

## CENTER GROVE COMMUNITY SCHOOL CORPORATION

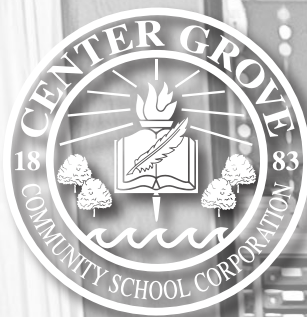
4800 West Stones Crossing Road Greenwood, Indiana 46143

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[www.centergrove.k12.in.us](http://www.centergrove.k12.in.us)

# CENTER GROVE

## COMMUNITY SCHOOL CORPORATION



## Our Vision

All students receive an  
Exceptional Educational  
Experience.  
#E3CG

## Our Mission

We develop  
knowledgeable, confident  
and responsible citizens through  
inspirational and innovative  
learning opportunities.

Pictured: First Day of School, Maple Grove Elementary School

2022-2023

ELEMENTARY HANDBOOK

## **Vision**

All students receive an exceptional educational experience.

## **Mission**

We develop knowledgeable, confident and responsible citizens through inspirational and innovative learning opportunities.

## **Core Beliefs**

### **College and Career Readiness**

Students should be prepared to meet their future with skills and talents that allow them to achieve their potential in each endeavor that they choose.

Creativity, collaboration, communication and innovation are valued commodities that will be celebrated.

## **Community**

The entire community is responsible in supporting students as they develop into well-rounded and contributing citizens.

## **Curriculum**

We should offer students a world-class education and appropriate resources that allows them to successfully compete at any level. Curriculum should be both challenging and relevant, offering all students the opportunity to explore and experience success in a wide variety of offerings.

## **Diversity**

Curriculum and programs should be designed to help students learn to value and respect ALL.

## **Instruction**

Experiential instruction provides a path to engagement that is both authentic and challenging. Brain-researched strategies and best instructional practices provide opportunities for individual growth so that ALL students will learn.

## **Social Emotional**

Students should be provided with a positive, caring and nurturing environment that optimizes and complements each staff member's ability to develop relationships with students. Students should feel both emotionally and physically safe as they develop their character and social capacity.

## **Staff**

Student learning begins in the home and continues in the classroom with staff members who are professional, caring, passionate and enthusiastic. This achievement is strongest when paired with staff who are highly qualified and respected.



Dear Parent and Guardians,

Thank you for choosing Center Grove Community School Corporation for your child's education. Our faculty and staff are excited for another great year, full of wonderful educational opportunities. The entire staff at CGCSC is dedicated to helping your child learn and grow.

This handbook is filled with valuable information that will assist you and your student with questions, policies, and practices throughout the school year. Please assist us by taking the time to review this with your student, and keep it handy during the school year for reference.

It is the hope of all staff that you will get to know your school community by becoming involved. By volunteering in your school or classroom, you can help your own student along with many others, while at the same time becoming more familiar with what is happening at your child's school. Other ways for parents to stay informed are through newsletters and your school's website. Please take time to read each newsletter you receive and become familiar with your school's website. Your school's website is accessible through the district website at

[centergrove.k12.in.us](http://centergrove.k12.in.us).

We appreciate the tremendous partnership we share with you as we work to provide exceptional educational experiences for our students. We hope you and your student have a great school year.

Sincerely,  
Richard A. Arkanoff, Ed.D.  
Superintendent

**CENTER GROVE COMMUNITY SCHOOL CORPORATION**  
**Directory of Elementary Schools**

**Center Grove Elementary**

2455 South Morgantown Road  
Greenwood, Indiana 46143  
Telephone 317-881-1720  
Mr. Craig Buckler, Principal

**Pleasant Grove Elementary**

5199 West Fairview Road  
Greenwood, Indiana 46142  
Telephone 317-887-8525  
Mr. Trael Kelly, Principal

**Maple Grove Elementary**

3623 West Whiteland Road  
Bargersville, Indiana 46106  
Telephone 317-881-0561  
Mrs. Brooke Phillips, Principal

**Sugar Grove Elementary**

4135 West Smith Valley Road  
Greenwood, Indiana 46142  
Telephone 317-887-4707  
Mrs. Kristin Rodman, Principal

**North Grove Elementary**

3280 West Fairview Road  
Greenwood, Indiana 46142  
Telephone 317-881-5653  
Mr. Ron Siner, Principal

**Walnut Grove Elementary**

4079 North 500 West  
Bargersville, Indiana 46106  
Telephone 317-887-4200  
Mr. Brian Proctor, Principal

**Office of the Superintendent**

Education Service Center  
4800 W. Stones Crossing Rd.  
Greenwood, Indiana 46143  
Telephone 317-881-9326  
Dr. Rich Arkanoff, Superintendent

**Board of School Trustees**

Mr. Joe Hubbard, President  
Mr. Scott Alexander , Vice President  
Mrs. Amy Counts, Secretary  
Mr. Rob Daniels, Member  
Mr. Jack Russel, Member

Regular meetings of the Board of School Trustees are held at 7:00 p.m. on the third Thursday of each month. Meetings are held in the Board Room of the Education Service Center. Regular Board meetings may be rescheduled. Please contact the Office of the Superintendent for meeting dates.



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***Elementary Handbook - The policies and procedures written in our CGCSC Elementary Student Handbook are applicable to all students - whether in person or our virtual learning and eLearning classrooms***

## **Center Grove Community School Corporation Elementary Expectations**

### **Equal Education Opportunity**

It is the policy of Center Grove Community School Corporation to provide an equal education opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the CGCSC, or social or economic background has the right to file a complaint. A formal complaint can be made in writing to the School Corporation's Superintendent's Office at the address:

Center Grove Community School Corporation Educational Services  
Building 4800 West Stones Crossing Road Greenwood, IN 46143  
The complaint will be investigated and a response in writing will be given to the concerned person in a timely manner.

### **STUDENTS ARE TO EXPECT**

- To have the opportunity to learn in a suitable educational environment
- To have access to academic programs and opportunities
- To be treated with respect

### **STUDENTS ARE EXPECTED**

- To fulfill the requirements of and take an active part in class
- To work to the best of their abilities
- To develop and exercise self-discipline
- To use technology in a responsible manner in all academic settings
- To respect the rights of others

### **STAFF MEMBERS ARE TO EXPECT**

- Responsible behavior of students
- To be treated with respect

## **STAFF MEMBERS ARE EXPECTED**

- To plan and conduct effective best practice instruction and to assist students in learning
- To use technology to enhance the educational experience
- To ensure a learning environment by enforcing the rules of the school while recognizing the rights of all individuals
- To ensure that students are respecting themselves, others and the learning environment
- To communicate with students, parents or guardians, and administration regarding student progress

## **PARENTS AND GUARDIANS ARE TO EXPECT**

- That the students are provided with a worthwhile classroom experience and competent instruction
- To receive communication from the school on a regular basis
- To confer with the staff and administration of the school
- To be treated with respect

## **PARENTS AND GUARDIANS ARE EXPECTED**

- To respond to communications from the school in a respectful manner
- To encourage and support the use of technology to enrich the learning experience
- To assist the student in accepting responsibilities
- To work with the school to enhance the academic and social growth of the student.

## **SCHOOL HOURS**

### Elementary School Hours

Grades K through 5 – 9:00 a.m. to 3:45 p.m.

Although school starts at 9:00 a.m., students may enter the building at 8:45 a.m. **Students will not be admitted in the buildings before 8:45 a.m. because supervisory personnel are not present.**

## **VISITORS AND VOLUNTEERS**

Parent volunteers are vital to our corporation's success! The time they dedicate to our classrooms and field trips is invaluable. Center Grove Community School Corporation (CGCSC) welcomes all parent volunteers.

Parents are always welcome to visit us providing the visit does not impede the educational process. We ask that you schedule your visits through either the main office or a staff member. All individuals visiting elementary schools will be authorized to enter the building through the main entrance by a buzzer system and should report to the main office to check-in before going to any area of the building.

There are times when visits are not encouraged (testing, special programs, etc.). Furthermore, uninterrupted instructional time in the classroom is always a high priority. Prior to your visit, please make the appropriate arrangements with your child's teacher at least 24 hours in advance. Please limit your stay to one hour or less per classroom visit.

CGCSC requires more extensive background checks for volunteers who are in a position to spend time with a student without a teacher or staff member present. While we do not want to discourage any parent from volunteering in our schools, we feel this change is necessary for our students' safety.

Volunteers who would need the broader check include the following:

1. Any person who will be in a position to supervise students without direct supervision of a teacher – this includes but is not limited to field trip chaperones, tutors, music lesson tutors, athletic volunteers, or any volunteer who takes a group of students out of a classroom for groups or activities
2. Any person who will be alone with students

Parents/Guardians who volunteer to help with a classroom party, would be required to have a background check.

All elementary schools will not have lunch time visitors this school year.

More information can be found on our CGCSC website at <https://www.centergrove.k12.in.us/Page/306>.

# ENROLLMENT POLICIES & GUIDELINES

## **ENROLLMENT FORMS/STUDENT INFORMATION VERIFICATION**

Each child enrolled at our school must have enrollment forms on file. New student enrollment must be completed via Skyward. The enrollment forms can be found at

<https://www.centergrove.k12.in.us/newstudent>. We ask that a parent/guardian complete the forms. Any changes in emergency contacts, telephone numbers or email address should be updated on Skyward. Updated information is critical, so that we can contact parents.

## **ENROLLMENT LIMITATIONS**

Students who have been dismissed from other schools for disciplinary reasons will not be accepted in any of the Center Grove schools without proper legal residence in the Center Grove school district. If a request is made for an intra or inter district transfer request, your request might be granted, but it may not be your school of choice. When looking at transfer requests, the school corporation looks at balancing student enrollment within each school.

For enrollment in first grade and above, Indiana allows school corporations to enroll students in the appropriate grade according to educational factors. Based on state and local age requirements for kindergarten enrollment, most students entering first grade in the Center Grove Schools reach age 6 by August 1 of the enrolling year.

### Early Entrance to First Grade

School corporations have the authority and responsibility to enroll a student in the appropriate grade based on educational factors [I.C. 20-33-2-7 (b)]. Based on the state age requirement that a student be five years old by August 1 of the enrolling year for Kindergarten, most students entering first grade are 6 by August 1 of the enrolling year. If your student will not be 6 by August 1st of the first grade year, he/she may be considered for early entrance based on educational factors. You can find more information about the early entrance waiver application at: [www.centergrove.k12.in.us/Grade1Enroll](http://www.centergrove.k12.in.us/Grade1Enroll)

The Center Grove Director of Elementary Teaching and Learning will review the materials and may request additional information. Written notification of acceptance or denial will be emailed. All early entrance waiver decisions made by the district are final.



# ATTENDANCE POLICIES & GUIDELINES

## PHILOSOPHY

A student's attendance is essential to learning – learning that includes not only factual subject matter, but also attendance habits, work habits, attitudes, and ideals. Reading the material and performing satisfactorily on tests does not compensate for the loss of insight gained during class discussion or explanation. Furthermore, every student contributes to every other student; therefore, a student who is absent short-changes him/herself. Poor attendance interrupts the process of education. It also impedes the continuity of the lessons presented, the ability of the students to understand and gain insight from the classroom experiences, and the students' ability to establish proper work habits. Students need to come to school every day and benefit from interaction, discussion, and teacher support available during class time. Every absence, whether excused or not, interrupts the student's understanding of the material being presented and weakens his/her interests in the continuing program.

Research indicates that a direct correlation exists between school attendance and achievement. Higher academic achievement generally occurs for students who regularly attend classes, while excessive absences generally result in achievement below the level of expectation and/or failure. Students who have good attendance records generally achieve higher grades and enjoy school more. At the end of the year, each student's daily attendance data is transferred to his/her permanent records. Attendance is also recorded on all students' transcripts. Regular school attendance improves learning, establishes dependable work habits, and allows students to take full advantage of the educational opportunities necessary for their development.

The cooperation of the student, parents, and the school is essential in providing a firm framework for the student to achieve the fundamental foundation of regular school attendance.

## PROCEDURE TO REPORT AN ABSENCE

- A parent/guardian is to enter a child's absence through the school Pick Up Patrol program. If a parent cannot access Pick Up Patrol, then they need to contact the school to report an absence. All absences need to be reported by 10:00 am.

- An entry into PickUp Patrol is needed **EACH DAY** a student is absent.

More information about the CGCSC Pickup Patrol program can be found at: <https://www.centergrove.k12.in.us/Page/12103>

#### **MAKE-UP WORK**

Students are responsible for making up all school work from **any** absence.

A student will receive an equal number of school days to make up work as he/she was absent from school. Example – if a student is out one day, they have one school day to make up the work that was assigned that day, upon return to school. More information can be found in the **HOMEWORK** section of our CGCSC Elementary Handbook.

#### **CLASSIFICATION OF ABSENCES**

<b>LOST INSTRUCTION TIMELINE</b>
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##### **Examples of Lost Instructional Time**

**Late Arrival/Tardy** – Students who cross the threshold of the school after the morning bell.

**Less than Half Day** – Students who miss less than 2 hours of instructional time throughout the day.

**Half Day** – Students missing between 2 and 3 hours of instructional time within a school day. This includes lunch, recess, and special area.

<b>UNEXCUSED/UNACCEPTABLE ABSENCE UNTIL ACCEPTABLE VERIFICATION RECEIVED</b>
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1. **Death of an immediate family member** – obituary or funeral home bereavement card signifying family relationship
2. **Hospitalization and/or Quarantine** – written notification from a competent physician
3. **Professional Appointments (i.e. Medical, Dental, Vision Appointment)**
  - a. Documentation from the professional appointment must be submitted within 15 calendar days after the appointment to be considered excused.
  - b. Student name must be identified as the one seen by the professional.

- c. The date and time of the appointment must be documented by the professional.
- d. The date of return must be documented by the professional.
- e. Expected limitations and duration must be documented by the professional when applicable.

#### 4. **Physical or Mental Incapacitation**

- 1. Physical or Mental Incapacitation letters are issued by the school corporation. The letter must be signed by a competent Physician.
- 2. Physicians must indicate the start and projected end date of the Letter of Incapacity.
- 3. Physicians must indicate the student's diagnosed condition.
- 4. Physicians must indicate the reasonable amount of absent days.
- 5. **Required Court Attendance** – written court documentation of court appearance
- 6. **Incarcerations** – written documentation of detainment from a Juvenile Justice Representative
- 7. **Observance of a Recognized Religious Holiday** – program or physical proof of religious affiliation

<b>EXCUSED/ACCEPTABLE ABSENCES</b>
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- 1. **Unexcused absences** – in-which acceptable verification has been received (see above).
- 2. **Out-of-School Suspension** – written notice generated by school administration.
- 3. **Educational Related Non-classroom Activity**
- 4. **Military Connected Families'** absences related to deployment and return.
- 5. **Exempt by Statute**
  - a. Service as a Page or as an Honoree of the General Assembly
  - b. Service on Precinct Election Board or for Political Candidate or Parties
  - c. Witness in Judicial Proceeding
  - d. Participation in the Indiana State Fair

<b>UN-EXCUSED/UN-ACCEPTABLE ABSENCES</b>
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- 1. Any absence in-which acceptable verification has not been received.
- 2. **Truancy** – A student who has lost instructional time without the knowledge of the parent/guardian.

3. **Pre- Arranged** – Pre-arranged or unreported; i.e.: vacation. Assignments will NOT be provided prior to pre-arranged absences
4. **National Competitions** - Participation in non-school sponsored State or National Competition - A student who competes in a non-school sponsored state or national competition will be marked as an unexcused absence. This is a pre-arranged absence, so assignments and homework will not be provided prior to the absence. It is the responsibility of the parent to report this absence in PickUp Patrol.

#### **STUDENTS RELEASED FROM SCHOOL CLINIC**

If a student is sent home from the school clinic, it is the discretion of the clinic staff to determine if the absence is excused or unexcused.

#### **Outside Telehealth Services on School Property**

Outside telehealth counseling and doctor's appointments for students will not be allowed on school property, due to HIPPA and FERPA requirements. If a student has a telehealth appointment during the day, the parent/guardian will need to release them from school and bring them back to school after the appointment. A doctor's note will be required to excuse the loss instructional time

<b>CONSEQUENCES</b>
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<b>WARNING LETTER -</b>	Sent when a student has missed an accumulation of 7 days of unexcused instructional time and/or 7 occurrences of lost instructional time less than 2 hours.
<b>OFFICIAL NOTICE -</b>	Sent when a student has missed an accumulation of 10 days unexcused instructional time and/or 10 occurrences of lost instructional time less than 2 hours.
<b>FRP REFERRAL -</b>	Made by the school when a student has missed an accumulation of 15 days of unexcused instructional time.
<b>FRP ACTION -</b>	Family Resource Officer will meet with the parent/guardian, to complete a needs assessment, read and sign compulsory attendance laws and school attendance policies, and sign an action plan.

**FAILED ACTION -**

The Family Resource Officer will send notice to the parent/guardian to report to the Nurturing Parenting Program when and if the following has occurred:

- a. The parent/guardian fails to meet with a Family Resource Officer
- b. The student misses an accumulation of 15 full days of unexcused/unacceptable instructional time.

**CHARGES FILED -**

The Family Resource Officer will file charges of parental or educational neglect against the parent/guardian, through the Johnson County Prosecutor's Office, when and if the following occurs:

- a. The parent/guardian fails to attend the Nurturing Parenting Program and complete all 13 sessions.
- b. The parent/guardian fails to respond to attempts to notify them of escalating lost instructional time beyond the 15 day notice.

**EXCESSIVE ABSENCES DUE TO CHRONIC OR PROLONGED ILLNESS**

At 15 absences (excused or unexcused), the school and parents will work with available school resources to help with student chronic absenteeism. This could involve our health coordinator, school counselor, or school administration. Students with chronic absenteeism may still be referred for truancy.

**EXTRACURRICULAR ACTIVITIES**

A student who is unable to attend school is also unable to attend extracurricular activities later in the same day. A student who is unable to participate in an approved physical education class may not participate in athletics, cheerleading, or intra-murals. Students serving In School or Out of School Suspension may not participate in or attend class activities or extracurricular activities on the assigned days.

**PERFECT ATTENDANCE**

At the elementary level, we do not give awards for perfect attendance.



## ACADEMIC POLICIES & GUIDELINES

### GRADES AND REPORT CARDS

Report cards are not printed for students to bring home. Parents have access to grades, mid-term/ nine week reports and semester grades through our student information system, Skyward. This is for grades K-5. Currently, our Kindergarten and First Grade student work is graded through a standards-based report card. It is important to note that a report card is only one method used to evaluate your child's progress. Parents are also encouraged to access Skyward to check your child's grades. More information about elementary academics can be found at <https://www.centergrove.k12.in.us/domain/26>

Parent/teacher conferences will be held in the fall to discuss student performance during the first nine weeks of school. Additional parent meetings can be requested through correspondence with the classroom teacher.

### **CGCSC Elementary Grading Scale**

93-100	A
92-90	A-
89-87	B+
86-83	B
82-80	B-
79-77	C+
76-73	C
72-70	C-
69-67	D+
66-63	D
62-60	D-
59	or
Below	F

S+	90-100	Outstanding
S	89-80	Satisfactory
S-	79-70	Working Below Potential
U	0-69	Unsatisfactory

# **HOMEWORK**

CGCSC Board Policy 2300 and Center Grove Elementary School  
Guidelines

## **Definition**

Homework refers to an assignment to be completed during a period of supervised study in class, outside of class, in a study hall, or at home.

## **HOMEWORK POLICY STATEMENT**

Well-chosen, clearly communicated homework is an integral part of the instructional process in the Center Grove Schools. Challenging homework assignments help students learn. Homework that reinforces, enriches, and enhances instruction encourages families to become more involved with education. It also causes students to work independently and to become more responsible for their own achievements. Homework assignments should review, reinforce, or extend classroom learning by providing practice and application of knowledge gained; teach students responsibility and organizational skills; promote wise and orderly use of time; and provide opportunities for enrichment activities.

## **RESPONSIBILITIES OF THE STUDENT**

Each student has the responsibility to develop good work and study habits. The student should clarify with the teacher any questions pertaining to the instructions for homework at the appropriate time. The student should take home any materials and information needed to complete the assignment. The student should learn to budget his/her time. When study time is provided during the day, the student should take advantage of it. Long-term assignments should be planned so they do not have to be done all at once. With the assistance of their parents, students should do the following: set aside a special time in which to do the assignment; find a special place free from excessive noise and other distractions in which to work; organize their time so assignments can be completed in a reasonable length of time; and carefully check the completed assignments. It is the student's responsibility to return all work completed to the teacher by the date requested. Students should also make-up work missed during an absence.

## **RESPONSIBILITIES OF THE PARENT**

Cooperation by parents is a necessary factor for homework to be meaningful. It is important for parents to support the teacher and to instill in the child an attitude that homework is an important and necessary part of the learning process. Parents should encourage and support their

child's efforts and be available for questions, being careful to remember that homework is the child's responsibility, not the parents'. Parents should set aside time to review their child's homework and to check it for accuracy and neatness.

Parents also should communicate with the teacher whenever their child has consistent difficulty with homework assignments. Finally, parents should encourage their child to seek help and ask questions of the teacher when in doubt about an assignment.

#### REMINDER:

Absences that are pre-arranged or un-reported; i.e.: vacation. Homework and Classroom Assignments will NOT be provided prior to pre-arranged absences. A student will receive an equal number of school days to make up work as he/she was absent from school. Example – if a student is out one day, they have one school day to make up the work assigned the day of the absence, upon returning to school.

### HATCH AMENDMENT

Right to Inspect Certain Instructional Materials. In addition to any other rights with respect to the inspection of instructional materials, the parent or guardian of a child enrolled within the Center Grove Community School Corporation which receives funds from the United States Department of Education, either directly or indirectly, shall be entitled to inspect those instructional materials which will be used with any survey, analysis, or evaluation as part of any school program or curriculum. *Legal Reference: 20 U.S.C. 1232h (a)*

#### Notification on rights concerning Student Surveys

**(I.C. 20-30-5-17)** Access to materials relating to personal analysis, evaluation, or survey of students; consent for participation.

1. A school corporation shall make available for inspection by the parents or guardians of a student any instructional materials, including:
  - a. teachers' manuals;
  - b. student texts;
  - c. films or other video materials;
  - d. tapes; and
  - e. other materials used in connection with a personal analysis, an evaluation, or a survey described in subsection (b).

2. A student shall not be required to participate in a personal analysis, an evaluation, or a survey that is not directly related to academic instruction and that reveals or attempts to affect the student's attitudes, habits, traits, opinions, beliefs, or feelings concerning:
  - a. political affiliations;
  - b. religious beliefs or practices;
  - c. mental or psychological conditions that may embarrass the student or the student's family;
  - d. sexual behavior or attitudes;
  - e. illegal, antisocial, self-incriminating, or demeaning behavior;
  - f. critical appraisals of other individuals with whom the student has a close family relationship;
  - g. legally recognized privileged or confidential relationships, including a relationship with a lawyer, minister, or physician; or
  - h. income (except as required by law to determine eligibility for participation in a program or for receiving financial assistance under a program); without the prior consent of the student (if the student is an adult or emancipated minor) or the prior written consent of the student's parent or guardian (if the student is an unemancipated minor). A parental consent form for such a personal analysis, evaluation, or survey shall accurately reflect the contents and nature of the personal analysis, evaluation, or survey.
3. The department and the governing body shall give parents and students notice of their rights under this section.
4. The governing body shall enforce this section.

*As added by P.L. 204-1995, SEC. 1.*

Violations of the Indiana statute set out above should be reported to Central Office at 881- 9326

## **CENTER GROVE POLICE DEPARTMENT**

The Center Grove Police Department serves as law enforcement and a school resource officer within our Center Grove Community Schools. A school resource officer (SRO) is defined as a sworn officer assigned to a school on a long-term basis trained to perform

three major roles: law enforcement officer; law- related counselor; and law-related educator. Please visit the school's website for current trends, tips, services, duties, and CGPD policies. The website is: <https://www.centergrove.k12.in.us/Page/11509>

Center Grove Police Department duties include the following:

1. Provide law enforcement and police services to the school, school grounds and areas adjacent to the school. Investigate allegations of criminal incidents per police department policies and procedures. Enforce state and local laws and ordinances. Make appropriate referrals to juvenile authorities or other governmental agencies.
2. Work to prevent juvenile delinquency through close contact and positive relationships with students. In addition, the SRO may monitor crime statistics and work with local patrol officers to design crime prevention strategies and develop crime prevention programs.
3. Conduct security inspections to deter criminal or delinquent activities. These may include assisting in random searches.
4. Establish and maintain a close partnership with school administrators in order to provide for a safe school environment. Assist school officials with their efforts to enforce Board of Education policies and procedures. It is important to note that SROs are not school disciplinarians and should not be involved in investigating school rule violations. However, if a violation of a school rule is also a criminal offense, the SRO may conduct a concurrent investigation and take the appropriate action under the policies and procedures set forth by the department.
5. Ensure school administrator safety by being present during school searches, which may involve weapons, controlled dangerous substances or in such cases that the student's emotional state may present a risk to the administrator.
6. Assist school administrators in emergency crisis planning and building security matters. Provide a course of training for school personnel in handling crisis situations, which may arise at the school.

Be visible and accessible within the school community. Attend and participate in school functions. Build working relationships with the



school's staff as well as with student and parent groups. Initiate interaction with students in the classroom and general areas of the school building. Promote the profession of police officer and be a positive role model.

Develop and implement classes in law related education to support the educational efforts of the faculty. Work closely with teachers in designing and presenting law-related topics and the role of police in our society.

Work with guidance counselors and other student support staff. Assist students and staff involved in situations where referrals to social services or outside law enforcement agencies are necessary. Assist in conflict resolution efforts.

Handle and care for police dogs specialized in duties such as narcotic detection, building searches, and other related law enforcement activities.

All Center Grove staff who has reason to believe a child is a victim of abuse or neglect has a duty to immediately make a report to the Department of Child Services (DCS) of the police per Indiana Code 31-33-5. As of June 1, 2017, a new statute was added which states, "a school corporation may not establish any policy that restricts or delays the duty of an employee or individual to report suspected child abuse or neglect as required under IC 31-33.5. Per CGCC School Board policy 8462, each staff member employed by this Corporation shall be responsible for reporting abuse, abandonment, cruelty, or neglect resulting in physical or mental injury to a student by other than accidental means. If a staff member has reason to believe a child is a victim of abuse or neglect, s/he shall immediately make a report to the Department of Child Services ("DCS") by calling the Indiana Child Abuse and Neglect Hotline at 1-800-800-5556 and the appropriate local law enforcement agency. After making the report, the staff member shall notify the appropriate building administrator of the circumstances that led to the report that the staff member made to DCS or the police. The building administrator shall document the report and, if unable to confirm the date and time it was made and/or identify the person to whom the report was made, shall contact DCS and the police to ensure that they have received the

report and an investigation has begun.

## **APPEARANCE POLICIES & GUIDELINES**

Student clothing and appearance should not draw undue attention from other students or faculty or disrupt the normal routine. If there is doubt about the appropriateness of a garment, it should not be worn. Attire typically worn at the beach is not appropriate for school. Clothing and/or any adornment displaying messages or images not appropriate for school, and examples would be messages containing profanity; sexual innuendo; references to drugs, alcoholic beverages, tobacco products, or violence; or messages that incite hate towards other students or student groups. Non-religious Hats, hoods, and sweatbands are not to be worn during the school day, unless it has been determined to be a spirit day. Bare midriff, backless halters, and mesh shirts are not to be worn. Attire that may damage school property (such as chains) or pose a danger to the safety of students and staff members (such as "Heelies") shall not be worn.

### **OTHER EXAMPLES OF INAPPROPRIATE DRESS MIGHT INCLUDE:**

1. Short shorts, athletic shorts, skirts and dresses (less than thumb length)
2. Spaghetti Strap Tanktops
3. Pants worn below the waistline.
4. Any other attire which the administration determines to be unacceptable.

Unless the dress code violation warrants greater consequences, students who violate the dress code will be given an opportunity to change into clothing that the school provides and that fits with the school dress code. Repeated violations of the dress code, however, will be treated as insubordination, which will result in consequences from school administrators.

**Students who have questions about particular types or items of dress should talk to a teacher or an administrator.**

### **ELECTRONIC EQUIPMENT POLICY**

NON-SCHOOL APPROPRIATE ELECTRONIC EQUIPMENT (INCLUDING BUT NOT LIMITED TO: RADIOS, CDPLAYERS, I-PODS,, MP3 PLAYERS, PORTABLE TV'S, DVD PLAYERS, ELECTRONIC TOYS, HAND-HELD VIDEO GAMES,

PAGERS, CELLULAR TELEPHONES, VIDEO CAMERAS, AND CAMERAS) ARE NOT PERMITTED TO BE HEARD, SEEN, OR USED AND NEED TO BE TURNED OFF AND SECURED IN THE STUDENT'S BACKPACK DURING SCHOOL HOURS, UNLESS DETERMINED TO BE A REWARD FROM A SCHOOL OFFICIAL. THE AUDIO RECORDING OF STAFF OR STUDENTS WITHOUT PRIOR ADMINISTRATIVE AUTHORIZATION ARE STRICTLY PROHIBITED. IF STUDENTS ARE FOUND IN POSSESSION OF ANY PROHIBITED ELECTRONIC EQUIPMENT, THE ITEM(S) WILL BE CONFISCATED AND DISCIPLINARY ACTION WILL BE TAKEN.

## **DISCIPLINE POLICIES & GUIDELINES**

**THIS STUDENT CODE OF CONDUCT HAS BEEN ESTABLISHED IN ACCORDANCE WITH INDIANA STATE LAW (I.C.20-33.8) STUDENTS WILL NOT BE ALLOWED TO ENGAGE IN ANY ACTIVITY FORBIDDEN BY THE LAWS OF INDIANA THAT CONSTITUTE AN INTERFERENCE WITH SCHOOL PURPOSES OR AN EDUCATIONAL FUNCTION. THOSE ACTIVITIES COULD INCLUDE BUT ARE NOT INCLUSIVE OF POSSESSING EXPLOSIVES, DETONATING DEVICES, AND FIREWORKS AND/OR POSSESSION OR BEING UNDER THE INFLUENCE OF TOBACCO, HARMFUL DRUGS, ALCOHOLIC BEVERAGE, NON-ALCOHOLIC BEER, STIMULANT, CAFFEINE-BASED DRUG, OR INTOXICANT OR INHALANTS OF ANY KIND. INDIANA LAW AUTHORIZES THE SCHOOL BOARD TO PROHIBIT UNLAWFUL ACTIVITY BY A STUDENT ON OR OFF SCHOOL GROUNDS. THIS INCLUDES BEFORE, DURING, AND AFTER SCHOOL HOURS. IT ALSO INCLUDES ANY SCHOOL ACTIVITY OR FUNCTION (INCLUDING SUMMER SCHOOL) OR TRAVELING TO OR FROM SCHOOL OR ANY SCHOOL ACTIVITY OR FUNCTION. 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, A STUDENT MAY BE EXPELLED OR SUSPENDED.**

**School Building Authority**—A student violating a school rule may be subject to consequences including time-out, loss of recess, lunch detention, in and out of school suspensions, and expulsion. Those rules should emphasize developing positive behavior and attitudes rather than purely imposing punishment and may require restitution in the case of damage to property.

"Suspension" means any disciplinary action that does not constitute an expulsion under Indiana Code (IC) 20-33-8-7 whereby a student is separated from school attendance for a period of not more than ten (10) school days. The term does not include situations in which a student is:

1. Disciplined under IC 20-33-8-25, including short term removal by a teacher or assignment by the principal;

2. Removed from school in accordance with IC 20-34-3-9 for illness; or
3. Removed from school for failure to comply with the immunization requirements of IC 20-34-4-5

**In-school Suspension**—In-school suspension is a method of school discipline that provides the student with the opportunity to remain in a school setting. Services are provided during this time that allows students to keep up on their daily classroom work. If the student becomes uncooperative or does not follow the rules established for the setting, suspension out of school will substitute for in-school suspension.

**Out-of-school Suspension**—In some cases it becomes necessary to assign out-of-school suspension. This is usually the result of a serious infraction, refusal to comply with lesser disciplinary penalty, or chronic misbehavior. Indiana law defines grounds for suspension or expulsion as “student misconduct or substantial disobedience”. During such suspension, the student is in the care of a parent/guardian. The student should not be present on school grounds without the permission of the school administrator. Students are not to attend any extra-curricular activities while they are suspended out of school.

“Expulsion” means disciplinary action or other action whereby a student is:

1. Separated from school attendance for a period of more than ten (10) school days;
2. Separated from school attendance for the balance of the current semester or current year unless a student is permitted to complete required examinations in order to receive credit for courses taken in the current semester or current year; or
3. Is separated from school attendance for the sections of the day, which may include an assignment to attend an alternative school, an alternative educational program, or a homebound educational program.

The term does not include situations when a student is:

1. Disciplined under IC 20-33-8-25 including short term removal by a teacher or assignment by the principal;

2. Removed from school in accordance with IC 20-34-3-9 for illness; or
3. Removed from school for failure to comply with the immunization requirements of IC 20-34-4-5.

### **Grounds for Suspension or Expulsion**

(include student misconduct or substantial disobedience, IC 20-33-8-14)

The following are examples of student misconduct or substantial disobedience. (This list is not intended to be all inclusive.):

1. Interference with school purposes or procedures.
2. Damage to school property, stealing, or attempting to steal school property.
3. Damage to personal property, stealing, or attempting to steal personal property.
4. Physical injury to any person.
5. Intimidation (threatening anyone) and/or verbal attacks against another person.
6. Bullying; defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically); physical acts committed; aggression; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student, creating for the targeted student an objectively hostile school environment.
7. Possession of a firearm or facsimile (copy or reproduction of a firearm).
8. Possession of a dangerous weapon or other device or substance designed to inflict bodily harm. "Dangerous device" means something that is readily capable of causing injury to a person and is not essential in performing a task that must be performed by a student during the school or a school activity. The term includes all weapons, fireworks, a smoke or noise bomb, a handgun, a rifle, a shotgun, a stun gun, chemical mace, pepper gas, and all personal protection devices other than those that



emit only sound.

9. Possessing, using, transmitting, manufacturing, distributing, dispensing, being under the influence, or selling of drugs, alcohol, or tobacco.

10. Possessing cigarettes, smokeless tobacco, snuff, vaping pen or products, and other tobacco products or a device such as a lighter designed primarily for use in consuming tobacco products.

11. Criminal law violation, including but not limited to theft and forgery.

12. Insubordination (willful failure to comply with directions of school personnel).

13. Violation of state law, including habitual truancy.

14. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted and published by individual schools within the District.

15. Lack of legal settlement within the District.

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

17. Academic Dishonesty.

### ***Off School Property Weapons***

#### **FIREARMS/DESTRUCTIVE DEVICES**

- Student **MUST** be expelled for at least one calendar year – Student returns beginning of semester after one calendar year
- Superintendent can modify the expulsion period
- Superintendent/designee must notify law enforcement

#### **DEADLY WEAPONS**

- Student may be expelled for up to one calendar year
- Expulsion Examiner determines the expulsion period
- Superintendent/designee may notify law enforcement

***Students are “in possession” of an item for purposes of these grounds for suspension and expulsion if the item is on their person, in their immediate possession such as in a purse or backpack, or is kept in a place under their control such as a locker or vehicle.***

***Students or parents concerned about whether a particular act would be a ground for suspension or expulsion are encouraged to consult with the building principal for guidance before the student engages in the act.***

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, which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

Vandalism to a school employee's home or personal property and harassment of a school employee at any place at any time constitutes a ground for expulsion or suspension.

## **DUE PROCESS RIGHTS**

The Center Grove Community School Corporation will afford due process rights to each student when disciplinary action against the student is contemplated. The following is a brief summary of the disciplinary procedures established by state statute and recent court decisions. Students with questions regarding these rights should request clarification from any administrator. Copies of relevant state laws may be reviewed in the principal's office.

Before action will be taken to suspend a student, he/she will be given the following rights in an informal hearing with an administrator:

1. An oral statement of the charges against the student.
2. A summary of the evidence against the student.
3. An opportunity for the student to explain his/her conduct. If a decision is made to suspend the student, he/she will be assigned to either an in-school suspension or out-of-school suspension.

Suspension and expulsion from school will be utilized when it is in the best interest of the school. Suspensions will not exceed five successive school days, unless extended by the Superintendent. Weekends, school holidays, and days when classes have been canceled because of weather or other emergency will not be counted as part of the suspension.

Nothing in this policy will remove the right of the school to employ alternative discipline actions as noted in I.C. 20-33-8-25.

#### **EXPULSION PROCEDURES**

- Appointment of an expulsion examiner
- Notice of the right to an expulsion meeting
- Expulsion meeting if requested
- List of alternative programs/virtual charter schools
- Written summary of evidence/Decision
- Notice of action taken to student/parent
- Appeal if permitted by board
- Review of expulsion before next semester

#### **Waive of Rights -**

State Law allows student and parent to waive rights

- Voluntarily Given
- Knowledge of Process/Rights Being Waived
- Understands Consequences of Waiver

CGCSC Board Policy 5600, Form 16A allows a student to return under specific terms and conditions if student and parent waive rights to an expulsion meeting.

If student meets the terms of the agreement, the student is not expelled and no record of expulsion in student's file

#### **STUDENT DUE PROCESS - PARENT PARTICIPATION**

A parent, guardian, or custodian of a student less than 18 years old shall be required to participate in any disciplinary action authorized under the Student Due Process Code, I.C. 20-33-8, as well as the student discipline handbook of this school corporation, at the request of a school official.

Parent participation includes, but is not limited to, meetings, conferences, hearings, supervising after-school home-study time, reviewing homework, and assuring regular school attendance and attendance after school if necessary. When a school official requests parent participation to resolve behavioral problems of a student, the parent shall be notified by:

1. Telephone contact by a school official at least 3 calendar days in advance of the meeting, conference or hearing, followed by a letter of confirmation by regular or certified mail; or
2. Personal delivery of written notice of the required attendance at the meeting, conference or hearing by a school official at least 3 calendar days beforehand.

The superintendent, principal or other administrative official shall be authorized upon receipt of parental consent, to require the student to participate in behavioral testing, counseling, or drug or alcohol abuse evaluation by a licensed agency if such testing, counseling or evaluation is necessary to help the student, to further school purposes or to prevent an interference with school purposes. The cost of these services shall be the responsibility of the parent.

**Upon receipt of proper notice, any parent, guardian or custodian who refuses to comply with a request from a school official to participate in the resolution of behavioral problems of a student whose conduct is repeatedly disruptive to the student's own educational progress or to the progress of others may be referred to the Child Protective Services Division of Public Welfare.**

LEGAL REFERENCE: I.C. 20-33-8

#### Disciplining Students with an Individualized Education Plan

In disciplinary matters, it is the policy of the Board to treat students with disabilities no differently than students without disabilities except in cases where the misconduct is caused by the student's disability. Students with disabilities are subject to the discipline rules adopted by the Board of School Trustees and may be suspended or expelled for violation(s) of student conduct rules in accordance with I.C. 20-33-8 and 511 IAC 7-15. Federal and state law sets forth the due process rights of students with disabilities who are recommended for suspension or expulsion. These rights are fully explained in the document, Navigating the Course: Finding Your Way Through Indiana's Special Education Law. <https://www.doe.in.gov/specialed/laws-rules-andinterpretations>

## **Disciplining Students with a 504 Plan**

In disciplinary matters, it is the policy of the Board to treat students with disabilities no differently than students without disabilities except in cases where the misconduct is caused by the student's qualifying disability within a 504 Plan. A 504 Team must conduct a manifestation determination whenever a student with a 504 plan is subject to out-of-school suspension for 10 consecutive school days or more. If the 504 Team concludes that the violation is a manifestation of the student's qualifying disability, the discipline process must end and the 504 Team should review the 504 Plan to determine if changes are appropriate. If the violation is not a manifestation, the student is subject to the same disciplinary action that any non-disabled student would receive for the same violation.

## **DELIVERIES TO STUDENTS**

It is important that the instructional day remains as free as possible from unnecessary interruptions. Occasionally parents bring forgotten items to school such as lunches, books, homework, etc. for their children. Parents should leave these items in the office so they may be delivered to students at a time that is convenient with the teacher.

Our elementary schools will not accept deliveries of singing telegrams, floral arrangements, gifts, candy, etc. on behalf of students. The importance of families celebrating special occasions with their children is understood. However, due to the personal nature of these celebrations it is respectfully requested that these deliveries do not take place at school.

## **FOOD FREE BIRTHDAY CELEBRATIONS**

All Center Grove Elementary Schools certainly want to take advantage of opportunities to make our students feel special by recognizing them during their birthdays. All of our classroom teachers acknowledge student birthdays in age appropriate ways and students are featured during our morning announcements.

Our goal as educators is to promote health and wellness in our students' daily lives. Many may be aware that we have numerous students in the Center Grove community with dietary restrictions. Some of these restrictions include food allergies, diabetes, and other medical conditions

(e.g. obesity, celiac, etc.) that make it difficult for them to participate in celebrations involving food.

Excluding children with dietary restrictions from birthday celebrations goes against our vision and mission to include every student. Promoting food-free celebrations in support of health and wellness has become a topic of discussion throughout the district as schools look for ways to decrease high sugar and unhealthy opportunities that have greatly increased the past few years. Our goal is to figure out how to celebrate birthdays in a way that all children can join in on the fun and would limit instructional time away from class. And guess what – this is a healthy choice!!!

We will continue having birthday celebrations that do not involve food, and exclude children with dietary restrictions. Instead, we're going to celebrate in ways that promote the health and wellness of our students!

Some of the ideas that you could do instead of food include:

- Donating a book to school in honor of your child's special day. These books will remain in the classroom for the duration of the school year and become part of the collection for all students to read.
- Donate a game to school for use during indoor recess, or equipment to be used during outside recess.
- Instead of cakes and cookies for your child, bring in a game or puzzle for the class to enjoy.

## **FREE AND REDUCED LUNCHES**

Center Grove Community School Corporation participates in the National School Breakfast and Lunch Programs. A benefit of these programs is the ability to provide free or reduced-price meals to families who are eligible according to the federal income guidelines.

Applications for meal benefits and textbook assistance are available in each school building and a printable version is accessible at [www.centergrove.k12.in.us/Page/567](http://www.centergrove.k12.in.us/Page/567). Only one application per household is needed, however, a new application must be filled out each year for meal benefits to continue. Meal benefits begin when the application has been processed and approved.

Families can also submit a free/reduced lunch application via Family Access in the Food Service module of Skyward.

## **EMERGENCY CLOSINGS AND NOTIFICATION OF ELEARNING FOR INCLEMENT WEATHER DAYS**

We must be prepared to delay school opening, send students home early, or to close school any day when required by weather or emergency conditions. The problems with these actions are well understood, but the safety and welfare of our students will always be our first priority. Local radio and television stations will be notified of an emergency closing. We will also notify families through our district communication system.

Please be sure your child knows what to do in case of early dismissal or delay in starting time. Your advance planning is essential for the safety of your child. Our after-school care provider, Honey Grove, will not be available in the case of early dismissal or delay due to inclement weather.

In case of emergency school closing, PLEASE DO NOT CALL THE SCHOOL unless you have absolutely no other way to obtain closing information. **IT IS THE RESPONSIBILITY OF THE PARENT(S)/GUARDIAN(S) TO MAKE SURE THAT ALL EMERGENCY RELEASE INFORMATION FOR YOUR STUDENT IS UP-TO-DATE IN SKYWARD.**

**If an emergency school closing is called, all school-related activities scheduled for that day are also canceled.**

## **AHERA NOTIFICATION**

AHERA Notification: In accordance with the US EPA's AHERA Standard (ref: 40 CFR 763.80), all information concerning asbestos-containing materials in the schools of the Center Grove Community School Corporation is available for review and copying by students, staff and guardians during normal business hours.

## EMERGENCY DRILLS

### FIRE DRILLS

A fire drill is conducted once each month. When the alarm sounds, everyone will leave the building in a quiet and orderly manner. Students are to remain at least 50 feet from the building with their designated teacher until the signal to return is given.

### SEVERE WEATHER DRILLS

A severe weather drill is conducted once each semester. When the notification occurs, everyone should seek shelter in the designated area as indicated on the plan posted in each classroom. Everyone will remain in the designated area until the signal to return is given.

### LOCKDOWN/EVACUATION DRILLS

A lockdown drill is conducted once a semester to prepare students and staff in case of an intruder in the building, a hostage situation, a threat in the immediate area and/or the need to evacuate the building for the safety of the students and staff. When the lockdown/evacuation notification is given, students will follow the directions of the staff member who is in their immediate vicinity. These drills are conducted to allow students and staff time to practice various situations and procedures which could occur.

## COMMUNITY STANDARDS RESOLUTION

**Resolved:** The Center Grove School Board affirms the highest traits in acceptable community standards for character and conduct for all persons associated with Center Grove Schools. Administrators, teachers, coaches, students, employees, volunteers and visitors are expected to exhibit the highest in community standards regarding appropriate language, character and conduct in association with any Center Grove School activity on or off campus.

**Article One:** Profanity and vulgar language will not be tolerated. No sexually harassing language is allowed. This includes inappropriate gestures. If one has any doubt about whether a particular expression is unacceptable, he or she should choose an alternative way to communicate the idea. Another language assessment would be to determine if the word(s) or gesture(s) would be acceptable for community publication.



**Article Two:** Persons associated with Center Grove Schools should strive to exercise respect for themselves, other people and other people's property. Their character should reflect personal integrity and honesty.

**Article Three:** Sexually harassing conduct will not be allowed. It is the responsibility of administrators, teachers, employees and parents to create a safe environment that promotes excellence in education at Center Grove Schools. This entails promoting the physical and emotional well-being of all Center Grove personnel. Administrators, teachers, coaches and adult employees must set examples for students in a mentoring environment like Center Grove Schools. It is essential that adult role models strive to maintain high standards of behavior so students may learn by example (as well as by rules) what is suitable as a community standard of conduct. It is the responsibility of students to conduct themselves within the guidelines of school policies.

## **HARASSMENT, (ETHNIC, RACIAL, SEXUAL, RELIGIOUS, DISABILITY) EXTORTION, THREATS, BULLYING, AND INTIMIDATION**

The School Board recognizes that a student has the right to learn in an environment untainted by sexual or other forms of harassment or discrimination. Offensive conduct, which has the purpose or effect of unreasonably interfering with learning performance or creating an intimidating, hostile, discriminatory, or offensive learning environment, disrupts the educational process and impedes the legitimate pedagogical concerns of the Corporation.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and verbal or physical contacts of a sexual nature. Other prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment on the basis of gender, religion, race, color, ethnicity, age, and/or disability.

### **Sexual Harassment**

- A. Verbal: The making of written or verbal sexual innuendos, suggestive comments, jokes of a sexual nature, sexual

propositions, or threats to a fellow student, staff member, or other person associated with the CGCSC.

- B. Nonverbal: Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the CGCSC.
- C. Physical Contact: Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the CGCSC.
- D. False Reporting - False reporting of harassment is prohibited and punishable by suspension and/or expulsion per Center Grove School Board policy.

The harassment or threatening of other students or members of the staff, or any other individuals is not permitted. This includes any speech, action or electrical communication that creates a hostile, intimidating, or offensive learning environment. Students shall not be subjected to verbal or physical harassment, mental or physical discomfort, intimidation, embarrassment, ridicule, bullying, or demeaning activities by any other individual student or group of students. The use of slurs or derogatory language aimed at a student's ethnic or racial heritage, sexual orientation, religious preference or disability may result in immediate suspension or expulsion.

Extortion is defined as threatening, intimidating, or coercing any student for the purpose of, or with the intent of, obtaining money or anything of value from the student. Conduct constituting harassment may take different forms, including, but not limited to, the following:

### **1. Bullying/Cyber-Bullying**

- a. Bullying is prohibited and is a violation of the Student Code of Conduct. The State of Indiana defines "bullying" as overt, repeated acts or gestures, including **(I.C. 20-33-8-0.2)**:
- b. Verbal or written communications transmitted (including digitally and electronically)
- c. Physical acts committed; or
- d. Aggression and other behaviors committed; by a student

or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student and create for the targeted student an objectively hostile environment that:

1. places the targeted student in reasonable fear of harm to the targeted student's person or property;
2. has a substantially detrimental effect on the targeted student's physical or mental health;
3. has the effect of substantially interfering with the targeted student's academic performance; or
4. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

School policies and procedures related to bullying may be applied regardless of the physical location in which the bullying behavior occurred, whenever: the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the school corporation; and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or to prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.

Cyber-bullying is being cruel to others by sending or posting harmful material or engaging in other forms of social cruelty using the Internet or other digital technologies. Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member occurring through the use of the district Internet system or use of personal digital devices, such as cell phones, digital cameras, personal computers, and PDA's while on campus which has the effect of:

- A. Physically, emotionally or mentally harming another person.
- B. Placing a person in reasonable fear of physical, emotional, or mental harm.
- C. Placing a person in reasonable fear of damage or loss of personal property; or iv. creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities or staff member's professional duties.

Parents/guardians or students who suspect that repeated acts of bullying are taking place should report the matter to the school Principal or designee. School personnel will investigate all reports of bullying.

The harassment by a student or a staff member or fellow student of this Corporation is strictly forbidden. Any student who is found to have harassed a staff member or student will be subject to discipline in accordance with the law and the Code of Conduct.

As cited by: Title IX, 20 U.S.C. 1681

42 U.S.C. 1983, Civil Rights Act

42 USC 2000d et seq

41 USC 2000e et seq

29 USC 621 et seq

29 USC Section 794

42 USC Section 12101 et seq

20 USC 1681 et seq

## **RIGHT TO INSPECT CERTAIN INSTRUCTIONAL MATERIALS**

In addition to any other rights with respect to the inspection of instructional materials, the parent or guardian of a child enrolled within the Center Grove Community School Corporation which received funds from the United States Department of Education, either directly or indirectly, shall be entitled to inspect those instructional materials which will be used with any survey, analysis, or evaluation as part of any school program or curriculum.

LEGAL REFERENCE: 20 U.S.C. 1232h (a) (MANDATORY)

## **NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Education Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education record within 45 days after the day the "School" receives a request for access. Parents or eligible students who wish to inspect their child's or their education records should submit to the school

principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the [School] to amend their child's or their education should write the principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A

school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

### **RELEASE OF DIRECTORY INFORMATION**

The school corporation may release certain "directory information", which means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed, which includes, but is not limited to, the student's name, participation in officially recognized activities and sports, address, telephone listing, weight and height of members of athletic teams, electronic mail address, photograph, degrees, honors, and awards received, date and place of birth, major field of study, dates of attendance, grade level, and the most recent educational agency or institution attended, without consent to media organizations (including radio, television, school sponsored social media and newspapers, colleges, civic or school-related organizations and state or local governmental agencies).

Parents of a student less than 18 years of age or of a student who is at least 18 years of age desiring to object to disclosure of any or certain parts of the categories of directory information should request Form DP-1 (Denial of Permission to Release Certain Directory Information Without Prior Written Consent) from the principal's office. An objecting parent or student may use Form DP-1 to deny consent for release of all directory information, or he/she may selectively deny consent by circling those categories of directory information he/she does not wish released.

Building principals shall ensure that parents are informed of their right to object to the release of directory information and they have 14 calendar days from the beginning of the school year in which to file an objection.

# HEALTH SERVICES POLICIES & GUIDELINES

Amy Norman, Health Services Coordinator – 317-881-9326

Parents/guardians have primary responsibility for the health care of their children receive, but school clinics are available for emergencies, injuries, and illness that arise while the student is at school, in addition to management of chronic illnesses and special needs. The school clinic is staffed with a Community Health Network nurse (RN or LPN) or a clinic assistant. Nurses do not make medical diagnoses, but they are skilled in assessment, planning, intervention, evaluation, promotion of wellness, health counseling/education, prevention, emergency care, and referral. The clinic assistant works under the direction of an RN in the Corporation.

In the event of student illness or significant injury while at school, the nurse/assistant/designee will make every effort to contact the parent/guardian, utilizing the phone numbers listed in Skyward. If a parent is unavailable, the school will contact the emergency contact(s) as listed in Skyward. If contact information changes at any time during the school year, it is essential that phone numbers be updated in Skyward. # If the student's condition requires immediate emergency care, EMS will be activated and parents notified.

If a student has a chronic illness and needs an emergency care plan followed at school, it is the parent's responsibility to get these plans filled out by a doctor and returned to school. Some examples of chronic illnesses are asthma, seizure, diabetes, and allergies. Any other health-related accommodations for the school day will be initiated after the nurse receives written doctor's orders. This includes, but is not limited to, open bathroom passes, physical restrictions, PE restrictions, and concussion accommodations. If a student needs a procedure during the school day, the nurse must also have a doctor's written orders. This includes, but is not limited to, gastrostomy tube feedings, in and out catheterizations, wound dressing, and diabetes care.

## **ILLNESS GUIDELINES**

Please do NOT send a student to school if one or more of the following symptoms are present: diarrhea\*, vomiting\*, undiagnosed body rash, sore throat with swollen lymph nodes, severe coughing, eye discharge or redness\*, or temperature of 100° F or above. Please do NOT send a

child back to school until they have been fever-free(without fever-reducing medications) and without vomiting/diarrhea for 24 hours from last episode. Antibiotics that have been prescribed for eye or throat infections must have been given for 24 hours before the student returns to school. This will help prevent the spread of infection to others and ensure that the student is feeling well enough to learn. Students who have had a surgery or hospital stay may be asked to provide a doctor's note to return to school.

\*Diarrhea – Student with diarrhea, defined as three or more loose or liquid stools in 24 hours, should stay home or be sent home from school.

\*Vomiting – Student who vomits within a 24 hours period or vomiting and a fever are present should stay home or be sent home from school.

\*Eye Discharge and Redness – Some students might have allergies or eye irritation that is normal. If a student normally does not have these eye issues, they should not be at school and be seen by a health-care provider. Nursing assessment and judgment will be used to determine appropriate course of action during the school day.

Students that have symptoms that prevent them from actively participating in school activities (e.g., excessive coughing, sore throat, emotional distress) may also be sent home at the discretion of the nurse. An illness-related early release from school is only excused when deemed necessary to be sent home by the nurse. Parents are responsible for providing their child/ren with timely transportation from school in cases of injury or illness that occur while there.

## **INJURY**

Students who are injured at school will be assessed at the time of the injury, if they report to the clinic. If a student has a deep laceration, cannot walk, has extreme swelling, pain, obvious deformity, signs of concussion, or has any other sign of an emergency/urgent need for further evaluation, the nurse will determine the best course of action for the situation. This may include a call home or an EMS call. Only an X-ray can determine if a fracture has occurred. The clinics possess wheelchairs for emergency response by school staff only. Center Grove Community School Corp. cannot provide a wheelchair or any other medical supplies or devices that are necessary for student injuries or recuperation from surgeries, including crutches, dressing supplies, wraps, splints, etc. Parent should contact their health-care provider or insurance carrier if these devices are needed beyond the school's initial response.



## **GUIDELINES FOR MEDICATION ADMINISTRATION**

Center Grove Community School Corp. clinics do not stock any medications. All medication must be supplied by a parent/guardian. Medication given for the academic success of students or other medications given for acute or chronic conditions may be administered at school. Do not send once daily or every 12-hour medication to school. Once daily morning medications should be given at home unless a note is provided from the student's physician or after discussion and approval by the clinic staff.

The following guidelines for medication administration at school have been set up in accordance with Indiana Codes as related to education.

**ALL medications (non-prescription and prescription) must be brought to the school clinic upon arrival to school where they will be stored and administered accordingly.**

- **Prescription medication**

- The school nurse, clinic assistant, or designee can dispense PRESCRIPTION MEDICATION with written parent/guardian permission. A parent/guardian must complete a **“Request to Administer Medication”** form for each medication to be administered as well as a **“Consent to Treat”** form. Prescription medication must be sent in the original container bearing the current pharmacy label that shows the child's name, prescription number, date filled, physician's name, and directions for use. All prescription medication changes and/or dosage changes must be accompanied by a physician's statement or new prescription bottle reflecting changes.
- If a medication is to be terminated before the date on the prescription, the written and dated consent of the parent/guardian is required.

- **Non-prescription medication**

- The school nurse, clinic assistant, or designee can dispense NON-PRESCRIPTION MEDICATION with written parent/guardian permission. A parent/guardian must complete a **“Request to Administer Medication”** form for each medication to be administered as well as a **“Consent to Treat”** form. ALL medication must be sent in the original, unexpired container and labeled with the student's name. All over-the-counter medication brought to school should be unopened prior to the nurse receiving it. No medication can

be given to a student unless it is brought from home with written parent permission ("Request to Administer Medication" and "Consent to Treat" forms). This includes cough drops, throat sprays, most eye drops, and most sprays, creams and ointments for burning or itching. Any dosage amount requested in excess of the manufacturer's recommended dosage will not be given without a physician's written approval.

- **Herbal medications or supplements** will not be administered during the school day unless accompanied by a physician's order.

- **Emergency Medication (e.g. inhalers, Epi-pens)**

Students in grades 1-5 who require the immediate availability of medication may be allowed to keep it with them rather than in the clinic only with the written permission of the prescribing physician.

Parents/guardians of students carrying such medications assume responsibility for assuring that a back-up medication is provided to be available in the clinic, and that the carried medication is neither outdated nor empty.

- **Controlled Drugs**

Parents assume responsibility for delivering controlled substances (e.g., Ritalin) to and from school. Controlled substances should be delivered to the school clinic by a parent/guardian. Controlled substances will not be sent home with students.

- The school will not send home any medication with a student in grade 8 or below. Medication(s) sent to school will only be released to the student's parent, or to an individual at least eighteen (18) years old who has been designated in writing by the student's parent to receive the medication. Students in grades 9-12 need a parent's written permission to take medication home.
- All medication permits and physician statements must be filed with the school at the beginning of each school year or, at the start of medication administration, whichever comes first. Written parent consent is valid only for the period specified on the consent form and never longer than the current school year.

References: 511 IAC 7-21-8, IC 20-34-3-18, IC 20-33-8-13

## **IMMUNIZATION POLICIES**

Every child living in Indiana shall be immunized against diphtheria, pertussis (whooping cough), tetanus, measles, rubella, poliomyelitis, mumps, hepatitis A, hepatitis B, chicken pox and meningococcal. These requirements are determined by the Indiana State Department of Health. Contact the school clinic for clarification.

Per Indiana law, every child enrolled in the following grades shall have the following immunizations:

K-5th Grade:

3 Hepatitis B, 5 DTaP (Diphtheria, Tetanus & Pertussis), 4 Polio, 2 Varicella, 2 MMR, 2 Hepatitis A

6th-11th Grade:

3 Hepatitis B, 5 DTaP (Diphtheria, Tetanus & Pertussis), 4 Polio, 2 Varicella, 2 MMR,

2 Hepatitis A, 1 MCV4 (Meningococcal) and 1 Tdap (Tetanus, Diphtheria & Pertussis)

12th Grade:

3 Hepatitis B, 5 DTaP (Diphtheria, Tetanus & Pertussis), 4 Polio, 2 Varicella, 2 MMR,

2 Hepatitis A, 2 MCV4 and 1 Tdap

The parent/guardian is required to furnish the school on or before the first day of school proof of immunization. The statement of immunization must include the student name, date of birth and the month/date/year of each immunization. If the student has a history of chicken pox, the parent/guardian must provide a written statement that indicates the child has had the disease.

A child may be exempt from immunization requirements only if the student's physician certifies in writing that the particular immunization will be detrimental to the child's health or, if the child's parent/guardian submits a written religious objection to the immunization requirements. Both of these exemptions must be updated annually. Students without proof of up-to-date immunizations will not be allowed to attend school as of October 1, 2021 until updated records are turned in to the clinic.

If the student is in the process of completing the requirements, the parent/guardian must furnish a written physician's statement stating the schedule for completion of the needed immunizations.

References: IC 20-34-3-2, IC 20-34-3-3, IC 20-34-4

## **HEARING AND VISION SCREENINGS**

Hearing and Vision screenings are performed each year in compliance with Indiana state law. All students in grades 1, 4, 7 and 10 will receive a hearing screening. Also, any student who has transferred into the school corporation or any student suspected of hearing defects will be screened. Hearing screenings are conducted by the corporation Speech and Language Pathologists. All students in grades 1, 3, 5 and 8 will receive a vision screening. Also, any student who has transferred into grades 1, 3, 5 and 8 or any student suspected of a visual defect will receive a vision screening. Vision screenings are conducted by the corporation nurses, clinic assistants and trained volunteers. Parental permission is not required. If, however, you do not wish for your child to be screened, you must send a written statement to the school clinic as soon as possible after the start of the school year. Students that do not pass the school screening will be referred for further evaluation and assessment by a licensed practitioner. After the exam, a physician's report of the evaluation must be returned to the school for documentation and reporting purposes.

References: IC 20-34-3-14, IC 20-34-3-12, IC 20-19-2-8

## **HEAD LICE GUIDELINES**

Parents have the primary responsibility in the detection, prevention and treatment of head lice through routine checks of their child's hair and proper treatment if live lice are found. While head lice are a nuisance, they do not spread disease and are not a public health issue. Parents are encouraged to notify the nurse/clinic assistant if their child is found to have head lice. The primary goal of identification and notification of a lice infestation in the school setting is to ensure that the child receives safe and effective treatment.

Should a student present at school with a possible case of head lice, the school nurse/clinic assistant will maintain confidentiality, verify the presence of an active infestation, and bring it to the attention of the student's parent/guardian. Presence of nits alone is not a reason to exclude a child from school. Students with live, crawling lice and nits closer than 1cm from scalp will be considered an active infestation and would require treatment or manual removal of nits. Exclusion for an active infestation will be determined on a case-by-case basis. Parents will be instructed on appropriate treatment and prevention methods and asked to return to the clinic with their child after treatment for a recheck. Head lice checks are done individually and on an as-needed basis for detection and for follow up after treatment. Siblings and close contacts of

students with head lice may be checked at the discretion of the nurse or clinic assistant.

These guidelines are supported by the American Academy of Pediatrics, Centers for Disease Control and Prevention (CDC), and the National Association of School Nurses.

## **TECHNOLOGY POLICIES & GUIDELINES**

Jason Taylor, Assistant Superintendent – 317-881-9326

### **ACCEPTABLE USE POLICY**

Center Grove Community School Corporation is committed to the effective use of technology, which offers vast, diverse, and unique resources to our students and staff. This includes incorporating activities and programs aimed at promoting educational excellence by facilitating resource sharing, research, innovation, and communication. The "Technology System" referred to in this document includes all Corporation computers, telecommunication resources, and services, such as host computers, laptops, peripheral devices, software, telephone systems, and internal or external communication networks (Internet, on-line services, discussion forums, and e-mail systems) that are accessed directly or indirectly from the Corporation facilities.

The Acceptable Use Policy has been established so students and staff are aware of the responsibility governing the use of technology systems in the Center Grove Community School Corporation. Self-discipline, responsibility, and cooperation are encouraged for the efficient operation of the technology environment. Students, parents, and school personnel share the responsibility for effectively implementing and reinforcing the Internet as an educational tool.

Noncompliance with this policy will result in sanctions and/or prohibition of the technology services and be subject to disciplinary action by school administration. The use of the technology services is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. These guidelines require the ethical and legal utilization of the technology resources provided by the Center Grove Community School Corporation.

Access to computer hardware and software is provided to students and staff for the purpose of enhancing curriculum, instruction, and

assessment, as well as promoting the efficiency of school operations. Any media produced, transmitted, or stored as a result of the technology system will remain the property of the Center Grove Community School Corporation. Accordingly, the Center Grove Community School Corporation reserves the right to inspect and monitor any and all aspects of the technology system at its sole discretion, including files, e-mail, and other electronic transmissions, produced by or stored within the system.

The Center Grove Community School Corporation reserves the right to revoke a user's access at any time and may confiscate any media or copies of any media produced, transmitted, or stored as a result of the technology system. The Center Grove Community School Corporation is responsible for enforcing this policy, the authorization of user access to the system, and the maintenance of all software and hardware licensing documentation, in compliance with Federal and State laws.

All users have a responsibility to acknowledge and abide by this policy. Each individual has the obligation to report potential or actual violations of this policy to school personnel. The use of the Internet resources which violates any local, state, or federal laws is prohibited. Violations of this policy may result in disciplinary action, including termination of technology system access rights, and/or legal action if there is a violation of the law. Users may also be held personally liable for their actions.

#### **TERMS AND CONDITIONS**

All users are responsible for complying with software license agreements, copyright, and other Federal and State laws governing property rights. Users are also responsible for safeguarding their passwords for the technology system and for any and all transactions made using those passwords. Users are not permitted to reveal personal information, such as address, phone numbers, credit card numbers about themselves or other students, faculty, and staff.

Users requiring access to the technology system must obtain permission from and be supervised by school personnel. Illegal or unauthorized access to the technology system will not be tolerated. Users will be assigned network space for saving data; accessing other areas, or attempting to access other areas, on the network is a violation of this policy. It is strictly forbidden to use the Internet resources to access another person's materials, information, or files without that person's permission. The technology system is intended to be used for educational and school business-related purposes only. Any media produced and/or transmitted by electronic communication must comply

with Federal and State laws, as well as school policy. Product advertising, political lobbying, purchasing personal items or services, and solicitation while using the technology system is prohibited.

Users are not to utilize the system in such a way that it restricts, inhibits, or disrupts other system users, services, or equipment. Accessing, transmitting, uploading, downloading, or distributing of defamatory, abusive, obscene, profane, sexually-oriented, threatening, harassing, racially offensive, illegally discriminatory, or other illegal materials is prohibited.

All hardware and software installations on Center Grove Community School Corporation equipment must be performed or supervised by authorized school personnel. Violating copyrights or otherwise using another person's property without prior approval or proper citation is not allowed. Transmitting of any material in violation of any local, State, or Federal statute, rule, regulation, code, ordinance, or other authority is prohibited. This includes, but is not limited to the plagiarizing of material, infringement upon copyrighted materials, threatening or obscene material, or material protected by trade secrets.

Using non-approved materials or software for the purpose of damaging hardware and data, as well as introducing computer viruses into the system environment is a serious violation.

Vandalism includes, but is not limited to any attempt to harm or destroy data, the Corporation's networking system, or any of the agencies or other networks connected to the technology system, which includes the Internet. This includes uploading, downloading, or the creation of computer viruses. Removing or rearranging permanent computer equipment and software without prior approval is considered vandalism. Users are not permitted to take equipment off-site without permission from an administrator. Vandalizing, damaging, stealing, or disabling the property of another individual, organization, or school is a serious violation and subject to strict disciplinary action according to school policy, as well as local, State, and/or Federal laws.

E-mail is designated for educational purposes only. Personal correspondence, announcements, and/or other casual communications should be conveyed through other means. E-mail systems and all media produced, transmitted, and/or stored will remain the property of the Center Grove Community School Corporation. School personnel will inspect and monitor the technology system and the media produced,

transmitted, and/or stored as deemed appropriate to ensure compliance with this policy.

Center Grove Community School Corporation cannot guarantee privacy, confidentiality, or prevent access to inappropriate material on the technology system, which includes the Internet. Every precaution will be taken to prevent unsolicited materials from being placed on the system. Therefore, only authorized school Internet accounts are permitted for use on the technology system. Strict adherence to the provisions of the Acceptable Use Policy will ensure that Internet transmissions are consistent with the Corporation's standards of ethics and conduct. Center Grove Community School Corporation will make available all Internet-related policies and procedures for review by all parents, guardians, school employees, and other community members. Parents or legal guardians may request, in writing, alternative activities not requiring Internet access.

In consideration for the Center Grove Community School Corporation providing access to the technology system, the user and parents or guardians will agree to accept all liability, loss or damages as a result

of claims, demands, attorney's fees, costs, or judgments arising out of the user's violation of these terms and conditions. Center Grove Community School Corporation will make no warranties of any kind, whether expressed or implied for the service it is providing.

**Intentional Damage to Technology Equipment**

The elementary school technology fee charged with textbook rental covers the costs of technology accessories and some normal wear and tear to technology equipment. However, those fees do not cover intentional damage caused by students. Therefore, when it is determined that a student has caused intentional damage to technology equipment, the Center Grove Community School Corporation reserves the right to charge the student's guardian for this damage. Below is a partial list of charges that may be imposed for intentional damage. The school corporation reserves the right to add to or modify this list as costs change and new forms of intentional damage take place.

Lost or Stolen Chromebook	\$250
Damaged Chromebook Bezel	\$30



Damaged Chromebook Keyboard	\$40
Damaged Chromebook Screen	\$60
Damaged or Lost iPad Charger	\$30
Lost or Stolen iPad	\$399
Damaged iPad Screen	\$120
Damaged or Lost iPad Charger	\$30
Damaged or Lost iPad Case	\$25

## **TRANSPORTATION POLICIES & GUIDELINES**

### **FOREWARD**

Welcome to the Center Grove Community School Corporation's Transportation Department. You have chosen the safest, most efficient and most environmentally friendly way to transport your student to and from school. At Center Grove we strive to provide safe and efficient school bus service that will enhance your student's educational day.

Keeping everyone safe and efficient requires rules and procedures to be in place. Three rules sum up this entire manual: BE KIND, BE ON TIME, AND BE SAFE!

It is important to remember that Center Grove Community School Corporation is responsible for transporting approximately 8,000 students. Bus stops are designed for safety and efficiency. Center Grove Community School Corporation cannot provide door to door service.

Students are expected to be at designated pick-up points five (5) minutes prior to the published stop time. Bus times may vary depending on ridership, weather, traffic, etc. Allow five (5) minutes after the published bus stop time before leaving the designated pick-up point and/or calling the transportation office to report the issue.

Please visit the transportation web site, contact your bus driver, or contact the transportation office if you have specific questions regarding school bus transportation.

Have a safe school year.

Sarah Pitts  
Director of Transportation  
317-881-0555

### **Transportation Guidelines:**

- School bus riding to and from school, extracurricular trips, and field trips is a privilege. All bus safety rules and policies must be demonstrated to maintain that privilege.
- All bus riders are expected to demonstrate the same standards of conduct and citizenship as required on the school campus.
- Drivers have the authority to direct the student in any reasonable manner to maintain order and safety.

### **Eligibility:**

- Bus transportation may be provided for students who live within the Center Grove Community School Corporation boundaries.
- Students living out of district or in district on an approved transfer are not eligible for bus transportation.

### **Riding Rules:**

- Kindergarten and Preschool students will only be released from the bus in the presence of a parent, guardian, sibling, or appropriate adult caretaker at the bus stop. **This is for the entire school calendar year.**
- Students shall be seated immediately upon entering the bus. If assigned seating is used by the driver, the student must sit in his or her assigned seat.
- Students shall not stand or move from place to place while the bus is in motion.
- Loud, boisterous, or profane language shall not be tolerated. Indecent conduct, verbal abuse, use of racial/ethnic remarks, or derogatory names is also not acceptable.
- Students shall not tease, scuffle, trip, hold, hit, or use their hands, feet, or body in any objectionable manner.

- Students should stay in their seat until the bus has come to a full stop and the door is opened by the driver.
- Students need permission to open windows and doors. Windows will only be opened halfway.
- The school bus driver has the same authority and responsibility as a teacher.
- Safety is the primary concern in student transportation; thus, the driver and school authorities shall maintain discipline on the school bus. Students disobeying safety rules will be denied riding privileges.
- The aisle of a school bus must be kept free of objects that could obstruct an emergency evacuation of the bus. Any large object that cannot be held on a student's lap is not permitted on the school bus. Examples of such large objects include but are not necessarily limited to certain musical instruments, science fair and other types of projects, athletic and PE equipment, bags, flagpoles, flowers, balloons and other such items that could pose a safety problem.
- Students are not allowed to bring food, drinks, or chewing gum on school buses. Only water is allowed on the bus and must be in a spill-proof bottle.
- Use of technology is permitted at the driver's discretion. If the use of technology is allowed on the bus, the driver may withdraw that privilege if it is being abused. **Taking pictures and/or video is strictly forbidden on the bus, a violation of this policy will result in an immediate loss of all electronic privileges and the student will be written up for a major offense which is at minimum a 1 day suspension from the bus.**
- Students must keep their head, hands and feet inside the bus at all times.
- Smoking, vaping or the use of any tobacco product is not allowed at any time.
- Bus drivers will prepare and practice emergency unloading with the students at least two times per school year.



Center Grove Community School Corporation

# Report It

SafeSchools Alert is our district's tip reporting service. If you have information about a threat to our safety, do your part and report it! And remember, you can remain anonymous.

SUBMIT USING OUR APP



## FOR EMERGENCIES, PLEASE CALL 911

### EASY WAYS TO REPORT



Visit the website  
<http://1246.alert1.us>



Email your Tip to  
[1246@alert1.us](mailto:1246@alert1.us)



Call to report your tip  
765.360.4680



Text your Tip to  
765.360.4680

### REPORT ON:

- BULLYING
- INTIMIDATION
- HARASSMENT
- WEAPONS
- DRUGS
- OTHER



Our District Code is: 1246

All tips submitted are taken seriously and will be acted upon. Please be responsible with your submissions.