



"Engage, Educate & Empower Today's Students"

## Summary of Changes for Handbook 2020-2021

- **Cover page**- Change date
- **Page 2** - Insert new school calendar 2020-2021
- **Page 3**- Change dates/year
- **Page 8**- Admission- Parents are asked to pre register online at MVCSC website or call the school for assistance with enrollment at Mt Comfort Elementary at 317-894-7667. Please notify the school office when there is a change of address or phone number or edit your school Skyward account.
- **Page 8**-Delayed Start Drop Off-omit
- **Page 9** - Attendance

The Mt. Vernon School Corporation stresses that regular attendance in school is considered vital for the growth and progress of each child. In accordance with Board Policy valid reasons for excused school absences are as follows:

- A. Service as a page for or as an honoree of the general assembly
- B. Serve on a precinct election board or as a helper to a political candidate or to a political party on the date of each general, city, or town, special, and primary election at which the student works
- C. Subpoena to appear in court as a witness in a judicial proceeding
- D. Ordered to active duty with the Indiana National Guard for not more than ten (10) days in a school year.
- E. Member of the Indiana wing of the civil air patrol who is participating in a civil air patrol for not more than five (5) days in a school year
- F. "educationally related non classroom activity" as defined in I.C. 20-33-2-17.5
- G. Illness verified by a note from a physician
- H. Professional appointments – Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc.
- I. Death in the immediate family or of a relative
- J. Observation or celebration of a bona fide religious holiday
- K. Maternity
- L. Military connected families' absences related to deployment and return
- M. Such other good cause as may be acceptable to the Superintendent or his or her designee or permitted by law

**Note: Quarantine, Exclusion because of exposure to contagious disease, & certain emergencies as interpreted by the principal will also be considered. All other cases of absence will be considered unexcused.**

NOTE: When a student has been absent, he or she must have a note from the parents/Doctor explaining the reason for the absence or the parents may phone, e-mail or fax the school office or

teacher with the information. **The excuse must be presented within three (3) school days of the absence.** The student has **one (1)** day per each day missed to make up work after he or she returns to school. Students who have been absent due to illness should not return to school until they are “fever free” for 24 hours without the use of fever reducing medication such as Tylenol.

Students must be in attendance at school the day of an activity in order to participate in that day’s activities or evening school-sponsored events.

- **Page 9 & 10**-Types of Absences- Unexcused and Excused-omit
- **Page 12**- Remove Hancock County Prosecuting Attorney letter
- **Page 12**- Unexcused Absences K-5

A student is assigned an unexcused absence when it is determined that the student missed school for a reason other than those identified as excused in the Mt. Vernon Community School Corporation policy and rules dealing with student absences. Additionally, **students will receive an unexcused absence if a parent has not contacted the school or provided a written medical excuse to verify a legitimate absence within three (3) days of the student’s return to school.** Students who leave the building during the school day without getting approval from an administrator will also receive an unexcused absence regardless of the reason.

Students who receive an unexcused absence will be required to complete the class homework and assignments for the unexcused days. Students get one (1) day for each day missed to submit their work. The homework and assignments will be subject to the following penalty:

- **Page 13**- Tardiness to School

In order to achieve our goal of “Excellence In Education” we continue to stress good attendance habits. Students need to be in their classrooms by 7:45 a.m. or they could be counted “tardy”. A “tardy” is equal to any time away from school less than a ½ day (approx 11:15). This means arriving after 7:45 a.m. or leaving before 2:15 p.m. **A tardy is unexcused; however a child with a Dr. Appointment will receive a check-in or check-out with a note and not be considered tardy.** Children who arrive to school after 7:45 a.m. must stop by the office and sign in before going to class. **Parents must come into the office to sign a student in or out of school when tardy.** Children who arrive on late buses are not counted tardy. **When a student receives his/her fourth tardy in a nine weeks period, he/she will be assigned a detention.** Detention is held on Continuous tardiness may result in a consequence determined by the principal such as Saturday School or School Suspension. **More than 8 unexcused tardies are considered excessive.**

- **Page 14**-BOOK & **TECHNOLOGY DEVICE** RENTAL INFORMATION-Technology Device added
- **Page 16**-General Transportation Information

There is a 1:00 pm deadline for parents notifying the school of bus changes for students.

- **Page 17**-Cafeteria

**STUDENT ID BADGES:** Children are expected to use their student ID badges to receive a lunch and/or breakfast. For the safety and health of students and staff we will not use the keypads to enter their ID numbers associated with their food accounts. **All students will be required to scan their student ID badges.**

- **Page 18/19**-Baked Goods at School-

Parents should only send in pre-packaged, purchased items for student consumption in the classroom. We no longer allow parents to send in home-baked goods for students to eat in the classroom. This is due to increasing numbers of students with food allergies, as well as, the risk of certain food poisonings and other problems. The County Board of Health has ruled that home-baked goods should not be brought to school for student consumption in the classroom. **Store-bought cupcakes are also not allowed.** Therefore, if you are sending in treats for a class party, please only send pre-packaged purchased items. However, you may still send in home-baked items for evening activities, like PTO functions or musicals, as this rule applies only during the school day.

- **Page 18/19**- School Treat List-

Due to an ever increasing number of student allergies, we simply must strictly adhere to the baked goods and class treat list policies. The approved treat list below should be used for scheduled classroom parties only. **(We ask that treats not be sent to school for birthdays.)** The following peanut-free snacks are approved for distribution at school.

**(Anything not on this list must be approved through the nurse's office.)**

Skittles, Smarties, Jolly Ranchers, Starburst, Tootsie Rolls, Tootsie Roll Pops, Lifesavers, Dum Dum Suckers (and most brands), Warheads, Sweet Tarts, Nerds, Pixie Sticks, Swizzlers, Shocktarts, Sprees, Fruit Slices (fresh), Vegetables, Rice Krispy Treats (regular only), Kellogg's brand cereal and milk bars (Frosted Flakes and Fruit Loops), Pepperidge Farm Goldfish Crackers (pizza, regular, cheddar flavors), Lay's brand potato chips (double check labels includes Dorito's), Pringles brand potato chips (regular and sour cream flavors), Microwave popcorn (Pop Secret, Orville Redenbacher's and most others but you must double check the ingredient list), Cheese, Premium brand of saltine crackers (check ingredient list), Jello Stick . \*Please note that this list is for all classrooms in the school.

Peanut free snacks are located at <http://snacksafely.com/snacklist.pdf>.

The County Board of Health has ruled that home baked goods should not be brought to school for student consumption during the school day. This does not apply to evening activities such as PTO events or other evening activities.

Candy and gum will not be allowed in school except by special permission of the teacher.

- **Page 18/19-** Treats at School/Treat List-omit and add the above.
- **Page 23-** Desks and Coat Closets-omit a section about school board bylaws
- **Page 24-** Dismissal

If you come to school to pick up your child during the school day, **or prior to 2:15 pm dismissal time**, you need to come into the school building to sign him/her out in the office.

- **Page 25-** Dropping Off or Picking Up Your Child

If you arrive prior to 7:45 a.m., for the safety of our parents, students, and staff we ask that **all students** being dropped off at school use the car line. The only exception to this is if students need help bringing in a school project or you are here to attend a school meeting, then you may park and walk in with your student.

- **Page 25-** student arrival omit
- **Page 26-** Early Release Wednesdays

Early Release Wednesdays will be shortened 45 minutes and bus routes will depart 45 minutes earlier

- The first and last Wednesday of the year will be a regular release (no Early Release Wednesday).
- 2-Hour Delays on a Wednesday would have a regular release (no Early Release Wednesday) on that day.
- After-School care through the YMCA will be offered at all elementary schools and our middle school.
- Buses will run their regular routes only 45 minutes earlier on Early Release Wednesdays.

Here are the proposed release times:

<b><u>Mon, Tues, Thur, Fri</u></b>		<b><u>Wednesday</u></b>	
Students Dismissed	Bus Depart	Students Dismissed	Bus Depart

2:10 p.m.	2:17 p.m.	1:25 p.m.	1:32 p.m.
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## HANCOCK COUNTY PROSECUTING ATTORNEY

27 AMERICAN LEGION PLACE  
GREENFIELD, INDIANA 46140  
MAIN TELEPHONE: (317) 477-1139



CHILD SUPPORT TELEPHONE:  
(317) 477-1713  
FACSIMILE: (317) 477-1180

Dear Parents and Guardians,

Hancock County is committed to encouraging the happiness and potential of our youth. Safeguarding their positive future requires your cooperation to ensure consistent school attendance, which is a vital step in helping students to master the academic skills necessary to succeed in life. Truancy can result in damaging and far-reaching consequences and can harmfully impact our young people in ways they may not yet fully comprehend. Students who do not attend school regularly are at much greater risk of developing substance abuse problems and engaging in criminal activity. The State of Indiana has several laws related to school attendance with which you should become familiar. Please be aware that failing to enforce your child's attendance at school is a crime and may lead to criminal prosecution. The relevant Indiana Laws are as follows:

1) IC 20-33-2-28

It is unlawful for a parent to: 1) fail; 2) neglect; or 3) refuse; to send the parent's child to a public school for the full term as required under this chapter unless the child is being provided with instruction equivalent to that given in the public schools.

A violation of this law is class B misdemeanor and is punishable by up to 180 days in jail and a fine of up to \$1,000.

2) IC 35-46-1-4(a)(4)

A person having the care of a dependent...who knowingly or intentionally:

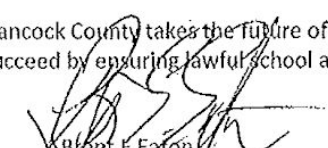
(4) deprives the dependent of education as required by law; commits neglect of a dependent.

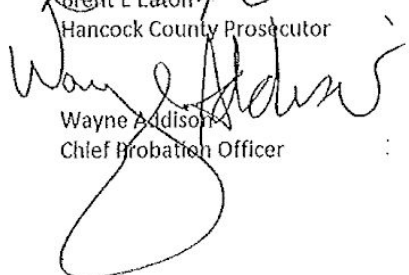
A violation of this law is a Level 6 Felony and is punishable by up to 2 ½ years in jail and a fine of up to \$10,000.


3) IC 31-37-2-3

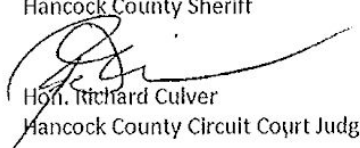
A child commits a delinquent act if, before the age of 18, the child violates 20-33-2 concerning compulsory school attendance.

Hancock County takes the future of its youth seriously. Please give your child the best opportunity to succeed by ensuring lawful school attendance.

  
Brent E. Eaton  
Hancock County Prosecutor

  
Wayne Addison  
Chief Probation Officer

  
Michael Shepherd  
Hancock County Sheriff

  
Hon. Richard Culver  
Hancock County Circuit Court Judge