

**ELEMENTARY SCHOOL  
HANDBOOK**

**2011-2012**

**SCHOOL TOWN OF MUNSTER**

**James B. Eads Elementary School  
8000 Jackson Avenue  
836-8635  
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**Ernest R. Elliott Elementary School  
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**Frank H. Hammond Elementary School  
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## **EDUCATIONAL PHILOSOPHY**

The philosophy of the School Town of Munster centers around the conviction that the public school exists for the education of the individual as a contributing member of an ever-changing society.

The basic goals of the school are to help individuals in developing self-realization, appropriate human relationships, economic competency, and civic responsibility.

It is the responsibility of the Board to provide competent personnel and adequate facilities to implement the above goals within the ability and willingness of the community to support such a program.

The school shares with the family and various community agencies the responsibility to prepare students to understand the world and to take their place in it. Schools must join hands with the home and all community agencies and organizations to make a wholesome and healthful environment for all people.

### **Vision Statement**

The School Town of Munster educates today's children for a successful tomorrow

### **Mission Statement**

The School Town of Munster, in partnership with our community, provides quality learning experiences that will enable students to achieve their personal best.

### **Belief Statements**

All students can learn.

Each student is a valued individual with unique physical, social, emotional, and intellectual needs.

The achievement of high standards of learning is expected of all students.

A safe and supportive learning environment promotes student achievement.

The success of our school system depends on the commitment of all staff (administrators, teachers, and support staff) to high quality standards, expectations, and performances.

The chief priority of our school system is focused on learning: student learning, professional learning, and organizational learning.

The curriculum is aligned with state and local standards.

Professional development is an integral part of our ongoing plan for continuous improvement.

Effective collaboration and communication with families as partners in the education of their children is essential to the success of our school system.

Responding to the needs of the community, our school system is an integral part of the larger community.

Diversity enriches our school system through the recognition of the contributions of a variety of ideas, values, and cultures.

## **EDUCATIONAL LEADERS**

### **BOARD OF SCHOOL TRUSTEES**

Mrs. Judith Florczak – 972-0367  
Mr. John Friend – 923-8397  
Mrs. Paula Nellans – 923-3490  
Mrs. Carrie Wadas – 924-1085  
Mrs. Mary Yorke – 836-4033

### **SUPERINTENDENT'S OFFICE**

836-9111

Superintendent of Schools  
Mr. William J. Pfister

Assistant Superintendent  
Mr. Richard A. Sopko

Director of Instructional Programs & Assessments  
Mrs. Maureen Stafford

Director of Human Resources  
Ms. Sarah Szarmach

Director of Computer Systems  
Mr. Jarek Pozdzal

### **ELEMENTARY SCHOOL OFFICES**

Eads Elementary School - 836-8635  
Mrs. Linda Bevil, Principal

Elliott Elementary School - 838-5250  
Mrs. Nicole Guernsey, Principal

Frank H. Hammond Elementary School - 838-2060  
Mrs. Nancy Ellis, Principal

### **DIRECTORS AND SPECIAL OFFICES**

Director of Food Services (836-3204) Mrs. Paulette Libak  
Director of Special Education (865-1171) Mrs. Joan Machuca

## CALENDAR HIGHLIGHTS FOR ELEMENTARY SCHOOL FAMILIES

August 18-	First Day of School
September 5 -	Labor Day
October 31-	Halloween parties at school
November 7 & 8	Fall vacation days
November 24, 25 -	Thanksgiving vacation
December 19-	Winter vacation begins
January 2 -	Classes resume
January 13 -	All schools no students - Teacher Records Day
January 18 -	Start of second semester – Martin Luther King Day
February 20 -	President’s Day - No school
March 7 -	Kindergarten Round-up – 9:00 a.m. – 11:00 a.m. & 1:00 p.m. – 3:00 p.m.
March 23 -	Last day before spring recess
April 2 -	Classes resume
April 6 -	Break – No school
May 7-8	Break – No School
May 28 -	Memorial Day – No school
June 1 -	No School – Teacher records day

## GENERAL INFORMATION FOR ELEMENTARY SCHOOLS

### **SCHOOL DISTRICT BOUNDARIES**

Eads School -

All pupils residing west of Calumet Avenue

Elliott School -

All pupils residing east of Calumet Avenue and north of Tulip Lane

Frank H. Hammond School -

All pupils residing south of Tulip Lane (including all Tulip Lane residents) and all residing east of Calumet Avenue.

### **SCHOOL HOURS**

Mon, Tues, Wed, & Fri.

8:50 a.m. Students may enter the building

9:00 a.m. Classes begin

11:45 a.m. AM kindergarten dismissed

12:50 p.m. PM kindergarten begins

3:30 p.m. Classes end

#### **Thursday**

9:20 a.m. Student's may enter the building

9:30 a.m. Classes begin

11:45 a.m. AM kindergarten dismissed

12:50 p.m. PM kindergarten begins

3:30 p.m. Classes end

### **RECESSES**

With the exception of inclement weather, students have scheduled recess periods throughout the day. Please dress your children warmly and appropriately for the weather. Appropriate shoes should be worn for outdoor play. Please label all clothing with your child's name. Temperature guidelines for indoor recess: Below 20° F and/or wind chill below 10° F.

### **ATTENDANCE**

Regular attendance at school is required by Indiana state law. Frequent absences of pupils from classroom learning experiences disrupt the continuity of the instructional process. Students whose families insist on regular attendance reinforce the idea that school is an important part of their lives. Parents are urged to make certain that their youngsters are in school each day the students' health permits. Please remember that student attendance significantly impacts our compliance with The No Child Left Behind legislation.

### *Excused Absence*

Students receive excused absences for illness, death in the family, and/or religious holidays. The administration, under state law, reserves the right to determine whether absences from school for reasons other than above are justifiable and, therefore, excused. When the student is absent, the parent must notify the office by 9:00 am on each day of the absence. A note is not necessary if phone contact is made. However, a physician's note should be submitted to the office any time a student is under doctor's care. If your child is absent five days or more in one quarter and/or their absences reach a total of ten days at any time during the school year, parent notification will be made. Furthermore, excessive absenteeism may result in a referral to an attendance officer, protective services, or failure to qualify for promotion to the next grade.

### *Medical and Dental Appointments*

A pupil may be excused for medical or dental appointments when verified by parent/guardian. If a medical/dental excuse is verified (,note from a medical professional) no tardy will be assigned.

### **VACATIONS**

Parents are strongly urged not to take extended vacations during the school year on instruction days. The benefits of regular classroom instruction are lost and cannot be regained through makeup sessions and homework. Teachers may or may not be able to provide missed work in advance.

### **MAKEUP WORK**

If an absence is for one day only, makeup work can best be handled by the teacher when the child returns to school. If the absence exceeds one day, parents may request that teachers prepare homework assignments. These assignments may be picked up in the school office or may be sent home with another student at the end of the school day. Please refer to homeroom teacher's procedures regarding make up assignments.

### **EMERGENCY SCHOOL CLOSINGS**

Will be made over the following radio stations: WJOB (1230 AM), WZVN(107.1 FM), WAKE (1500 AM.) For the convenience of our families, we are registered at [www.cancellations.com](http://www.cancellations.com) Families may receive postings of cancellations, delays, early dismissals, and more via email. Postings for organizations you select can be sent directly to your mailbox by cancellations.com The same information will also be posted to the cancellations.com website. In addition, the announcement will be posted on our school corporation web page ([www.munster.k12.in.us](http://www.munster.k12.in.us)) and on each school's telephone system. When school is closed for an emergency, make up day(s) will be added on to the end of the school year. In addition, the STM has the ability to contact all families via School Messenger (this includes both emergency and periodic announcements) as long as we have accurate telephone information.

### **LEAVING SCHOOL DURING THE SCHOOL DAY**

If a student must leave school during the school day, the parent should send a note to the school explaining the reason for leaving, who will be picking the student up, and specifying the time of dismissal. Students will remain in the classroom until parents come to the school to pick them

up. At this time, the parent will sign the student out, and school personnel will call the student from the classroom and will give custody of the child directly to the parent or designee.

### **VISITORS**

All parents or other adult visitors must report to the school office and follow individual building check-in procedures. No visitors will be allowed into classrooms before, during, or after school without prior approval from the teacher and/or principal. Upon approval, a visitor's badge will be issued. Office personnel may request that a student report to the office to meet with a parent or other authorized adult. Except in the case of emergencies, all calls to teachers will be placed into voice mail during instructional time.

### **STUDENT BEHAVIOR**

Munster elementary students are expected to conduct themselves in an orderly, civil manner at all times. Students will not be allowed to disrupt the classroom learning of their classmates. Any habitual or insubordinate problems will be dealt with and the parents contacted to achieve a cooperative resolution of the problems.

The School Town of Munster has adopted "Rules and Standards of Conduct of Students of the School Town of Munster" and the "School Town of Munster Elementary Behavior Rules." A copy of these documents is included as an appendix to this handbook.

### **DRESS GUIDELINES**

Students will be expected to be appropriately dressed. Elementary students should be dressed for indoor comfort and be prepared for outdoor play.

1. Garments that have pictures and/or writing that is vulgar, suggestive, indecent, or otherwise offensive are not permitted. Garments with pictures and/or allusions to drugs, alcoholic drinks, and/or threatening weapons are not allowed.
2. Clothing that permits display of the midriff, navel, or undergarments of any type is not permitted. This includes but is not limited to cut-off T-shirts, halters, and tube tops.
3. Eccentric apparel or grooming that could cause distraction or interference with school purposes is not permitted.
4. Clothing should not be flimsy or transparent. Strapless or spaghetti strap blouses are inappropriate. Clothing should not be split up the sides, or be excessively short or tight.
5. Hats are not to be worn in the building. (exception – when preparing to leave for recess or dismissal.)
6. Shoes such as flip flops and crocs have proven to be unsafe both in the school and on the playground. Students may be eliminated from certain activities if the shoes pose a safety hazard.

## **REQUIREMENTS OF NEW STUDENTS**

Students new to the Munster Schools must present the following:

- Four proofs of residence in the school district
- Proof of proper immunization
- A completed physical examination form
- Proof that age requirements for attendance are met (original birth certificate)
- Parents must complete a "New Student Intake Questionnaire"
- New students are asked to present a report card from the previous school to facilitate temporary classification
- For students who have attended school in another location, records from the previous school must be obtainable.
- For students who have attended school in another location, a record request form must be signed by the parent/guardian upon enrollment.

## **STUDENT TRANSFERS**

Parents of children leaving Munster must notify the school in advance of the date the children are leaving in order to complete the transfer process.

## **KINDERGARTEN REGISTRATION**

Each year in the spring, kindergarten registration is conducted in the elementary schools. At the time of registration, parents must present the child's original birth certificate and must also present four proofs of residence in the school district.

Students must be five years old on or before August 1 in order to begin kindergarten classes in the fall of that year.

## **PROMOTION AND RETENTION OF PUPILS**

The principal of the school is empowered to make the final decision concerning the student's grade placement usually in concert with the child's former teacher(s). There are many factors which are discussed and weighed when making such an important decision, e.g. chronological age, test results, teacher recommendations, parent recommendations, etc.

## **SUMMER SCHOOL**

Summer school classes for elementary students fall into two categories:

1. INVITATIONAL/REMEDIATIONAL summer classes. Students will be identified for summer Reading/LA and Math classes based on their district/state assessments.
2. ENRICHMENT – Students may elect to participate in enrichment courses provided by Munster Parks and Recreation. These courses are held at the elementary summer school site.

Parents will be informed yearly concerning the availability of summer courses.

## **LUNCH FACILITIES**

Pupils may purchase hot lunches at school or they may bring lunches from home. Parents should not bring fast food from restaurants for lunch. The Food Service Department follows the guidelines of the National School Lunch Program. Hot lunches are served each day. Three week cycle menus are printed for each semester and are posted on the School Town's webpage *NUTRITION & FOOD SERVICE TAB*. Milk, string cheese, ice cream and occasional snacks are available to purchases on a limited basis.

## **ELEMENTARY PREPAID LUNCH ACCOUNTING SYSTEM**

- All students receive an I.D. card issued from school pictures each year
- Students may pay cash daily in the lunch line or parents may prepay lunches
- Prepaid lunch checks (*made out to the school*) should be sent in an envelope marked with the child's full name, homeroom, and labeled "Lunch Money"
- If sending one check for two or more students, please write this information for each child.
- All money will be applied to the student's lunch account. No change will be returned.
- Parents may create a secure online account where they can pay for lunch via a charge card. Visit: [www.PayForIt.net](http://www.PayForIt.net) for information. An internet convenience fee is charged for each transaction and is displayed separately when you process a transaction.
- The computerized lunch system is for lunch only or lunch and an extra milk or string cheese stick. Snacks and ice cream will remain on a cash basis.
- ALTERNATIVE LUNCH POLICY (cheese sandwich, fruit cup & milk) goes into effect after 5 lunch charges. Students will receive the Alternative Lunch until their account returns to the positive. Parents may call the school cafeteria at any time to check on lunch account balances or they may check account balances via the internet if they create an online account. Visit: [www.PayForIt.net](http://www.PayForIt.net) for more information.
- All students will receive a balance letter (both positive & negative) with each report card. Students with a negative balance will receive a letter at the beginning of each month.
- It is a parent's responsibility to provide lunch money or pack a lunch for students.
- All lunch charges must be paid before the last day of school.

## **SCHOOL SUPPLIES**

Grades K-5 supply lists are available in the school office or on the Munster website.

## **FINANCIAL ASSISTANCE**

Families may qualify for assistance in obtaining school lunches, school books and/or bus transportation. All information remains confidential and is based on the National School Lunch financial guidelines. All students have a bar coded ID card to use at lunch which allows computers to know automatically if students receive assistance therefore keeping information private. To apply, complete an application and return it to the school or directly to the Food Service Director. You will be notified of the results by mail. ONLY ONE application per household is needed. Please list all students and household members. The application must be signed in two places and fully completed to be

processed. Details concerning guidelines and application procedures should be directed to the Food Service Office located at Munster High School.

### **PARENT-TEACHER CONFERENCES**

Parent-Teacher Conferences - No formal Parent Teacher Conference days are scheduled in the school calendar. Parents can call to arrange a meeting with the teacher as needed at any time during the school year.

Some tips for successful conferences include:

- Be prepared. Make a list of things you want to tell or ask the teacher. Items on the list may include homework policy, test results, and the child's attitude.
- If possible, leave your children at home when you attend a conference. Before meeting with the teacher, ask the student if there is anything he would like you to speak with the teacher about.
- Make notes of the teacher's comments throughout the conference and review the key points that will help you help the child.
- Talk with your child about the conference and stress the positive points brought out by the teacher. Discuss some suggestions for improvement and the setting of new goals.

### **FIELD TRIPS**

Field trips are regarded as part of the educational program of the school. These trips ordinarily require bus transportation. Such trips require the permission of the parent or guardian. School rules are in effect during all school related activities, and as such all negative behavior may be referred to the principal.

All field trips are under the supervision of the regular classroom teacher. Parent volunteers are utilized on many trips which require additional supervision. These volunteers must follow the various rules and regulations guiding each trip and may be required to submit to a background check. \*(also see Volunteer Parents).

These trips are an extension of the instructional program. Students are expected to participate. If for some reason a child cannot attend, that child is required to report to school that day(s). Schoolwork will be provided.

### **PARTIAL-YEAR CHARGES AND REFUNDS – Needs to be verified by the business office**

Students enrolling during the first semester will pay 100% of the textbook rental fee. Students enrolling during the second semester will pay 50% of the textbook rental fee.

Pupils withdrawing during the first semester will receive a refund of 30% of the textbook rental fee (excluding the consumable fee). No refunds will be given during the second semester.

### **VOLUNTEER PARENTS**

Volunteer Parents assist with classroom parties, field trips, special projects, and other activities when extra help is needed. \*Volunteer parents must accept the responsibility of supervising students in order to facilitate learning and enhance safety during the assigned activities. These activities may require a background check.

### **VOLUNTEER SERVICES**

Valuable services are rendered by volunteer helpers in school libraries, offices, and cafeterias. Any parent who would like to donate time for these services may contact the local school principal, teacher, or appropriate parent-teacher organization. These activities may require a background check.

### **STUDENT INSURANCE**

Student insurance is made available as a service of the schools. Information concerning the plan will be available during registration each fall. Parents are required to indicate acceptance or rejection of the student insurance plan.

### **LOST AND FOUND**

Each school has a system for handling articles lost or found. All valuable articles lost or found should be reported or brought to the school office.

### **USE OF SCHOOL TELEPHONES**

School telephones may be used by students only at the discretion of school personnel.

### **USE OF SCHOOL PROPERTY**

Upon written application to the School Town of Munster, facilities will be made available whenever possible to school affiliated groups and other organizations and persons who meet the rules and regulations listed on the permit. Building use forms are available at all school offices and should be submitted to the principal upon completion.

### **LOST OR DAMAGED BOOKS**

Students are responsible for maintaining textbooks, workbooks, and library books in a reasonable fashion. If a volume is lost or damaged while in the custody of a student, that student will be required to reimburse the school in full for the lost or damaged item.

### **PERSONAL ITEMS AT SCHOOL**

The instructional process is often delayed or interrupted when students bring personal items to school. This practice should be restricted to teacher-directed items such as "show and tell" materials and special projects. Items such as, but not restricted to: cell phones, pagers,

radios, audio/video players, electronic games, toys, etc. are not allowed to be used during school hours. The school assumes no responsibility for the safekeeping of personal items such as these.

### **SMOKING IN THE SCHOOLS**

By action of the Board of School Trustees, all Munster schools are smoke-free. This means that smoking is not permitted in school buildings, on school grounds or buses, or at school events away from the school location including all field trips.

### **SCHOOL PARTIES**

Three parties are held annually in each elementary school classroom. A party fee is assessed early each school year. Fees are retained by room mothers and used to defray the cost of the parties.

Halloween: Parade and parties will be held in the afternoon following the regular lunchroom schedule, except morning kindergarten. Costumes that depict violence, including those that are bloody, gory, or make use of weapons are prohibited at school. Any weapons, even pretend are not allowed at school.

Winter Holiday: Classroom parties before the December Winter Break

Valentine's Day: Exchange of valentines is customary

Birthday Celebrations: Parents may bring treats (snacks only) to school for their child's class to celebrate a birthday. Due to food allergies, please check with your child's teacher before bringing treats. No outside birthday planning, sending of invitations or other arrangements may be made during the school day. (Invitations may be sent only if the entire class is invited or if a girl is inviting all the girls in the class or a boy is inviting all of the boys in the class.)

Staff Gifts: School Board Policies 3214 and 4214 discourage the presentation of gifts to staff members by students and their parents because it could embarrass students with limited means and gives the appearance of currying favor. It is the policy of the Board that no staff member should expect gifts for carrying out the terms of his/her teaching contract or assigned job.

### **SNACKS AND TREATS**

When sending snacks or treats for special occasions, please send items with nutritional value. The distribution of candy, cupcakes, and other "junk food" items is regarded as being inconsistent with the school system's goal of promoting good nutrition. Due to food allergies, please check with your child's teacher before bringing treats.

### **PHYSICAL EDUCATION**

Elementary students participate in physical education classes for two classes each week.

The elementary physical education program concentrates on games of both high and low

organization, physical fitness testing, and calisthenics. Children are to have loose-fitting clothing appropriate for freedom of movement and modesty (culottes, slacks, or shorts) available to wear during this period of the day.

Each child is required to have clean gym shoes ready for class. The shoes should have the student's name marked on them. All kindergarten students are required to have a blouse or T-shirt with their first and last names printed on the front center of the shirt. This garment will assist the physical education teacher in identifying the child and will protect the student's school clothing during physical education classes.

## **STUDENT SERVICES**

### **PUPIL PERSONNEL SERVICES**

#### Psychological Services:

Psychological testing services are provided by the West Lake Special Education Cooperative. These services are available for any student who may be a student with a disability. Referrals may be made by teachers, parents, or the building principal.

#### Social Worker/Social Service Providers:

A full-time social worker/social service provider is available to consult with pupils, parents, and teachers to help pupils meet their social needs and to resolve school and social problems.

#### Speech Therapy:

A speech pathologist/assistant serves each of the schools on a regular basis. Referral to this specialist for evaluation to determine a need for services may be made by parents or teachers.

### **TUTORIAL PROGRAM**

A K-5 remedial reading program and a 2-5 remedial math program offer specialized help to qualified selected students. Questions may be directed to the Program Director, at 838-8635.

### **SPECIAL EDUCATION**

Children in need of special education are given individual consideration in planning an educational program. The School Town of Munster is a member of the West Lake Special Education Cooperative.

The Director of the West Lake Special Education Cooperative may be reached at 865-1171.

## **PROGRAM FOR THE HIGH ABILITY EXCEPTIONAL LEARNER**

Munster provides a differentiated program composed of several options to facilitate high ability exceptional learner students' development to the highest levels of ability, self-concept, motivation, and creativity. The differentiated programming includes consultation, advanced placement, acceleration, and enrichment opportunities for identified students. These programs include:

Consultation services providing differentiated learning activities for Grades K-2 teachers  
Academic programs and fine art programs, Grades 3-5  
Honors programs at Grades 6, 7, and 8.

The process for identification and selection of high ability exceptional learner students utilizes broad-based, multi-dimensional, and bias-free procedures. This process is repeated yearly to identify additional participants. Please review this process from our School Town of Munster website.

Click on the High Ability/Honors link.

Parents may nominate their child to be screened for the high ability exceptional learner programs. Additional screening may or may not be administered according to the discretion of the screening team. Nomination forms may be obtained from our School Town of Munster website through the High Ability/Honors link. Additional questions may be answered by the Director of Instructional Programs and Assessment at 838-9111 ext. 1021.

## **HOMEBOUND INSTRUCTION**

If a student will be absent because of illness or injury for a period exceeding four weeks, that child may be eligible for homebound instruction. Contact the principal of your elementary school for additional information concerning this service.

## **STANDARDIZED TESTING PROGRAM**

Students in Grade 3, 4, & 5 are tested each year on the ISTEP Plus (Indiana Statewide Testing for Educational Progress) program. These tests are administered according to a schedule prescribed by the State.

Students in Grades 2, 3, and 5 are tested on the Terra Nova and the Tests of Cognitive Skills during the end of January.

## **HEALTH INFORMATION**

### **SCHOOL NURSES**

Nursing services are available at all three elementary schools on a daily basis. They deal with a variety of school health areas, including: screening tests, maintenance of health records, health records, health education, individual student health problems, emergency first aid, conferring with parents, and consultation with staff members. The nurse is not responsible for providing care for injuries that did not occur at school and should not be used in place of the family physician.

### **PHYSICAL EXAMINATIONS AND IMMUNIZATIONS**

Parents are required to obtain a physical examination by a physician for the following students:

- All kindergarten, sixth, and ninth grade students.
- All students new to the Munster schools.
- All participants in athletics grades 6-12.

Parents should obtain a physical examination form from the school prior to taking the student for a physical examination. The form specifies what items the doctor must include in the examination.

Parents must provide a medical history of the child on the physical examination form. An eye exam done by an eye doctor is required for all kindergarten students.

The State of Indiana requires that all students be fully immunized according to the following schedule:

- 5 DPT's 4 doses if the fourth was given after the fourth birthday
- 4 Polio, 3 doses if the third was given after the fourth birthday
- 2 Measles (Rubeola), on or after the first birthday
- 1 German Measles (Rubella), on or after the first birthday
- 1 Mumps, on or after the first birthday
- 3 Hepatitis B vaccine
- 1 Chicken Pox (Varicella) or proof of the disease

Failure to complete both sides of the physical examination form and to provide proof of the required immunizations will delay acceptance of the child into regular attendance.

## **ADMINISTERING MEDICATION DURING SCHOOL HOURS**

Medication should be given at school only if ABSOLUTELY NECESSARY.  
Medication will be administered by the school nurse upon receipt of:

1. A written order from a physician which includes the following:
  - a. name of the student and the medication, dosage,
  - b. time schedule for administering the medication,
  - c. dates during which the order is in effect.
2. A written request from the parent/guardian.
3. The medication must be in a container with a pharmacist's label containing not more than four week's supply.
4. Only one type of medication may be stored in each bottle.

Any other medication must be given personally by the parents.

All medication is stored in a locked cabinet in the nurse's office. NO STUDENT IS PERMITTED TO HAVE ANY MEDICATION IN THEIR POSSESSION DURING THE SCHOOL DAY UNLESS AUTHORIZED IN WRITING BY HIS/HER PHYSICIAN. These rules are for the safety of all students.

Nonprescription medication, such as "Tylenol", may be given by the school nurse upon receipt of parental authorization following the same procedure as prescription medication.

The required forms for giving medications at school are available from the school office or the nurse.

Medication shall be administered in accordance with the parent's statement (in the case of nonprescription medicine) or the physician's order (in the case of prescription medicine) only by a school nurse or other employee(s) designated in writing by the school principal. Nonprescription medication, however, will only be administered according to package directions. Any doses larger than recommended will require a doctor's note. All administration of medicine shall be documented in writing. Any designated employee who is responsible for administering injectable insulin or a blood glucose test by finger prick shall receive proper training from a practitioner or a registered nurse and such training shall be documented in writing by the practitioner or registered nurse and kept on file in the school building office.

## **RULES FOR CONTROL OF DISEASES**

If you have any questions please call the school nurse for the information contained in the Indiana State Department of Health Communicable Diseases Reference Guide for School Personnel, 2002"

<b><i>Disease</i></b>	<b><i>School Exclusion Period</i></b>
Chicken Pox	Until all vesicles formed scabs or crusts.
Conjunctivitis	Until eyes are clear or until a doctor releases to return
Impetigo	Until lesions are no longer draining.
Pediculosis (lice)	Until free of all lice and nits.

In any of the above cases a child must check with the school nurse prior to re-admittance.

Eads Elementary School Nurse	836-8635
Elliott Elementary School Nurse	838-5250
Frank H. Hammond Elementary School Nurse	838-2060

## **FIRST AID FOR STUDENTS**

The school attempts to provide an environment in which the child will be safe from accidents. If an accident occurs, first aid will be administered, and if necessary the school nurse will be called. Parents will be notified at the nurse's discretion. No care beyond first aid, defined as the immediate, temporary care given in the case of an accident or sudden illness, will be given by the nurse or other authorized person.

It is extremely important that parents keep the school informed concerning emergency telephone numbers which will enable the school to reach them in emergency situations.

## **SCREENING TESTS**

Screening tests in the areas of vision and hearing are available at any time upon request of the parent, teacher, or student. In addition, the following routine screening tests are scheduled:

- VISUAL:** Visual screening tests are given to all students in grade 3, all new students, and all students suspected of vision problems. A vision screening performed by an eye doctor is required for entry into Kindergarten.
- HEARING:** Hearing tests are given to all students in grades 1 and 4, to all new students, and to all students with known defects.

## **MENINGITIS INFORMATION**

Indiana State Law IC 20-30-5-18 requires that school systems provide important information to parents and guardians of students about meningococcal disease and the vaccines available to prevent this serious illness at the beginning of each school year.

Meningococcal disease is caused by the bacterium *Neisseria meningitidis* and generally affects children and young adults in two ways:

- meningitis (an inflammation of the tissues covering the brain and or spinal cord)
- bloodstream infection (that usually leads to bleeding under the skin)

Symptoms of meningococcal disease can include a sudden onset of fever, headache, stiff neck, nausea, and confusion and in blood stream infections a rash will develop. This disease progresses rapidly and often results in permanent hearing loss, mental retardation, limb amputations and even death. The bacteria spread through air droplets or by means of direct contact with an infected person's saliva.

The United States Centers for Disease Control and Prevention (CDC) recommends routine vaccination with the meningococcal conjugate vaccine (Menactra) for all students 11-12 years of age, or 13 –18 years of age if not previously vaccinated. Children ages 2-10, who have a disorder of the immune system or whose spleen has been removed should also receive the Menactra vaccine as they are at higher risk for contracting this disease.

Many local health departments and private healthcare providers offer this vaccine. Please talk with your child's healthcare provider about meningococcal vaccine and immunization.

Additional resources for families to obtain information about meningococcal disease include the following websites:

The Indiana State Department of Health

<http://www.in.gov/isdh/22121.htm>

The Centers for Disease Control and Prevention

<http://www.cdc.gov/vaccines/vpd-vac/mening/default.htm>

The Indiana Department of Education Student Services, School Health

<http://www.doe.in.gov/sservices/sn.htm>

## **SAFETY**

### **DISASTER/CODE RED PLANS AND DRILLS**

Each school building has developed a disaster plan to deal with emergency situations. Disaster drills must be conducted twice each semester. Lock Down/Code Red drills may be conducted each year.

### **FIRE DRILLS**

Each school is required to hold a fire drill at least once each month.

### **GENERAL SAFETY SUGGESTIONS**

1. Start for school early enough to arrive at the school without rushing, no more than ten minutes before the tardy bell.
2. Cross when possible at intersections protected by adult safety patrol personnel.
3. Walk on the sidewalk. Some Munster areas are without sidewalks. In these areas, walk on the left side, facing oncoming traffic.
4. Obey adult patrols.
5. Refuse to enter or approach strange automobiles.
6. Proceed directly to school or home before beginning to play.
7. Be considerate to smaller children.
8. No snowballing or rough play.

### **PATROLLED CROSSINGS**

As determined by the Munster Town Board, the Munster Police Department may provide adult crossing guards at the following locations:

Calumet and Ridge  
Manor and Broadmoor  
Calumet and Lions Club Dr.  
White Oak and Ridge  
White Oak and Fisher  
White Oak and Oriole  
White Oak and 35<sup>th</sup>  
Jackson and Broadmoor  
Jackson and School Street  
Fran-Lin and Southwood  
Elmwood and Oriole

### **BICYCLES**

Only students in grades three, four and five may ride bicycles to school. With written permission from parents, students in grades K-2 may ride their bike when accompanied by an older sibling

When a rider arrives at school property, he/she must dismount and walk his/her bicycle directly to the bicycle rack. The bicycle must be securely locked in the bicycle rack.

## **PUPIL TRANSPORTATION**

### **RULES AND INFORMATION**

School bus drivers are to have control of all school children conveyed between the homes of the children and the school house, and return. The driver shall keep order, maintain discipline among the children while in the bus or along the route, shall treat all the children in a civil manner, shall see that no child is imposed upon or mistreated while in his charge, and shall use every care for the safety of the children under his/her charge. School bus drivers shall assure that the following regulations are observed by all pupil passengers:

1. Bus transportation is available for all Munster residents.
2. All students who wish to ride the bus must sign up for bus service at registration or at their school.
3. All riders will be assigned a bus, and they will only be allowed to ride the bus that has been assigned to them.
4. Students are not allowed to bring guests home on their bus, even if the guest is registered for bus service.
5. The student must be waiting at the bus stop when the bus arrives. As a bus schedule can vary slightly from day to day depending on passenger load, it is recommended that the student be at the bus stop several minutes prior to the scheduled arrival time.
6. Riders must stay seated. No pupil shall stand or move from place to place during the trip.
7. Riders are not allowed to display any objectionable behavior. Loud, boisterous, disruptive and unsafe behavior, profane language, or indecent conduct will not be tolerated.
8. Upon the recommendation of the bus driver, school authorities may deny the privilege of riding the school bus to any pupil who refuses to conduct themselves in an appropriate manner.
9. No windows or doors will be opened or closed except by permission of the bus driver.
10. No pupils shall enter or leave the bus until it has come to a complete stop and the door has been opened by the driver.
11. A student may bring a musical instrument onto the bus as long as the instrument will fit on the student's lap. Instruments should not be placed on the floor or on the seat.
12. All rules and standards concerning the Code of Conduct in the School Town of Munster Administrative Guidelines 5600 apply to all pupil transportation.

### **IMPORTANT SAFETY INFORMATION**

1. Never cross close to the front of the bus – make sure the driver can see you.
2. Never pick up anything you drop close to or under the bus – ask the driver what to do.
3. Never run after a bus or bang on the side.
4. If you must cross the street in front of the bus, follow the driver's directions, and stop and look before you cross.
5. Never run across a street, it's better to miss the bus than rush and risk being hit by a car.
6. Stay away from the rear and sides of the bus – always be in a safe place where the driver can see you.

## **PARENT TEACHER ORGANIZATION OFFICERS 2011-2012**

### **EADS SCHOOL:**

President	Kristan Reed	934-7333
Vice President	Christie Stricklin	836-4269
Secretary	Corina Peterson	836-1921
Treasurer	Maureen Gaither	803-0086

### **ELLIOTT SCHOOL:**

Co-Presidents	Nancy Feldman Trisha Shelton	923-8574 838-2108
Vice President	Amy Carter	923-4748
Secretary	Mandy Brunetti	923-9478
Treasurer	Jen Daniels	972-0190

### **FRANK H. HAMMOND SCHOOL:**

Co-Presidents	Jen Johns Julie Landmesser	924-2523 rjohns@comcast.net 924-4855 julie.landmesser@att.net
Vice President	Natalie Raffin	924-3299 Natalie.raffin@yahoo.com
Secretary	Daniela Ilijevski	924-2310 Pita5275@aol.com
Treasurer	Becky McKeever	924-3256 daniela@dejandaniela.com

## **RESPECT AND NON ACCEPTANCE OF SCHOOL AUTHORITY**

For a school to function, the position of teachers and staff members must be respected by all students at all times. "Staff member" means any school corporation employee who has charge of any educational function or who has a student or students under his/her supervision and includes, but is not limited to, teacher aides, bus drivers, tutors, custodians, secretaries, and student teachers.

- To refuse to obey reasonable requests and directions from a teacher or staff member is cause for serious disciplinary action. The degree and repetition of the offense will determine the school action which may range from a conference to expulsion.
- Should a student refuse to cooperate with a teacher or a staff member, he/she will be sent to the Principal. Should the student refuse to cooperate after conferring with the Principal, he/she may be suspended up to a maximum of five days.
- Any threat to a teacher or staff member could cause immediate suspension until a conference is arranged by the Principal. Action may range from a conference to expulsion.

## PUPIL CONDUCT

A pupil's conduct is the mirror that reflects to others the kind of individual he or she is. There are acceptable ways of acting on the school ground, in the halls, in the classrooms, while on the way to and from school, and in all other places. Students will be expected to conduct themselves as young ladies and gentlemen, keeping in mind the safety and well being of themselves as well as others. Good citizens learn to discipline themselves and think before they act.

Listed below are some rules dealing with conduct in the elementary schools. Violations of these rules may result in action ranging from a conference to expulsion, depending upon the severity and/or frequency of the violation.

### Unacceptable Language, Acts and Gestures, or Harassment

- The use or possession of profane or obscene materials, acts, gestures, or language which could or do create a nuisance is strictly prohibited. Physical or verbal harassment of other students is not acceptable and will not be tolerated. Threats and intimidation of another student for any reason will not be permitted. Students are encouraged to seek help from their teachers or principal to resolve conflicts.

### Dishonesty

- Cheating on tests, assignments or any other form of dishonesty is considered a serious offense. This includes, but is not limited to, lying and theft.

### Fighting

- Fighting in the school building, on the school grounds, en route to and from school and at school sponsored activities is prohibited.
- Individuals who promote and instigate fights are subject to the same corrective actions as the participants.

### Bullying

- Bullying will not be tolerated and is defined as “overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by student or group of students against another student with the intent to harass, ridicule, humiliate, or harm the other student”.

**RULES AND STANDARDS CONCERNING THE CODE OF CONDUCT FOR  
STUDENTS IN THE SCHOOL TOWN OF MUNSTER**

PREAMBLE

The rules and standards of conduct hereinafter set forth are considered by the School Town of Munster to be reasonably necessary to (1) carry out any educational function or school purposes; (2) prevent any interference with the carrying out of any educational function or school purposes; and (3) assure an orderly and efficient educational system for all students.

The rules and standards adopted by the Board of School Trustees shall be applicable to each and every student enrolled in the School Town of Munster.

The Board of School Trustees reserves the right to alter or amend these rules and standards from time to time provided, however, no rule or standard (except those concerning the movement of students, motor vehicles, daily instruction, operation and schedule of classes or other standards relating to the manner in which an educational function is carried out) shall be applicable to any student until a written copy thereof is made available or delivered to the student or his parent, or is otherwise given general publicity within all of the school buildings.

The provisions of the Indiana Code Section 20-8.1-1-1 to 20-8.1-5-17 including the definitions contained therein have been made a part hereof by Resolution of the Board of School Trustees. The Indiana code definitions specifically include, but are not limited to, the definitions of School Purposes (I.C. 20-8.1-1-8), Educational Function (I.C. 20-8.1-1-9), Expulsion (I.C. 20-8.1-1-10), and Suspensions (I.C. 20-8.1-1-11). A full and complete copy of the Indiana Code is available for inspection at the Superintendent's office during regular business hours.

**A. STUDENT DISCIPLINE**

1. Each teacher and any of the other school personnel (including, but not limited to, student teachers, bus drivers, teacher's aides, and secretaries) shall, when students are under his charge, have the right to take any action which is then reasonably necessary to carry out, or to prevent an interference with the educational function of which he is then in charge. Teachers and other school personnel may not suspend or remove a student from school or from any educational function within the supervision of a teacher or any of the other school personnel for a period of more than one day unless the removal is treated as a suspension under Paragraph B thereof.

2. The superintendent, principal, administrative personnel and teachers are authorized to take any action in connection with the student behavior, in addition to the actions specifically provided in Paragraphs B, C, and D, which is reasonably necessary to help any student, to further school purposes, or to carry out or prevent interference with an educational function or school purposes. Such action may include, but is not limited to:
  - A. Counseling with a student or group of students
  - B. Conferences with a parent or group of parents
  - C. Assigning students additional work
  - D. Rearranging class schedules
  - E. Requiring a student to remain in school after regular hours to do additional work or for counseling
  - F. Removing a student from athletic activities, non-credit school activities, or school-provided transportation
  - G. Restricting extra-curricular activities of a student

**B. SUSPENSION**

1. Any student who violates any one or more of the following rules and standards of behavior may be suspended for a period of no more than ten (10) school days except as provided in Paragraph C.1.:
  - A. Failing to attend school for one or more designated periods during any school day for any reason other than illness or death in the immediate family without the express permission of the school administration
  - B. Leaving school property for any reason during any school day without the express permission of the school administration
  - C. Being late to the assigned school buildings or classroom
  - D. Smoking or possessing tobacco
  - E. Possessing, using or transmitting any substance which looks like (i.e., the so-called look-alike drugs) any form of marijuana, any stimulant, any intoxicant, any narcotic, any depressant, or any hallucinogenic drug (Use of medication by a student prescribed by a medical doctor, a dentist, other health care provider authorized by law to prescribe medication for that student shall not constitute violation of rules. Any student who is unsure if possession, use or providing another person with any particular medicine or substance would violate these rules should consult the building principal or assistant principal before possessing, using or providing the medication or substance.)
  - F. Possessing or providing to any person anything used or designed to be used primarily for the storage, processing, delivery or consumption of controlled substances (See Paragraph C.1.g.). Examples of these drug-

related paraphernalia which are not to be possessed or provided to another person are:

- a. Pipes
  - b. Clips
  - c. Rolling papers
  - d. Needles
  - e. Syringes, etc.
- G. Tampering with or misusing the firefighting equipment and fire alarm system of the School Corporation
  - H. Parking a vehicle on school property during any school day without the express permission of the school administration
  - I. Using cards, dice or other instrument for the purpose of gambling and/or gambling
  - J. Lack of personal cleanliness
  - K. Wearing articles of clothing that are distracting, unclean, cause maintenance problems, or are inappropriate for school activity
  - L. Wearing clothing and/or hair styles that could cause bodily injury in such activities as shop, lab work, physical education, and art
  - M. Failing to wear shoes, sandals, boots, or appropriate footwear in the school building
  - N. Using the school facilities or the school grounds for advertising or promoting any interest of any group, person, firm, corporation, agency, organization, or cause without the prior written consent of the school administration
  - O. Cheating, plagiarism, or dishonesty of any kind with respect to any assigned work, paper, or examination
  - P. Fighting
  - Q. Participating in conduct constituting grounds for expulsion or suspension as set forth in paragraph C below
  - R. Violating any other rule or standard of behavior adopted by the School Board
2. The grounds for suspension in Section B.1 apply when a student is:
    - A. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group; or when summer school is in session.
    - B. Off school grounds at a school activity, function, or event, or;
    - C. Traveling to or from school or a school activity, function, or event.
  3. In addition to the grounds for suspension under Paragraph B.1, a student may be suspended for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function.

### **C. SUSPENSION PROCEDURES**

1. A suspension may be imposed upon a student only after the principal or designee has made an investigation of the alleged misconduct and a determination has been made that the suspension is necessary to help the student or to prevent interference with an educational function or school purposes. However, a student may be suspended by a hearing examiner until the date of the expulsion hearing if the hearing examiner determines that such suspension is necessary.
2. Suspension may not be made without first affording the student an opportunity for a meeting at which time the student will be given a written or oral statement of the charges against him or her, a summary of the evidence against the student if he or she denies the charges, and an opportunity for the student to explain his or her conduct.
3. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such a situation, the notice and informal hearing shall follow as soon as reasonably possible after the suspension.
4. Following such suspension, the principal shall send a written statement to the student's parent describing the student's conduct, misconduct or violation and the reasons for the action taken. The principal shall make a reasonable effort to hold a conference with the parent before or at the time the student returns to school. Failure of the parent to participate in a conference with the principal will not justify extending the period of the student's suspension.

### **D. EXPULSION**

1. The superintendent may (a) separate a student from school attendance for a period of more than ten (10) days; (b) separate a student from school attendance in accordance with Paragraph D, below, unless a student is permitted to complete required examinations in order to receive credit for courses taken in the then current semester or current year; or (c) impose some other type of penalty upon the student which automatically prevents him from completing within the normal time his overall course of study in any school if the student violates any one or more of the following rules and standards of behavior:
  - A. Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or other comparable conduct, constituting an interference with school purposes, or urging other students to engage

in such conduct. The following enumeration is illustrative of the type of conduct prohibited by this subsection: (1) occupying any school building, school grounds, or part thereof with intent to deprive others of its use; (2) blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building or corridor or room; (3) setting fire to or substantially damaging any school building or property or attempting to set fire or cause damage to any school building or property; (4) firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose. This includes the use of attempted use of pipe bombs, Molotov cocktails, or other explosive or incendiary devices; (5) prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any lawful meeting or assembly on school property or at a school-related activity, including the making of a false report of a bomb, fire or uncommon disease-producing organism, as well as triggering a false alarm or delivering or sending an actual or look-alike uncommon disease-producing substance to any school property, vehicle, or activity; (6) continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under his supervision. This subsection shall not, however, be construed to make any particular student conduct a ground for expulsion where such conduct is constitutionally protected as an exercise of free speech or assembly or other right under the Constitution of Indiana or the United States; and (7) through any means of communication, including gestures, symbols, or signals, placing any student, teacher, employee or other person in fear of harm to one's self, a family member, or personal property. This includes such conduct as threatening to get the person, creating a hit list of persons who are to be put in fear of harm, or warning the person that a family member could get hurt or one's car or other property damaged.

- B. Causing or attempting to cause damage to school property, stealing or attempting to steal school property, or repeatedly damaging or stealing school property.
- C. Intentionally causing or attempting to cause damage to private property, stealing or attempting to steal private property, or repeatedly damaging or stealing private property.
- D. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.

- E. Threatening or intimidating any person for any purpose including obtaining money or anything of value from such student.
- F. Knowingly possessing, handling or transmitting a knife or any object that can reasonably be considered a weapon, provided, however, that a student who must use a knife as part of an organized activity held by an organization that has been approved by the principal of the school is exempt from the application of this Subparagraph f. so long as the knife is used as part of or in accordance with the approved organized activity.
- G. Knowingly possessing, using, transmitting or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of a drug authorized by a medical prescription from a physician is not a violation of this rule.
  - a. Exception to Rule G: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually and must include the following information:
    - A. Physician's statement that the student has an acute or chronic disease of medical condition for which medication has been prescribed.
    - B. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
    - C. The student has been instructed in how to self-administer the prescribed medication.
    - D. The student is authorized to possess and self-administer the prescribed medication.
- H. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students, or constitutes an interference with school purposes or an educational function.
- I. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
- J. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
  - a. Engaging in sexual behavior on school property;
  - b. Disobedience of administrative authority

- c. Engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes;
  - d. Failing to tell the truth about any matter under investigation by school personnel.
- K. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when he is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
- L. Engaging in any activity forbidden by the laws of the State of Indiana which constitutes an interference with school purposes or an educational function.
- M. Violating or repeatedly violating any of the rules and standards of behavior adopted by the School Board.
- N. Possessing a firearm or bomb.
- a. No student shall possess, handle or transmit any firearm or bomb on school property.
  - b. The following devices are considered to be a firearm under this rule:
    - A. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
    - B. The frame or receiver of any weapon described above
    - C. Any firearm muffler or firearm silencer
    - D. Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge, mine, or similar device.
    - E. Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant.
    - F. Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
    - G. An antique firearm
    - H. A rifle or a shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes
  - c. For purposes of this rule, a bomb is any explosive or incendiary device designed to release destructive materials or force or dangerous gases that is detonated by impact, proximity to an object, a timing mechanism, a chemical

reaction, ignition, or other predetermined means. See, I.C. 35-41-1-4.3 for exception to this general definition.

- d. The penalty for possession of a firearm: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
- e. The superintendent shall notify the appropriate law enforcement agency when a student is expelled under this rule.

O. Possessing a deadly weapon

- a. No student shall possess, handle or transmit any deadly weapon on school property.
- b. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:

- A. A weapon, taser or electronic stun weapon, equipment, chemical substance or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
  - B. An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
- c. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
  - d. The superintendent shall notify the appropriate local law enforcement agency when a student is expelled under this rule.

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

- a. Exception to Rule P: This rule does not apply to transfer tuition students.

2. The grounds for expulsion in Paragraph C.1 apply when a student is:

- A. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
- B. Off school grounds at a school activity, function, or event, or;

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

**E. EXPULSION PROCEDURES**

- 1. When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:
  - A. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
    - a. Legal counsel
    - b. A member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
  - B. An expulsion will not take place until the student and the student's parent are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to request and to appear at this meeting will be deemed a waiver of rights and administratively to contest the expulsion or to appeal it to the school board.
  - C. The notice of the right to an expulsion meeting will be in writing, delivered by a certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
  - D. At the expulsion meeting, the principal (or designee), will present evidence to support charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
  - E. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and

give notice of the action taken to the student and the student's parent.

2. The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within ten (10) days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

#### **F. PERIOD OR TERM OF EXPULSION**

1. No expulsion of a student shall be for a longer period than the remainder of the school year in which it took effect if the misconduct occurs during the first semester; however, whenever the expulsion takes place during the second semester, the expulsion remains in effect for summer school and may remain in effect for the first semester of the following school year, unless otherwise modified or terminated by order of the Board of School Trustees. The Superintendent may require that a student, who is at least sixteen (16) years of age and who wishes to re-enroll after an expulsion, attend an alternative program.
2. Any expulsion taking effect more than three (3) weeks prior to the beginning of the second semester of any school year must be reviewed prior to the beginning of the second semester. The review shall be conducted by the hearing examiner after he or she has given notice of the review to the student and the student's parents. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing examiner that the student be reinstated for the second semester.
3. Any expulsion that will remain in effect during the first semester of the following school year must be reviewed before the beginning of the school year. The review shall be conducted by the hearing examiner after the hearing examiner has given notice of the review to the student and to the student's parent. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing examiner that the student be reinstated for the upcoming school year.

LEGAL REFERENCE: 20 U. S. C. 8921  
20 U. S. C. 8922  
I.C. 20-8.1-5.1-1 et seq.

## **DISCIPLINING SPECIAL EDUCATION STUDENTS**

When the behavior of a student eligible under the IDEA 2004 is such to justify serious disciplinary action, the procedures adhered to will be those defined in the School Town of Munster Administrative Guidelines 2461-A. (full text is available online at: <http://www.neola.com/munster-in/>).

### **DISCIPLINING A 504 STUDENT**

If a student disabled under Section 504 violates the Code of Conduct and is subject to suspension of more than ten (10) days or expulsion, the procedures adhered to will be those defined in the School Town of Munster Administrative Guidelines 2461-B. (full text is available online at: <http://www.neola.com/munster-in/>).

### **COMPLIANCE PLAN for Section 504 of the Rehabilitation Act of 1973**

The Compliance Plan serves students, parents, employees, applicants for employment and programs within the School Town of Munster, hereinafter referred to as “Munster”.

1. Munster assures students, parents, applicants for employment, and employees that it will not discriminate against any individual.
2. The following are designated as Section 504 compliance coordinators:

Employee/Applicant Issues:

Assistant to the Superintendent  
School Town of Munster  
8616 Columbia Avenue  
Munster, Indiana 46321  
(219) 836-9111

Student/Parent Issues:

Director of Special Education  
West Lake Special Education Cooperative  
212 East Joliet Street  
Scherverville, Indiana 46375  
(219) 865-1171

3. Parents are provided procedural safeguards which are included in the “Notice of Parent/Student Rights In Identification, Evaluation and Placement.
4. An impartial hearing and appeal are provided upon request. Procedures are detailed in the “Notice of Parent/Student Rights In Identification, Evaluation and Placement.”
5. Notice to students, parents, employees and general public of non-discrimination assurances and parent/student rights and identification, evaluation and placement will be disseminated annually in the following manner:
  - a. Public service announcement in local newspapers;
  - b. Announcement in local school systems; and,
  - c. Posted notice in each public school building.

Additionally, the notice will be included in the West Lake Special Education Cooperative professional handbook and disseminated to each principal for inclusion in each student/parent handbook.

6. Munster has established the following local grievance procedure to resolve complaints of discrimination with regard to employment:

- a. An alleged grievance under Section 504 must be filed in writing fully setting out the circumstances giving rise to such grievance.
- b. Such claims must be made in writing and filed with the following individual:

Assistant to the Superintendent  
School Town of Munster  
8616 Columbia Avenue  
Munster, Indiana 46321

- c. A hearing will be conducted according to the procedures outlined in the regulations implementing the Family Educational Rights and Privacy Act (FERPA).
  - d. The coordinator(s) will appoint a hearing officer who will conduct the hearing within a reasonable time after the request was received.
  - e. The coordinator(s) shall give the parent, student, or employee reasonable advance notice of the date, time, and place of the hearing.
  - f. The hearing may be conducted by any individual, including an official of the local school district or the West Lake Special Education Cooperative, who does not have a direct interest in the outcome of the hearing.
  - g. The local school district shall give the parent, student, or employee full and fair opportunity to present evidence relevant to the issues raised. The parent, student, or employee may, at their own expense, be assisted or represented by individuals of his or her choice, including an attorney.
  - h. The local school district shall make its decision in writing within fifteen (15) days after the hearing.
  - i. The decision must be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision.
7. Munster, through the West Lake Special Education Cooperative, will conduct an extensive annual “child find” campaign with the goal to locate and identify all Section 504 qualified individuals with disabilities (ages 0 to 21) to reside within the participating school districts.
8. Munster, through the West Lake Special Education Cooperative, will inform all individuals with disabilities and their parents or guardian of the district’s responsibilities and procedural safeguards under Section 504, as well as those under Indiana Special Education Regulations (Article 7) and the Individuals with Disabilities Education Act (IDEA).

## **ANTI HARASSMENT**

It is the policy of the School Board to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. The procedures adhered to will be those defined in the School Town of Munster Administrative Guidelines 5517. (full text is available online at: <http://www.neola.com/munster-in/>).

## **USE OF TOBACCO ON SCHOOL PREMISES**

The School Board recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board. The procedures adhered to will be those defined in the School Town of Munster Board Policy 5512. (full text is available online at: <http://www.neola.com/munster-in/>).

## **STUDENT NETWORK AND INTERNET ACCEPTABLE USE**

Students are encouraged to use the Corporation's computers/network and Internet connection for educational purposes. The procedures adhered to will be those defined in the School Town of Munster Board Policy 7540.03. (full text is available online at: <http://www.neola.com/munster-in/>).

## **CIVIL RIGHTS ASSURANCE OF EQUAL OPPORTUNITY/NONDISCRIMINATION STATEMENT**

The School Town of Munster is committed to equal opportunity and does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions, or national origin including limited English proficiency, 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 educational program or student activity.

If you have experienced discrimination in such educational programs or activities, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to:

Mrs. Joan Machuca, Director of Special Education  
West Lake Special Education Cooperative  
212 E. Joliet Street  
Scherverville, Indiana 46375  
(219) 865-1171  
Section 504 Coordinator/Americans with Disabilities Coordinator  
(Students)

Ms. Sarah Szarmach, Human Resource Manager  
School Town of Munster  
8616 Columbia Avenue  
Munster, Indiana 46321  
(219) 836-9111  
Section 504 Coordinator (Employees)  
Title VI Coordinator (Race, Color, Creed, National Origin, and Limited English Proficiency)  
Title IX Coordinator (Gender)

Any other information concerning the above policies may be obtained by contacting  
Mr. William J. Pfister, Superintendent, 8616 Columbia Avenue, Munster, Indiana 46321,  
(219) 836-9111.

## **PEST CONTROL AND USE OF PESTICIDES**

The School Corporation is committed to providing a safe environment for students. It seeks to prevent children from being exposed to pests and pesticides. The procedures adhered to will be those defined in the School Town of Munster Board Policy 8432. (full text is available online at: <http://www.neola.com/munster-in/>).

## **PUBLIC RELATIONS OBJECTIVES**

The purpose of the school-community relations program is to establish and maintain in the public mind both respect for the school system and confidence that it is providing the best possible education for the Corporation's students in terms of intellectual, emotional, moral, social, and physical development.

To this end, parents and other Corporation residents are to be kept informed regarding Federal/State regulations and Corporation policies and guidelines.

The Superintendent shall be responsible for the Corporation's public relations program which shall be designed to accomplish the following objectives to:

- A. Explain the programs, achievements, and needs of the schools to parents, local officials, community leaders, local business and industry, community organizations, special interest groups, the community as a whole and/or State and Federal agencies
- B. Obtain reliable, useful information regarding what residents think and would like to know about their schools.
- C. Anticipate potential problems caused by misunderstanding or lack of information and take measures to eliminate them before they happen.
- D. Operate meetings in accordance with law and as speedily and efficiently as circumstances permit.

### Board Communication Procedures

In keeping with their responsibilities as a representative public body, the Board will present a unified front, inasmuch as possible, on issues on which there may not be total agreement, with the Board president and/or the superintendent as the official spokesperson for the Board.

### The Role of the Curriculum and Instruction Office

Under most circumstances, the Curriculum and Instruction Office is the Corporation liaison with the public news media. All contacts and releases concerning Corporation policies and regulations, matters of Corporation-wide interest, or potentially controversial topics will be handled or cleared by the Curriculum and Instruction Office. If unable to answer an inquiry, the Curriculum and Instruction Office will refer reporters to the individual best able to answer.

All crisis communications must be referred to the Curriculum and Instruction Office or, in the absence of the Curriculum and Instruction Director, to another central office administrator. Principals are urged to notify the Superintendent's office or the Curriculum and Instruction Office as quickly as possible in the event of an emergency situation.

#### Responding to Individual Concerns

The Corporation does not view the news media as the appropriate forum for responding to the concerns of individual parents and students. Instead, the Corporation refers patrons and the public to the procedure outlined in Board Policy 9130, Public Concerns, as a more effective way to facilitate discussion and resolve issues.

#### The Role of Individual Buildings

The principal is the primary contact for information about his/her school. Principals are encouraged to release routine news items and information of a positive nature concerning events, personnel, students and non-controversial programs in their schools. Information may be released in written form (press release) or through personal contact.

Staff members, students and parent representatives of the school must clear all media contacts with the principal in advance.