the network must be consistent with this purpose and be in accordance with this policy.

The purpose of this policy is to ensure that those using the information resources will do so with respect for the public trust and in accordance with Union Township School's mission and educational goals and the policy and regulations established from time to time by School Board or state and/or federal agencies.

The Internet links computer networks around the world and provides access to a wide variety of computer and information resources. It is essential for each user on the network to recognize his/her responsibility in having access to vast services, sites, systems and people. Because of the cost and sensitivity of computer equipment, and because of the unregulated nature of material found on the Internet, the rules for usage must be understood by all parents and students. Access to the network is a privilege, which requires that each user adhere to the responsibility of acceptable use.

To access, possess, distribute, display, print or transmit any material in violation of any state or federal regulation is prohibited. This prohibition extends to, but is not limited to: copyrighted material, threatening, obscene, or any unlawful material, and material protected by trade secret, or any material that is objectionable, inappropriate and/or harmful to minors. Use of the network for any illegal activities is prohibited. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the Corporation's computers/network (e.g., viruses) are also prohibited.

Responsible Users May:

- Only access the Internet by using their assigned Internet/E-mail account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their passwords
- Use the Internet to research assigned classroom projects.

- Use the Internet to send electronic mail (e-mail) to other users through the user's corporation provided account.
- Use the Internet to explore other computer systems.

Responsible Users May Not:

- Use offensive or inappropriate language, or language that would promote violence or hatred, and do not respond to such.
- Reveal your (or other's) name, personal address, phone number credit card information, of yourself or other students, family members, teachers, administration, or other staff members.
- Access or participate in online "chat rooms" or other forms of direct electronic communication (other than e-mail) without prior approval from a teacher or the principal. All such authorized communications must comply with these guidelines.
- Intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network.
- Use the network in such a way as to disrupt use of the network by others or abuse access time.
- Harass anyone by sending uninvited communications.
- Send electronic information from accounts that do not belong to you without the owner's authorization.
- Access unauthorized or inappropriate areas on the network and do not change or interfere with information found on the network.
- Use the Internet to engage in "hacking" or other unlawful activities.
- Transmit any material in violation of any State or Federal law or regulation, or Board policy.
- Misrepresent yourself or your age.
- Agree to get together with someone you "meet" online without prior parent approval.
- Access the network at Union Township Schools without a signed Internet Use Agreement

Union Township Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. Union Township Schools reserve the right to modify the Acceptable Use Policy at any time. It is the responsibility of the user to check for policy changes. Teachers and/or administrators will determine what is inappropriate use.

eLearning Days

In the situation where inclement weather causes the cancellation of school OR there is a pre-planned professional development day for teachers, the Union Township School Corporation may utilize an eLearning day. Learning will continue through the implementation of online tools that allow for teachers to push-out student activities through Canvas while engaging with students virtually. **Because we want an eLearning day to count as a school day, students will be expected to log-in from a device of their choice (computer, chromebook, phone, etc.), review the expected learning goal, and participate in the assigned activities.** Teachers will have the learning goal and activities posted no later than 9:00 a.m. on the eLearning day. We know that not all students or families will have internet access when school is cancelled. These students will not be penalized if they are unable to get online during an eLearning day. Students will have three school days to submit any work that is assigned to them on an eLearning day. For additional information regarding eLearning Days please visit the district website at union.k12.in.us to review our eLearning information and the FAQ document.

Chromebook Information

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook which they have been issued to utilize within the school building. While students will not be taking their Chromebook home, students will be assigned a specific numbered Chromebook that only they will utilize. Essentially, this is their own device that stays at school.

General Precautions

1. No food or drink is allowed next to your Chromebook.
2. Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
3. Students should never carry their Chromebook while the screen is open.

Updates to the Chromebook

Updates to the Chrome Operating System, the Canvas learning management system, and learning applications occur constantly. To maintain the highest performance level on the Chromebook students should daily sign-out - shutdown - restart - login while on the school corporation wifi. Doing this process daily provides a consistent user experience for the learner and teachers so that the device is not a barrier to learning in the classroom.

Username and Password Security

Password security is a vital part of keeping student accounts safe and protected at all times. Because anything done under your username appears to have been done by you, you should protect your password.

1. Do not give you username or password to any other person.
2. Do not allow others to use your username and password. Any activity associated with your username (like visiting inappropriate websites) appears to have been done by you.
3. Do not allow others to use your accounts.
4. Protect your usernames and passwords. Do not post usernames and passwords any place visible to other students.

Screen Care

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

1. Do not lean on top of the Chromebook.
2. Do not place anything near the Chromebook that could put pressure on the screen.
3. Do not place anything in the carrying case that will press against the cover.
4. Do not poke the screen.
5. Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).

Managing your files and saving your work

All Students may save documents to their Google Drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups.

Personalizing the Chromebook

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of the Union Township School Corporation. Chromebooks are subject to inspection and must follow the Union Township School Corporation acceptable use policy.

Originally Installed Software

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use.

Virus Protection

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Additional Software

Students are unable to install additional software on their Chromebook other than what has been approved by Union Township School Corporation.

Inspection

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care.

Chromebook Identification

- Chromebooks will be labeled in the manner specified by the school.
- Chromebooks can be identified in the following ways:
 - Record of serial number and UTSC asset tag
 - Individual's Google Account username

Under no circumstances are students to modify, remove, or destroy identification labels.

Repairing or Replacing your Chromebook

Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling. Parents will be billed for parts and labor. Loaner Chromebooks may be issued to students as needed. If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook. Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost.

Student Pledge

1. I will take good care of my Chromebook.
2. I will never leave my Chromebook unattended in an unsecured or unsupervised location.
3. I will never loan out my Chromebook to other individuals.
4. I will keep food and drinks away from my Chromebook since they may cause damage to the device.
5. I will not disassemble any part of my Chromebook or attempt any repairs.
6. I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
7. I will use my Chromebook in ways that are appropriate for education.
8. I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.
9. I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of Union Township School Corporation.
10. I will follow the policies outlined in the Chromebook Handbook and the UTSC Acceptable Use Policy while at school.
11. I will be financially responsible for all damage or loss caused by neglect or inappropriate usage.
12. I will not remove the case of my Chromebook.

Student Activities

School-Sponsored Clubs and Activities

UTES provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain School subject matter.

The School has many student groups that are authorized by the School. It is the Corporation's policy that only authorized groups are those approved by the Board of School Trustees and sponsored by a staff member.

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirement.

Nonschool-Sponsored Clubs and Activities

Nonschool sponsored student groups organized for religious, political, or philosophical reasons may meet during noninstructional hours. The application for permission can be obtained from the Principal. The application must verify that the activity is being initiated by students, attendance is voluntary, that no school

staff person is actively involved in the event, that the event will not interfere with school activities and that nonschool persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No noncorporation sponsored organization may use the name of the School or School mascot.

School Parties

Parties can be a vital part of the elementary school social program if used judiciously. Parties will be held at various times throughout the year. Parties should be kept simple and follow Wellness Policy Guidelines. This is a special time for your child. We recommend other arrangements be made for younger siblings. All parties will be confined to no more than one hour of the day. Students should assist in cleaning up after the party.

Equal Education Opportunity

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

Any person who believes that the School or any staff person, has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the Corporation, or social or economic background, has the right to file a complaint. A formal complaint may be made in writing to the school Corporation's Compliance Officer, Superintendent.

**Mr. John Hunter, Superintendent
Union Township School Corporation
599 West 300 North
Suite A
Valparaiso, IN 46385
(219) 759 – 2531**

The complaint will be investigated and a response in writing will be given to the concerned person within 30 days. The Compliance Officer may provide additional information concerning access to equal education opportunity. Under no circumstances will the Corporation threaten or retaliate against anyone who raises or files a complaint. The complaint procedure is described on Form 2260 F8.

Records

Student Records

Confidential records contain educational and behavioral information that has restricted access based on the FERPA (the Family Educational Rights and Privacy Act of 1974), as amended (1975), protects a student's records. Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions, and communications with the family and outside service providers. The School must have the parents' written consent to obtain records from an outside professional or agency. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent through the originator and parents should keep copies of such records for their home file. Parents may also provide the School with copies of records made by nonschool professional agencies or individuals. This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with State and Federal laws that may require release without consent. Only people who have a legitimate educational reason to inspect records can have access to them. Parents and students over the age of 18 can inspect individual school cumulative records if they wish. The principal must be contacted for an appointment to do so. Records are kept in each building's office. Student records will be forwarded to other public or private schools and post-secondary educational institutions to which a student transfers or applies for admission or in which a student enrolls.

Reproduction of student records will be made at a charge of \$.10 per page.

Release of Directory Information

The Union Township School Corporation has designated the following information contained in the education records of its students as directory information: student's name, address, telephone number, birth date, place of

birth, participation in school activities, dates of attendance, awards received, student's photograph, or other information from the student's educational record that would not jeopardize the student's right to privacy. This is the type of information normally used in yearbooks, athletic, musical and dramatic publications, student honor rolls, public relations publications, and other similar publications. The school may disclose directory **information without** the consent of the parent unless the parent/student files an objection with the building principal. Parents must file a form with the principal of the school where the child attends prior to the first day of school in any school year. Forms for this purpose are available at the school. **If you do not file such a form, the school assumes that you do not object to the release of the designated directory information.** Board Policy #8330

Section 504

Parent/ Student Rights in Identification, Evaluation and Placement- Section 504

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act requires the School to ensure that no individual be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the Corporation's programs and facilities.

Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed through an interactive dialogue between the School, the student and the student's parent(s). Parents who believe their child may have a disability that interferes substantially with the child's ability to function properly in School, should contact the principal.

In compliance with the procedural requirements of section 504 of the rehabilitation act of 1973, the following notice of parent/ student rights in identification, evaluation and placement shall be utilized by the Union Township School Corporation. The following is a description of the rights granted by federal law to students with disabilities. The intent of this handout is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

- Have your child take part in, and receive benefits from public education program without discrimination because of his/her disabling conditions;
- Have the school district advise you of your rights under federal law;
- Receive notice with respect to identification, evaluation or placement of your child;
- Have your child receive a free appropriate education in academic, non-academic, and extracurricular activities. This includes the right to be educated with non-disabled students to the maximum extent appropriate. The provision of an appropriate education is the provision of regular or special education and related aids and services that are designed to meet the individual needs of handicapped persons as adequately as the needs of non-handicapped persons are met and are based upon adherence to procedures that satisfy the requirements of, and implementation of an individualized education program developed in accordance with the Individuals with Disabilities Education Act;
- Have your child educated in facilities and receive services comparable to those provided non-disabled students;
- Have your child receive special education and related services that he/she is found to be eligible for under the Individuals with Disabilities Education Act or section 504 of the Rehabilitation Act;
- Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student the evaluation data, and placement options;
- Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district;
- Have your child be given an equal opportunity to participate in non-academic and extracurricular activities offered by the district;
- Examine all relevant records relating to decisions made regarding your child's identification, evaluation, educational program, and placement;
- Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
- A response from the school district to reasonable requests for explanations and interpretations of your child's record;
- Request amendment of your child's educational records if there is a reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;
- Request mediation and/or impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and be represented by counsel. All hearing requests should be made to:

**Mr. John Hunter, Superintendent
Union Township School Corporation
599 West 300 North
Suite A
Valparaiso, IN 46385
(219) 759-2531**

- Ask for payment of reasonable attorney fees if you are successful on your claim;
- File a grievance with the 504 coordinator

- The 504 coordinator for this district is the superintendent.

April 2019

AHERA ANNUAL NOTICE
UNION TOWNSHIP SCHOOL CORPORATION

This information is being published to comply with the requirements of 40 CFR 763, Subpart E, Asbestos Containing Materials in Schools. This regulation, commonly known as the "AHERA" rule, requires local education agencies, such as this one, to perform certain tasks regarding the presence and control of asbestos containing materials in the buildings under the jurisdiction of the local education agency.

These include but are not limited to:

1. Developing an asbestos management plan which is designed to outline procedures and guidelines for the initial inspection, triennial re-inspections, and 6-month periodic surveillance of asbestos-containing materials that are present in the buildings.
2. Provide awareness training and additional training to selected school employees.
3. Periodically notify all workers and occupants, or their local guardians, parent teacher organizations, and collective bargaining organizations of the availability of asbestos management plans, the location of same and the times that the plans may be reviewed.

This notification is to advise all patrons, occupants, or their legal guardians, collective bargaining organizations, and parent-teacher organizations, that the asbestos management plans required under this act are available for review upon request. The plans can be viewed by any person during normal business hours of the school. Interested parties wishing to inquire about the plans should contact the individual school office. Master copies of the plans for all buildings under the jurisdiction of this local education agency are available in the Administration Office, which is located at 599 W 300 North, Suite A, Valparaiso, IN 46385; telephone number (219) 759-2531. Inquiries regarding any facet of the regulation or the management plans should be directed to Mr. John Hunter at the above telephone number during regular business hours.

Union Township School Corporation school facilities and buildings which contain asbestos-containing materials (ACMs) and must comply with the 40 CFR 763, Subpart E (AHERA) regulations include:

Union Township Middle School, Union Center and John Simatovich Elementary Schools

Listed is a brief description of asbestos projects currently ongoing and completed at our facilities this past school year, as well as activities currently scheduled for the 2019/2020 school year. Detailed reports of each activity will become a part of each school's asbestos management plan and may be reviewed online.

- * The next required triennial re-inspection will be conducted in August 2021.
- * The required six-month periodic surveillance was performed in February 2019.
- * The required six-month periodic surveillance is scheduled in February and August each year.

School facilities and buildings that are asbestos free and require no surveillance or re-inspection are:

Wheeler High School and Administration Building

Index

Absences.....	10	Kindergarten.....	7
After School Activities.....	14	Library.....	26
Attendance.....	10	Lunch info.....	12
Behavior.....	15	Mealtime.....	12
Breakfast.....	12	Nurse Info.....	21
Bullying Info.....	18	Out of School Suspension.....	16
Bus info.....	7	Parties.....	32
Cafeteria Information.....	11	PTO.....	5
Cell Phones.....	19	Recess.....	13
Chromebook Information.....	29	Registration.....	6
Dress Code.....	15	RTI.....	26
eLearning Days.....	29	School Day.....	3
Enrollment documentation.....	6	Special Needs.....	26
Field Trips.....	25	Textbook Rental.....	7
Grade Reporting.....	24	Vacations.....	11
High Ability.....	26	Visitors.....	3
Immunizations.....	21		
In-School Suspension.....	16		
Kidstop.....	4		

Parent/Guardian/Student Signature Page

According to Indiana Code 20-33-8-12 The governing body of a school corporation must give general publicity to the discipline rules within a school where the discipline rules apply by actions such as: A) making a copy of the discipline rules available to students and students' parents; or B) delivering a copy of the discipline rules to students or the parents of students.

I acknowledge that I have been offered a copy of the Union Township Elementary School Handbook, containing the school corporation's disciplinary policy and I understand that the information included in this handbook is in compliance with the Union Township Board of Education Policies and Indiana State Law.

Student Signature: _____ Date: _____

Parent or Guardian Signature: _____ Date: _____

Internet User Contract

I have read the Internet Use Agreement for Union Township School Corporation. I understand that this access is designed for educational purposes. I recognize that it is impossible for the Union Township School Corporation to restrict and prevent access to controversial materials and I will not hold the School District responsible for materials acquired on the Internet. I understand that there is information on the network that I otherwise might not want to have available to this student. Further, I accept full responsibility for my student's action on the network in school as well as at other locations.

Student's Signature: _____ Date: _____

Parent/ Guardian's Signature: _____ Date: _____

*If student is under 18 years

Privileges

The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each person who has access to the Internet or an account will participate in an orientation or training course with Union Township School personnel.

I further understand that any violation of the Acceptable Use Policy and/or this Internet Use Agreement may jeopardize my access privileges and certain such violations may constitute criminal offenses. Should I commit a violation, my access privileges may be suspended or revoked; disciplinary action, including my being dropped from a class, may result. School personnel will determine inappropriate use as defined in this policy agreement.

I have read and understand this provision.

Student's Signature: _____ Date: _____

Parent/ Guardians Signature: _____ Date: _____

*If student is under 18 years

E-Book Registration Form

E-Readers will be permitted under the following conditions.

1. Parents must complete the permission form for their child to bring the device to school.
 2. The device should be properly labeled with student's name.
 3. The student must keep the device in the office/safe place except for when they are reading.
 4. The student will not share the device with any other student.
 5. They do not access anything other than their books during reading time or throughout the day.
 6. Parents and students understand that the school will not be held responsible for any damages or loss of the device between home and school and during the school day.
 7. The student will remain responsible for the proper use and care of the device at all times.
 8. Any improper use will result in the device being confiscated and the parent will need to pick it up from school.
-

My child _____ has permission to bring a _____ (name of electronic reading device) to school. He/She understands that it will be stored in the office/safe place during the day except for reading times and that the following rules will apply or this privilege will be revoked.

1. Parents must complete the permission form for their child to bring the device to school.
2. The device should be properly labeled with student's name.
3. The student must keep the device in the office/safe place except for when they are reading.
4. The student will not share the device with any other student.
5. They do not access anything other than their books during reading time and throughout the day.
6. Parents and students understand that the school will not be held responsible for any damages or loss of the device between home and school and during the school day.
7. The student will remain responsible for the proper use and care of the device at all times.
8. Any improper use will result in the device being confiscated and the parent will need to pick it up from school.

I understand all of the rules and regulations that go along with this privilege and will ensure that my child will follow them appropriately.

Parent Signature: _____

Student Signature: _____

Date: _____