

LAKEVIEW ELEMENTARY SCHOOL

Home of the Lakeview Lions



LAKEVIEW ELEMENTARY SCHOOL

HANDBOOK

2005-2006

(812) 824-7061

HANDBOOK INDEX

Standards And Expectations

Behavior guidelines

Lifeskills

Things Not To Bring To School

Safe School Hotline Number

School Procedures

General Expectations

Playground

School-Wide Rules

Rainy Day Recess

Hallway Procedure

Dismissal

Lunchroom Procedure

Bullying

Threats of Violence

Moment of Silence

Pledge of Allegiance

Report Cards and Parent Conferences

Procedures For Second Family Information

Recess Policy

Student Dress

Telephone Usage

Photographing And Videotaping Students

Party Invitations

Gifts Delivered to Students

Delaying Dismissal In Severe Weather Conditions

School Closing

School Lunches

School Hours

Releasing Children During The School Day

Change of Plans For The End-Of-Day

Attendance

Attendance Procedures

Procedures For Excessive Absences

Display Of Student Work

Visitors

Before And After School Day Care

Homework Policy

Procedures For Getting Homework When Absent

Internet Policy

Immunizations Records

Medication Policy

Students Returning To School From Illness

Parent-Teacher Organization

Bus Transportation

Student Bicycles

Student Harassment Policy

Field Trips

Tobacco Policy

Affirmative Action Program

Instructional Materials Fees

Closing/Delay Advisories

School Closing And Delay Guidelines

Integrated Pest Management

MCCSC School Calendar

LAKEVIEW SCHOOL

STANDARDS AND EXPECTATIONS

Behavior guidelines and lifeskills for all individuals at Lakeview include:

No Put-Downs - We show respect to those around us.

Active Listening - We give 100% attention to the person talking.

Trust - We trust students to make appropriate choices, and they should be able to trust us.

Truth - We tell the truth and we expect students to tell the truth.

Personal Best - We do our best, not just enough to get by.

In order to achieve their personal best, students are encouraged to use the following **Lifeskills**:

Courage – We face difficulties with confidence.

Integrity - We act according to a sense of what's right and wrong.

Initiative - We do something because it needs to be done.

Flexibility - We are willing to change plans when necessary.

Perseverance - We work until finished.

Organization - We plan, arrange, and implement in an orderly way; we keep things orderly and ready to use.

Sense of Humor - We laugh and are playful without harming others.

Effort - We do our best.

Common Sense - We use good judgment.

Problem Solving - We create solutions in difficult situations and everyday problems.

Pride – We feel good about doing our personal best.

Responsibility - We are accountable and make appropriate choices.

Patience - We wait calmly for someone or something.

Friendship - We make and keep friends through mutual trust and caring.

Curiosity - We investigate and seek understanding of our world.

Cooperation - We work together toward a common goal or purpose.

Caring - We feel and show concern for others.

THINGS NOT TO BRING TO SCHOOL

These items are not allowed at school. Please leave them at home.

Chewing Gum - Chewing gum is not permitted at school. Teachers will inform students about snack policies. We strongly encourage students **NOT** to bring candy and suckers to school. Food is not permitted on the playground or in the hallways.

Electronic equipment - Radios, tape recorders, C.D. players, cell phones, electronic paging devices, electronic games, toys, virtual pets, etc.

Skateboards, scooters, roller blades, roller skates, or roller runners.

Weapons (real or toy), knives, glass containers for food and drink, or other dangerous objects.

Real or counterfeit drug, alcohol, or tobacco products or paraphernalia, etc. Other items that may be hazardous.

Money other than daily lunch money and any other items of value.

Soft drinks are discouraged, please try to send a nutritional drink for lunch.

SAFE SCHOOL HOTLINE NUMBER

330-2494

The Hotline Number is a confidential means of reporting unsafe conditions that could harm students, staff or the school.

SCHOOL PROCEDURES

Lakeview School students have the right to a safe, positive learning environment. These rights must not be violated by anyone, including other students. Bullying by a student or group of students against another student is prohibited. Lewd, vulgar, offensive or abusive conduct, speech, and/or dress are not acceptable. Students must not disrupt the order of the school. In order to create and maintain a positive learning environment, we expect children to observe the following school-wide procedures in addition to those established for each classroom.

General Expectations

- Come to school ready to learn.
- Follow the Behavior Guidelines and Lifeskills.
- Know and follow your teacher's expectations.
- Leave each area better than you found it.

School-Wide Rules

- Walk quietly in the hallway.
- Do nothing to harm another person or thing.
- Be polite to others.
- Always use acceptable language.
- Remove head coverings in the building.

Hallway Procedure

- Students walk quietly in a single file.
- Students walk on the right side of the hall.

Lunchroom Procedure

- Students wash hands and use restroom prior to going to lunch.
- Use common sense. Remember, you are responsible for your actions.
- Walk quietly in hallways and lunchroom.
- Use quiet voices. Talk only to those sitting beside you and directly across from you.

All students must eat something during lunch (milk, juice, fruit) unless a written note for the student is on file in the office indicating the child's parents are aware their child may choose to not eat during lunch, and they approve of this choice.

- Use good manners and clean up your trash.
- Stay in your seat until dismissed.
- Do not take food into the hallways, to your classroom, or outside.
- Dismissal is quiet time. When your class is dismissed, line up quietly.

When leaving the lunchroom, walk on the sidewalk to the playground.

Playground

- Use equipment properly—no flips, jumping from, or hanging upside-down on the equipment.
- Use slides properly – no walking up the slides. Do not hang over the slide or block the top or bottom of the slide.
- Use swings properly—twisting swings or jumping from swings is not allowed.
- Use the play system properly – no jumping off the system or climbing on the tunnels.
- Do nothing to harm or tease anyone. If someone is bothering you or you have a conflict with someone, ask the person to stop. If that doesn't help, see a playground supervisor.

- Keep hands, feet, and body to yourself. Avoid physical contact such as pushing, shoving, and tackling, etc.
- Play soccer and football carefully, and only on the grass fields. No contact soccer and football is allowed. This means no bodily contact when playing.
- Stay out of the woods.
- Throw nothing other than a playground ball.
- Line up when first called.
- No running or playing tag in the equipment areas.
- Play tag and/or football only on grassy areas.
- No food or beverage is allowed on the playground during recess unless you have special permission.
- You must request permission to re-enter the building during recess. Permission must be obtained to enter the building to get a drink of water or to use the restroom.

Rainy Day Recess

Find a quiet activity.

- Move slowly and calmly about the room.
- Stay in your room.
- Talk, work, or play quietly.

Dismissal

- Walk in halls and outside areas.
- Stay on sidewalks unless with an adult
- If riding a bicycle, walk your bike on school grounds.
- If riding a bus, cooperate with the bus driver.

- Students who walk or are transported via personal vehicle may be dismissed at 3:10 to avoid bus traffic. Adults picking up students must wait in the café rather than outside classrooms. Please do not leave unattended vehicles in the circle drive pick-up area.

Generally, most students follow Lakeview School Standards and Expectations. However, two general grounds for a suspension and/or expulsion are student misconduct and substantial disobedience. Examples of student misconduct and substantial disobedience include, but are not limited to behavior that violates **Lakeview School Standards and Expectations and Procedures**. This applies on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity; or traveling to or from school or a school activity.

BULLYING

Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm is prohibited. This includes repeated acts or gestures, including verbal or written communications and/or physical acts committed or other similar behavior. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the classroom teacher or school principal. School personnel will investigate all reports of bullying. Counseling, corrective discipline, suspension, and/or referral to law enforcement will be utilized to change the behavior of the perpetrator.

THREATS OF VIOLENCE

Any threat of violence toward another individual, (especially a threat of homicide, or a threat implying potential homicide) whether that individual is a school employee, another student, or a visitor on campus, is a serious health and safety issue for the school. It is a violation of Indiana law (35-45-2-1) regarding intimidation, and may be dealt with through a referral to appropriate local law enforcement agencies and a recommendation for expulsion from school.

MOMENT OF SILENCE

There will be a daily observance of a moment of silence in each classroom or on school grounds of each school in the MCCSC. Students will make no distracting display so that each student may, in the exercise of the student's individual choice, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede another student in the exercise of the student's individual choice. This "moment of silence" is not intended to be and shall not be conducted as a religious exercise. The student code of conduct applies to disruptive behavior during a moment of silence in the same manner as provided for in other circumstances of such behavior.

PLEDGE OF ALLEGIANCE

Students will have a daily opportunity to voluntarily recite the Pledge of Allegiance in each classroom or on school grounds. A student is exempt from participation in the Pledge of Allegiance and may not be required to participate in the Pledge if:

- a. the student chooses not to participate; or
- b. the student's parent chooses to have the student not participate.

Students who are exempt from reciting the Pledge shall remain quietly standing or sitting while others recite the Pledge and shall make no display that disrupts or distracts other students who are reciting the Pledge.

During the Pledge of Allegiance, students who participate shall stand and recite the Pledge while facing the United States flag with their right hands over their hearts or in an appropriate salute if in uniform.

The student code of conduct applies to disruptive behavior during the

recitation of the Pledge in the same manner as provided for in other circumstances of such behavior.

REPORT CARDS AND PARENT CONFERENCES

Report cards are sent home with children the week following the end of the 9th, 18th, and 27th weeks of school. The final report card will be mailed home. Please maintain close contact with your child's teacher throughout the school year. Conferences are scheduled in late fall. Arrange additional conferences by contacting the teacher through the school office.

PROCEDURES FOR SECOND FAMILY INFORMATION

- Parents or guardians should contact classroom teacher at the beginning of the school year to request information regarding student progress, school events, etc.
- Parents or guardians are encouraged to provide self-addressed stamped envelopes to the classroom teacher. Teachers will use these envelopes for communication purposes.
- It is the parent or guardian's responsibility to provide an accurate mailing address to the school office and classroom teachers on a yearly basis.

RECESS POLICY

We have outdoor recess, weather permitting, throughout the school year. In extremely cold weather or during rain or snow, recesses will be conducted indoors. Children will be expected to participate in the outdoor recesses.

In the event of serious illness, when a physician advises the child against outdoor play, you should send a note of explanation from the physician, along with the anticipated time your child should stay inside.

If you have a situation not covered by these statements, please call your child's teacher and/or principal to explain your problem, so that the best arrangements can be made for your child.

STUDENT DRESS

The determination of student dress shall be the responsibility of the parents/legal guardians, except where such apparel is dangerous to the health/safety of the student, or is so disruptive as to interfere with the learning or teaching processes. No apparel should draw undue attention from other students or faculty members. If there is any doubt about the appropriateness of a garment, it should probably not be worn. Specific guidelines include, but are not limited to the following:

- Bare midriff apparel is not to be worn; all tops must be long enough to tuck in.
- All tops/shirts must cover the shoulder and underarm areas. Straps must be at least two inches in width. (“Spaghetti” straps, bare backs, halter tops, tube tops, basketball jerseys with no undershirts, and see-through clothing are not allowed.)
- Low neckline tops, or tops that might be considered indiscrete are not allowed.
- Shoes must be worn at all times.
- Head coverings must not be worn inside the building unless on a specified “HAT DAY” as sponsored by the Student Council.
- Sunglasses are not allowed.
- All pants must be worn at waist level; undergarments are not to be visible.
- Shorts, mini-shirts, skorts or the slits on skirts or dresses may not be shorter than the middle of the fingers when arms are at the side.
- Any item that advertises or promotes drugs, alcohol, tobacco, sexual innuendo, hate, racism, violence, profanity, gangs, or obscenity is forbidden.

No apparel should draw undue attention from other students or faculty members.

Expectations for student dress apply to all school related functions

TELEPHONE USAGE

The telephones in school are for school business only. Students will not use the phones except in a case of emergency or with permission. Students will not be allowed to receive telephone calls except in cases of emergency. **No** calls will be allowed to see if students can go to someone's house to play, etc. This is to teach responsibility and is not to penalize the students.

PHOTOGRAPHING AND VIDEOTAPING STUDENTS

Occasionally, students will be videotaped or photographed for an educational purpose. Photographs or videotapes may appear in newspapers or on television. If you object to your child being photographed or videotaped, please notify the school in writing.

PARTY INVITATIONS

Please refrain from sending party invitations to school unless the entire class is invited. This helps prevent disappointment for uninvited children.

GIFTS DELIVERED TO STUDENTS

Please do not send flowers, balloons, or other gifts to school for delivery to your child. This has created some problems for students and parents and is somewhat disruptive to the school as well. We will no longer give these items to students if delivered.

DELAYING DISMISSAL IN SEVERE WEATHER CONDITIONS

If severe weather disturbances (lighting, strong wind, heavy rain or hail) are present or threatening near the time of school dismissal, students will be retained in safe areas of the school until the threat has diminished. School buses will wait to load students.

Students will not be dismissed to parents without authorization of the school office. It is important for school personnel to account for all students and their safety.

SCHOOL CLOSING

In the event of severely inclement weather or mechanical breakdown, the school may be closed, starting time delayed, or dismissed early. Any such circumstances will be announced over all local radio stations. If no report is heard, it may be assumed that school will be opened on time. Please do not call the school or school officials. This will leave the school lines open for emergency calls. As this type of weather approaches, the school will be sending home a form for you to outline more specific plans for your child. (Additional information begins on page 20.)

SCHOOL LUNCHESES

A nutritious lunch is served daily and all the students are encouraged to participate in the lunch program. This is a prepaid system that establishes an account for your child to deposit money for lunches, extra milk, or ala carte items. Therefore, please make sure that your child has sufficient funds deposited in his or her account to take care of these items.

To begin the lunch system you should begin prepaying your account on the first day of school. To set up an account, you may pay by the week, month or semester. Lunch price: \$1.85 per day, Breakfast: \$1.10 per day, Adults: \$2.50. Milk may be purchased for 35 cents per day. You may pay ahead for as many days as you would like.

When the students account has a \$10.00 or less balance, a statement will be sent home. You may request a printout of your child's account by calling the school and asking for the cafeteria.

Forms requesting free or reduced price lunches are available in the school office.

SCHOOL HOURS

Kindergarten

9:00 a.m. - 11:30 a.m.

12:45 p.m. - 3:15 p.m.

Grades 1 - 6**9:00 a.m. - 3:15 p.m.**

The school is open to students at 8:45 a.m., and students should not arrive prior to that time unless they are involved in an organized school program or are part of the extended day program. Teachers are officially on duty at 8:45 to receive students. School does begin at 9:00 and students should be in their classrooms between 8:45 and 8:55 to prepare for the day.

RELEASING CHILDREN DURING THE SCHOOL DAY

- In the morning, **parents should send a note to the classroom teacher** to inform her/him that the child will be leaving during the day. If your child is leaving and not returning, please indicate this in your note.
- Parents should check in at the office and office personnel will contact the child via the intercom. **Parents should not go directly to the classroom in an effort to avoid disruptions to instruction.**
- A child will not be released to anyone other than the parent unless the parent has made prior arrangements. A written note must be sent to student's teacher when going to lunch with friends.
- Children should never leave the school without permission from the teacher and the main office.
- If a child is leaving for the purpose of a dentist or doctor appointment, **please submit to the office a medical excuse from the physician or dentist.**
- Please try to avoid taking your child from school during the school day if at all possible.

It is imperative parents taking students to lunch adhere to their child's lunch schedule. **Please do not take children out of class early and be sure to return on time.** If you have more than one child with two different lunch schedules, please do not take one child out of class in order to go to lunch with a sibling. It is important for children to be in class.

CHANGE OF PLANS FOR END-OF-DAY

Please try to avoid changing after-school plans for your child. With a

school of over 400 children, giving children messages is disruptive. In addition, children are often confused when plans are changed. For your child's safety, it is much better to arrange after-school plans before your child comes to school. For younger children, you may want to send an index card with your child indicating if he/she should ride the bus, walk, go to extended day, or whatever the plan may be. This is particularly helpful if a child has different plans each day of the week.

However, if there are extenuating circumstances and your child's plans must be changed, please call the office by 1:00 p.m. This will allow the office staff sufficient time to give your child the message.

ATTENDANCE

Regular attendance in school is essential to academic success. The MCCSC Board of School Trustees considers the following factors to be reasonable excuses for time missed at school:

- a. illness
- b. recovery from accident
- c. required court appearances
- d. professional appointments
- e. death in the immediate family
- f. observance of a bona fide religious holiday
- g. service as a page or an invitee to the General Assembly
- h. such other good cause as may be acceptable to the principal or designee or permitted by law; such determination will be made on a case by case basis.

Attendance Procedures

- Absences must be reported to the school office by **10:00 a.m.** on the day of the absence.

- **Parents may call the school office (824-7061) to report the absence or send a note to the office.**
- **If you would like to report the absence when the office is closed, you may call the school and leave a message for the secretary.**
- If your child is going to be absent more than one day, you only need to call once if you inform the office of the dates of the absences.
- **Office personnel will attempt to contact parents of children absent from school with no notification from the parent. This is to ensure the safety of all students.**

Procedures for Excessive Absences

If a child is absent 5-8 days, the parents may receive a letter from the school social worker informing them of the number of days the child has missed.

If a child is absent 10 or more days, the parents will receive a letter indicating that a medical statement is required for future absences. Absences will be unexcused if no physician's statement is provided.

Three unexcused absences may result in a One-Day Legal Notice. A One-Day Legal Notice gives the parents an opportunity to review state and local attendance policies and to have their child in school on time by the end of the 24-hour period or with a legally recognized excuse. Failure to comply with a One-Day Legal Notice could result in a referral to the Monroe County Prosecutor's Office.

DISPLAY OF STUDENT WORK

Non-graded student work may be displayed in the classroom or the hallways. If you prefer your child's work not be displayed, please notify the classroom teacher in writing.

VISITORS

Interested parents and school officials are welcome to visit Lakeview.

Parents are welcome to visit their child's classroom and join us for lunch. We ask that you contact your child's teacher to make arrangements for classroom visitation and call our office to make reservations for lunch. All visitors are to report to the school office upon arrival on school grounds.

All visitors, including parent volunteers, must sign-in and wear a visitor badge while in the school. Visitors must sign-out in the office prior to leaving.

BEFORE AND AFTER SCHOOL DAY CARE

The MCCSC will be providing both before and after school programs for school-aged children. This is an excellent opportunity for working parents to enroll their children in a quality day-care program. Additional information regarding this program can be found in the local newspaper or by calling the MCCSC Administration Building at 330-7700.

HOMEWORK POLICY

Parent/Guardian's Role

Cooperation by parents/guardians is a necessary factor in meaningful homework experiences. Parents/Guardians can encourage their children by showing interest in and exhibiting helpful attitudes toward homework. They should:

- a. Provide a quiet, well-lighted place for study.
- b. Establish a regular "homework time" in the home. Help the student set aside adequate time for homework completion.
- c. Encourage and support the student's efforts. Be available for questions, but remember that homework is the child's, not the parent's responsibility.
- d. Encourage the child to seek help and ask questions of the teacher

when in doubt about an assignment.

- e. Communicate with the teacher whenever the child has consistent difficulty with homework assignments.

Student's Role

In the early grades, the effectiveness of homework assignments depends largely on the concern each student's parents and teachers show for his/her welfare. As the student matures, however, his/her success with homework becomes progressively more dependent on individual efforts. The student with guidance from teachers and parents should continue to develop responsibility for communication between home and school. Each student has the responsibility to develop good work and study habits.

The student should:

- a. Clarify with the teacher any questions pertaining to homework instructions before leaving class or at other times when the teacher is available.
- b. Take home any materials and information needed to complete the assignment.
- c. Learn to budget his/her time. When study time is provided during the day, the student should take advantage of it. Long term assignments should be planned so they do not have to be completed all at once.

With the aid of their parents:

- a. Set aside a special time in which to do the assignment.
- b. Find a place free from excessive noise and other distractions in which to work.
- c. Organize activities and work so assignments can be completed in a reasonable length of time.

- d. Check carefully the completed assignments.
- e. Return all work completed to the teacher by the date requested.
- f. Accept the responsibility to determine assignments and make up work missed during an illness or excused absence.
- g. Plan for anticipated leisure, extra-curricular and social activities so that school assignments will not suffer.

PROCEDURES FOR GETTING HOMEWORK WHEN ABSENT

- Please contact the office to report the absence by 10:00 a.m. At that time, you may ask for homework to be prepared for your child. Please do not contact the teacher regarding absences.
- Homework may be picked up at the end of the school day in the office or you may ask for the homework to be sent home with a sibling or friend.
- Please do not go to the classroom in the morning and ask for your child's work, as teachers are busy beginning the school day.

INTERNET USAGE

The Internet is to be used for research purposes only. Students may use the Internet if they have returned the Internet Permission form and then only under direct supervision of the teacher. Inappropriate use of technology will result in immediate loss of computer time and may be grounds for suspension.

IMMUNIZATION RECORDS

The Indiana State Health Department has made it mandatory that your child has adequate certification of immunizations on file in our school records. Please keep your shot record up-to-date and notify our school nurse of any changes. Unless children are immunized properly, they are to be excluded from school.

MEDICATION POLICY

Parents will assume responsibility for delivering medications to school.

- Medication(s) should be delivered to the school office.
- Only medications received in their original bottles or containers with
attached labels will be accepted.
- All medications, whether prescription or non-prescription must be clearly labeled as follows:
 - a. the name of the child
 - b. the clock time of the administration
 - c. the name of medication, including quantity per dose
 - d. the name of the prescribing physician(s) as copied onto the label by the pharmacist if the medication is prescription

- Not more than a week's supply of such medication should be delivered.
- The school nurse or other designated employee will check the medication and arrange for safekeeping.

A written authorization from the parent or guardian will be on file at the school before any prescription or non-prescription medication will be administered. The written authorization may be withdrawn by the parent at any time and shall be kept on file for no longer than one year.

STUDENTS RETURNING TO SCHOOL FROM ILLNESS

Students who have been ill or have missed school due to illness should be fever-free for twenty-four hours before returning.

PARENT-TEACHER ORGANIZATION

We greatly appreciate the support provided by parents in our learning community. Your efforts and involvement are essential to the success of Lakeview. Your support does make a significant difference in your child's education. Both the home and school are working together for the welfare of the children. With the cooperation of parents and teachers, school will be an interesting, worthwhile and happy place for each child.

Many projects are conducted each year, and the students do benefit from the PTO service activities and financial support. Plan to be actively involved.

BUS TRANSPORTATION

The Monroe County Schools provides the privilege of bus transportation for students who live within school attendance area. Children are expected to follow these rules while riding the bus.

- Be on time at the bus stop.
- Be careful to protect the private property at the bus stop. Do not trespass and stay out of the street while waiting for the bus.
- Bus drivers have the same disciplinary authority as a classroom

teacher. Follow the driver's instructions the first time given.

- Stay in your seat. The driver may assign seats.
- Keep head, hands, arms, and feet inside the bus.
- Profanity, smoking, eating, and/or drinking is not allowed on the bus.
- Always cross in front of the bus when boarding or after exiting, and wait until the bus has come to a complete stop before boarding or exiting.

Riding a school bus is a privilege, which can be denied at any time for disruptive or unsafe behavior. If students remain seated, talk quietly, keep hands and feet and objects to themselves, and cooperate with the driver, the ride will be more pleasant and safer for all.

Children must have a note signed by their parent if they are to ride a bus other than their regularly assigned bus, or if they are to get off at a different stop.

STUDENT BICYCLES

Bicycles are highly discouraged due to the rural setting of the school. Students may ride a bicycle to school with written permission from a parent and as long as the child does not have to cross a major roadway. Bicycles are to be locked on the racks throughout the school day. The school is not responsible for lost, damaged, or stolen bicycles.

STUDENT HARASSMENT POLICY

MCCSC Policy 5517 states that harassment of a student(s) or any member of the staff is contrary to the School Board's commitment to provide a physically and psychologically safe environment in which to learn and may be a violation of Federal or State law. If you have concerns, please contact the school principal or Pam Sklar. Ms. Sklar may be reached at the Administration Building at 315 North Drive, Bloomington, IN. 47401, Telephone (812) 330-7700.

FIELD TRIPS

Classroom teachers throughout the school year schedule instructional field trips within Bloomington and the nearby points of educational interest. These trips are designed to supplement the curriculum, and to introduce the students to the resources of the community. Parents will receive notices of local field trips in advance of the scheduled trip date. Parents are asked to sign an Emergency Medical Authority form for field trips that involve out-of-county travel. Parent helpers are encouraged to participate in field trip activities. All field trips are conducted on MCCSC school buses; transportation for field trips in private automobiles is prohibited.

Regularly scheduled field trips, which are an established part of the curriculum, include IU-Musical Arts Center concert presentations for grades 4, 5, 6, Honey Creek Historical School for grade 2 and 4, Bradford Woods Outdoor Education Camping Week for grade 5, Monroe County Public Library for grade 1, and IU Art Museum visits for grade 2.

Students are not allowed to buy souvenirs on field trips. Please do not send money with your child for this purpose.

MCCSC TOBACCO POLICY

In the interest of providing a health-promoting environment for all our children and youth while attending school, and for the benefits of providing a health-promoting environment for all people in our school, it is official policy of the Monroe County Community School Corporation that a tobacco-free environment be established and maintained with all school buildings, facilities, vehicles, and on the school grounds.

MCCSC AFFIRMATIVE ACTION PROGRAM

The Monroe County Community School Corporation is committed to equal opportunity. It is an Equal Opportunity Affirmative Action employer and does not discriminate on the basis of age, race, color, religion, sex, national origin or handicap in any employment opportunity.

No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any

education function or student activity. Education services, programs, instruction and facilities will not be denied to anyone in the Monroe County Community School Corporation as a result of age, race, color, religion, sex, national origin or handicapped condition.

For further information, clarification, or complaint, please contact:

Ms. Pam Sklar

Director of Personnel

315 North Drive

Bloomington, IN 47401

(812) 330-7700

INSTRUCTIONAL MATERIALS FEES

The Instructional Materials Fee includes book rental and other instructional material. Parents will receive a statement and return envelope in the mail. Please do not send instructional fees to our school. Installment payment plans are available.

If a book is lost, misused or damaged beyond reasonable wear, the responsible child must pay for the book. The replacement price of the book is charged. Parents are responsible for providing pens, pencils, paper, and crayons. Classroom teachers will give students a list of necessary supplies at the beginning of the school year.

Applications for financial assistance with instructional fees are available in our school office.