

Center Grove
Middle School Central



Student Handbook

2024-2025

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WELCOME

Champions Make Choices; Choices Make Champions. While at Center Grove Middle School Central, students will learn that their choices have power and long-lasting impact. We re-iterate the meaning of our above motto throughout a student's time in middle school.

Center Grove Middle School Central has a strong tradition of academic excellence. We are committed to making decisions based on our **Mission Statement: *The safe, caring Center Grove Middle School Central Community empowers each student to dream, explore, and achieve.***

We also work with our students and families to make choices based on our **Vision Statement: *Center Grove Middle School Central students enter high school having achieved academic and social success. With a rigorous foundation of core and unified arts content, students value the importance of a broad, lifelong education. Students make appropriate decisions, think independently, and assume responsibility for their learning. Developing into well-rounded, productive citizens, our students display tolerance and social grace. MSC students are confident, passionate critical thinkers who achieve at their highest potential.***

Working together with our parents, students, and community, we developed our Family-School Compact, which is found on the previous page. By creating a partnership between families and school, we trust that this school year will be our best ever!

CENTER GROVE COMMUNITY SCHOOL CORPORATION MISSION, VISION, and BELIEFS

Mission Statement: All students receive an exceptional educational experience.

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

Core Beliefs/Values:

- College and Career Readiness- develop skills and talents to enable students to meet their potential
- Community- develop well-rounded and contributing citizens
- Curriculum- offer a diversified, challenging, and relevant education that students are excited to explore
- Diversity- curriculum and programs designed for ALL
- Instruction- authentic and experiential, using brain-researched strategies so that ALL students will learn
- Social Emotional- provide a positive, caring, and nurturing learning environment
- Staff- hire and develop highly qualified and professional educators who are caring, passionate, and enthusiastic

EQUAL EDUCATION OPPORTUNITY - CGCSC BYLAWS & POLICIES 2260 *

The School Board does not discriminate on the basis of religion, race, color, national origin, sex, disability, age, or genetic information in its programs, activities or employment. Further, it is the policy of this Corporation to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, place of residence within the boundaries of the Corporation, or social or economic background, to learn through the curriculum offered in this Corporation. 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.

SECTION 504/ADA PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY:

CGCSC BYLAWS & POLICIES 2260.01 *

Pursuant to Section 504 of the Rehabilitation Act of 1973 (“Section 504”), the Americans with Disabilities Act of 1990, as amended (“ADA”), and the implementing regulations (collectively “Section 504/ADA”), no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The School Board does not discriminate in admission or access to, or participation in, or treatment, or employment in, its programs or activities. As such, the Board’s policies and practices will not discriminate against employees and students with disabilities, will provide equal opportunity for employment, and will make accessible to qualified individuals with disabilities its facilities, programs, and activities. No discrimination will be knowingly permitted against any individual with a disability on the sole basis of that disability in any of the programs, activities, policies, and/or practices in the Corporation.

*Additional information on these and other board policies are available online at <http://www.neola.com/centergrove-in/>

VISITORS

All visitors must report to the main office before going to any area of the building. All visitors must sign-in at the front office using the Raptor Visitor Management System and show proper identification. Visitors must wear a pass or official form of identification that is visible to all staff and students. Parents are always welcome to visit school and are encouraged to do so. If parents want to talk to a teacher regarding their child, they are asked to write a note or send an email to the teacher asking for an appointment or to call the counselor’s office and ask to schedule a conference. Only parents, guardians, or other relatives will be allowed to visit school. Friends from out-of-town or other schools will not be allowed to visit classes without prior approval of an administration. Visitors bringing deliveries for their child should report to the office. So that instructional classroom time is not interrupted, items are delivered to students during their lunch periods and at the end of the school day.

CLOSED CAMPUS

Students will be required to remain on the school grounds from the time buses arrive in the morning until buses depart at the end of the day including the lunch periods.

CROSSING ROADS/STUDENT RIDES AND TRAFFIC

Students arriving in the morning before 7:30 A.M. should be dropped off in the Drop Off Zones and use the inside/right lane closest to the curb, as marked at the main entrance. Students must enter and exit a vehicle from the passenger side only. Students leaving school by any means other than a bus must be picked up at the main entrance. We allow students to be dropped off no earlier than 7:00 A.M. Students arrive between 7:00 A.M. and 7:20 A.M. must wait in the school cafeteria. At the end of the day, students must go directly to the main entrance and wait for their rides under the canopy. Parents picking up students during the school day from 7:30 A.M. – 2:40 P.M. must sign their children out in the office. Students not following drop off/pick up procedures or behaving unsafely can receive disciplinary

consequences. Parents and visitors must stay in their car in the car rider line, and are not allowed to get out of the car to disrupt the flow of the line or student dismissal.

A parent note for permission must be on file in the office giving the student permission to walk to and from school. Students walking home or elsewhere must wait at the main entrance until all buses have departed from our school. At no time shall students walk across a road unless they have parental permission.

ACADEMICS

While the middle school works to meet the needs of students in many areas, the academic program is of primary importance. This program includes the general classes offered in each area and includes special programs for special student needs.

COURSE OFFERINGS

The middle school program is designed to provide each student with an excellent background in the areas of language arts, math, science, and social studies. It is designed to give the student a broad range of exploratory experiences. Course change requests made within the first week of the semester are looked at on an individual basis by school administration. After the first week, course request changes are not accepted. All performing music classes are a full-year commitment.

Grade 6

- Language Arts 6
- Math 6
- Science 6
- Social Studies/Civics 6
- Band 6 (Woodwinds, Brass, or Percussion)
- Choir 6
- Orchestra 6
- AWARE 6
- Rotation of Exploratory class (Art, Technology Education, or STEM)
- Honors Math 6 – for students placed in this class
- Honors Language Arts 6 – for students placed in this class
- Honors Science – for students placed in this class

Grade 7

- Language Arts 7 (two periods)
- Math 7
- Science 7
- Social Studies 7
- Band 7
- Choir 7
- Orchestra 7
- Health and Wellness 7
- Rotation of Exploratory class (Art, Technology Education, or STEM)

- Honors Math 7 – for students placed in this class
- Honors Language Arts 7 – for students placed in this class
- Honors Science – for students placed in this class

Grade 8

- Language Arts 8
- Math 8
- Science 8
- Social Studies 8
- Band 8
- Choir 8
- Orchestra 8
- Computers (one semester)
- AWARE 8 (one or two semesters)
- Rotation of Exploratory Classes (Spanish Language and Culture, Art or Technology Education)
- Honors Math 8 – for students placed in this class
- Honors Language Arts 8 – for students placed in this class
- Honors Science – for students placed in this class
- Honors Biology – for students placed in this class
- High School Foreign Language – for students placed in these classes- Chinese, French, German, or Spanish

HIGH SCHOOL CREDIT

Middle School students who complete a high school course during middle school should be aware of the following information:

High School courses taken during Middle School will:

- Appear on the student's High School Transcript
- Factor into the student's High School Grade Point Average

Other information to note:

- Any high school course intended to fulfill an Academic Honors Diploma Requirement must have a minimum grade of C-.
- In the event that the student is unhappy with the grade they earned in the high school course while in middle school, they have the opportunity to replace that grade by retaking the exact same course during the next academic school year.

Grade Replacement Guidelines

- The student must retake the exact same course for grade replacement.
 - Please note, this means that students may not replace Spanish I with another first year world language. They may only replace Spanish I with Spanish I, etc.

- The most recent grade will appear on the high school transcript and factor into the student's high school GPA. The first grade will not appear on the high school transcript, but will appear on the middle school report card.
- The student must submit a written request to retake the high school course to the CGHS Director of Guidance prior to July 1 of the next academic school year.

HOMework AND GRADES

HOMework POLICY STATEMENT

Homework refers to an assignment to be completed in class, outside of class, or at home. Well-chosen, clearly communicated homework is an integral part of the instructional process to extend classroom learning in 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 teaches students to work independently and to become more responsible for their own achievements.

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 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. It is the student's responsibility to return all work completed to the teacher by the date requested. Students must also make up work missed during an absence.

With the assistance of their parents, students should do the following:

1. Set aside a time in which to do assignments.
2. Find a place free from excessive noise and other distractions in which to work.
3. Organize time so assignments can be completed in a reasonable length of time.
4. Carefully check the completed assignments.
5. Check Skyward routinely to be aware of grades and missing assignments.

RESPONSIBILITIES OF THE PARENT

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/Guardians should provide a quiet, well-lit place in which their child may study. Parents/Guardians 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/Guardians should set aside time to review their child's homework and to check it for accuracy and neatness as needed. Parents/Guardians should check Skyward routinely to be aware of their child's grades and missing assignments. Also, they should communicate with the teacher whenever their child has consistent difficulty with homework assignments.

SKYWARD

Skyward is our student information system. Parents/Guardians and students may access information including grades, attendance, discipline and food services within Skyward. All students and

parent/guardians are issued a login and a password. If you have difficulty accessing your account, please contact the Guidance Office at CGMSC or the Technology Help Desk at 317-882-1055.

CANVAS

Canvas is a learning management system utilized by all MSC teaching staff to varying degrees. Students will utilize Canvas for their courses' daily agendas, learning modules, assignments, quizzes, and tests. Canvas should be accessed daily by students to help them keep up with their studies, especially in cases when they're absent from school. Parents can learn more about Canvas and become a Canvas Parent Observer of their students' courses by accessing the eLearning Resources for Parents on the Corporation's main website: www.centergrove.k12.in.us

HOMEWORK HOTLINE

Students and/or parents can check the school's website, www.centergrove.k12.in.us/cgmsc/ under the About Us tab, after 3:30P.M. to find out the daily homework assignments.

MAKE-UP WORK

Make-up work is the responsibility of the student. A student will receive an equal number of days to make up work as he/she was absent from school. Example – if a student is out one day, they have one day to make up the work when returning to school. The student may receive an “F” for work not made up within the appropriate number of days. A request for make-up work can be made **on the third consecutive day a student is absent** by calling the Guidance Office before 9:30 A.M. Requests received after 9:30 A.M. cannot be processed until the following school day. Assignment requests are prepared during the teacher's preparation period; therefore, requests must be limited to extended illnesses. The make-up work is to be picked up in the Front Office before 3:30 PM. If a student's books are in a locker that is not assigned to him/her, those books will not be available. When work is provided for students with extended absences, it is the student's responsibility to bring all work back to school and not request additional copies. Students who are absent can also check the school's homework web page to get assignments. A student who is absent the day of a test is expected to take the test upon returning to school.

GRADES, REPORT CARDS, AND HONOR ROLLS

The following grading system is recommended for use at a Center Grove Middle School Central:

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

Report cards are available to view on Skyward each nine (9) weeks. Mid-term reports will be posted on Skyward approximately 4-½ weeks into the grading period. Any parent/guardian who does not have internet access may request a paper copy of the mid-term report, or more frequent reporting through the Counselor's Office. Parents are urged to schedule a conference with the teacher if needed. All students

absent from school on report card day will receive their report cards the next school day in the Guidance Office.

Satisfactory and Unsatisfactory distinctions can be given for classes with student participatory expectations that do not earn letter grades. To receive a Satisfactory mark, students must earn a passing percentage (60% or greater) on the possible participation points.

“Incomplete” is a temporary mark which may be given where illness or unavoidable circumstances prevented the student from completing his/her work. Such conditions shall be removed within ten (10) school days after the end of the quarter.

HONOR ROLL

The Honor Roll is a list of all students who have achieved a superior grade status and earned only satisfactory grades as required. The Honor Roll is published at the end of each nine weeks. The Honor Roll is determined by the grades earned at each 9-week grading period (both Middle School and High School). The two Honor Rolls are the following:

- ***Distinguished Honor Roll*** requires all As (A-)
- ***Honor Roll*** requires all As and Bs (A- and B-)

SEMESTER GRADE AVERAGING

The scale is as follows:

A = 4.00	A- = 3.67	
B+ = 3.33	B = 3.00	B- = 2.67
C+ = 2.33	C = 2.00	C- = 1.67
D+ = 1.33	D = 1.00	D- = 0.67
F = 0		

Each semester is divided into two grading periods of nine weeks each. To compute the semester grade the above letter scale is used. Each nine weeks represents ½ of the semester grade.

ATTENDANCE POLICIES AND 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.

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.

CLASSIFICATION OF ABSENCES

LOST INSTRUCTION TIMELINE

Examples of Lost Instructional Time

Full Day Absence – Students missing the entire day of school.

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

Early Dismissal - Students who attend school, but leave before school dismissal.

Lost Instructional Time – Students who miss less than 2 hours of instructional time throughout the day. This includes lunch, recess, and special area.

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

UNEXCUSED/UNACCEPTABLE ABSENCE UNTIL ACCEPTABLE VERIFICATION RECEIVED
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1. **Death of an immediate family member** – obituary or funeral home bereavement card signifying family relationship
2. **Hospitalization** – 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 school days after the first day of returning to school from an appointment to be considered excused.
 - b. Student name must be identified as the one seen by the professional. Notes that do not state the student has been seen by a medical official, will not be accepted as an excused absence.
 - 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.

f. Documentation must be presented by a physician not directly related to student.

4. Physical or Mental Incapacitation

a. A physician's statement certificate of incapacity will only be accepted if the form is filled out in its entirety. A physician's statement certificate of incapacity is only valid for the academic school year in which it is issued. A new physician's statement certificate of incapacity will be required for subsequent academic school years.

In the interest of student safety, a student who cannot attend school on a regular basis due to a medical condition under a certificate of incapacity may not be permitted to participate in extra- and co-curricular activities. Once a student is deemed healthy enough by his/her physician to attend school on a regular basis, the physician can submit a letter removing the certificate of incapacity and the student will then become eligible to participate in extra- and co-curricular activities. Administrative consideration may be given for participation in some co-curricular activities where physical activity is not involved.

The certificate must be signed by an Indiana physician; an individual holding a license to practice osteopathy or chiropractic in Indiana; or a Christian Science practitioner who resides in Indiana and is listed in the Christian Science Journal.

b. Physicians must indicate the start and projected end date of the Letter of Incapacity.

c. Physicians must indicate the student's diagnosed condition.

d. Physicians must indicate the reasonable amount of absent days.

e. A parent or guardian must call in the absence daily and state reason for absence. If absence not related to diagnosis on form, then will be counted as unexcused unless additional documentation is provided.

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

8. Immigration Appointment/Meeting

g. Documentation from the immigration appointment must be submitted within 15 school days after the first day from the return of the appointment to be considered excused.

EXCUSED/ACCEPTABLE ABSENCES

1. **Unexcused absences** – in-which acceptable verification has been received (see above).
2. **Out-of-School Suspension** – written notice generated by school administration.
3. **Military Connected Families'** absences related to deployment and return.
4. **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

UNEXCUSED/UN-ACCEPTABLE ABSENCES

1. Any absence in which acceptable verification has not been received within 15 school days of the absence.
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. If parents request dismissal from the clinic, the absence will be 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 of instructional time.

Services from Outside Agencies

Center Grove provides Speech/Language, OT, PT and Behavioral supports and services, as appropriate for students that have an IEP to allow for meaningful access to a Free and Appropriate Public Education. The administration reserves the right to protect students' best interest in determining the times to meet that will be least disruptive to the student's school day. If families partner with other outside agencies who want to observe, consult and/or collaborate with the child's special education school team, this request needs to be made with the Director of Elementary or Secondary Special Education and building administration.

Center Grove Schools partners with Community Health Network for school-based mental health services. The administration reserves the right to protect students' best interest in determining the times to meet that will be least disruptive to the student's school day. If families partner with other outside agencies who want to provide school-based services, this request needs to be made with the Executive Director of Student Services.

6TH GRADE CONSEQUENCES (UPDATED JULY 1, 2024 BASED ON INDIANA SENATE BILL 282)

5 DAYS OF UNEXCUSED ABSENCES IN 10 WEEKS

WARNING LETTER Sent when a student has missed an accumulation of 5 days of unexcused instructional time in a 10 week timeframe

School Conference and Attendance Plan - A conference with school representatives, parent and student will be held to discuss absences and develop a plan to ensure the student is in attendance at school.

10 Days of School Year Accumulated Absences

WARNING LETTER Sent by the school when a student has missed an accumulation of 10 days of unexcused instructional time

AFFIDAVIT TO PROSECUTOR - Made by the school when a student has missed an accumulation of 10 days of unexcused instructional time.

LETTER FROM PROSECUTOR - Sent from the Johnson County Prosecutor's Office when a student has missed 10 days of accumulated unexcused instructional time.

15+ Days of School Year Accumulated Absences

REFERRAL LETTER Sent by the school when a student has missed an accumulation of 15 days of unexcused instructional time

REFERRAL TO JUVENILE CC - Made by the school when a student has missed an accumulation of 15+ days of unexcused instructional time.

FRP ACTION - 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 report to an Attendance Review Hearing, and/or Parent Project or Parenting Wisely program, when and if the following has occurred:

- a. The parent/guardian fails to meet with a Family Resource Officer
- b. The student continues to miss, following the FRP meeting.

18+ Days of School Year Accumulated Absences

NOTIFICATION SERVED BY FO Sent when a student has missed an accumulation of 18+ days of accumulated unexcused instructional time

LONG FORM PCA WRITTEN Written by Juvenile CC when a student has missed an accumulation of 18+ days of unexcused 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 Officer, when and if the following occurs:

- a. The parent/guardian fails to meet with a Family Resource Officer, and/or
- b. The parent/guardian fails to respond to attempts to notify them of escalating lost instructional time beyond the 18 day notice.

CONSEQUENCES (7TH AND 8TH GRADE)

Warning Letter: Sent when a student has missed an accumulation of 10 days unexcused instructional days.

FRP Referral: Made by the school to the Family Resource Program (FRP), a division of the Johnson County Juvenile Probation Department, when a student has missed an accumulation of 15 days of unexcused instructional time. The Probable Cause Affidavit must also be submitted at this time.

FRP Action: Letter of notification will be issued by the probation department, for a parent and the student, to report to probation, for a Preliminary Inquiry (PI). (Projected time from referral to PI 2 weeks)

At the Preliminary Inquiry:

- Face to face interview with Probation Officer conducted

- Indiana Youth Assessment Diversion Tool completed
- Massachusetts Youth Screening Instrument completed
- As a result of IYAS outcomes, parenting and/or substance abuse related assessments may also be completed.
- Compulsory attendance laws read aloud
- School attendance policies read aloud
- Informal Diversion Agreement (IDA) entered and signed

Informal Diversion Agreement Conditions:

- Length of time 4-6 months.
- No additional unexcused loss of instruction.
- Compliance with all individualized requirements based on assessment findings and family risk and need factors.
- Cooperation with the Family Resource Officer and follow all identified recommendations.
- Parent and student attend a truancy specific workshop. Fee of \$20.00

EXCESSIVE ABSENCES DUE TO CHRONIC OR PROLONGED ILLNESS

At 10 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.

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ATTENDANCE PROCEDURES

1. Parents should report attendance in Skyward via the Attendance tab before 10:00AM to verify absences and early dismissals. Directions for reporting absences on Skyward can be found on the Center Grove Community School Corporation website. Doing so verifies the student's absence but doesn't excuse it. Only those absences listed in the Excused Section of the "Classification of Absences" section above are considered to be excused.
2. If students are late to school, students must report to the office to sign in and secure a pass to enter class.
3. Students with early dismissals will receive an Early Dismissal Pass to present to their teacher to be dismissed to the office at that time.

TARDY TO SCHOOL

Students are required to be inside the school building by 7:30AM when homeroom begins. Students who fail to make it into the school by 7:30AM without a note for an excused reason will be considered tardy to

school. Students who are repeatedly tardy to school will meet with a counselor and/or administrator as needed and may be subject to disciplinary consequences.

NOTE: Students who ride the school bus are never considered tardy to school regardless of arrival time.

EARLY DISMISSAL

If the student has a professional appointment, he/she should bring a note to the Office the morning of the appointment, and he/she will receive an “EARLY DISMISSAL” slip to be presented to the teacher at the designated time. A Guardian/Parent must present a picture ID sign out the student on a sheet in the Office before their departure. If the student returns before the school day ends, the student can be dropped off at the main entrance and must **sign-in at the Office** before returning to class.

EXTRACURRICULAR ACTIVITY PARTICIPATION

A student who is an in-season athlete must be accounted for in the Attendance Office by 9:00 AM to be eligible to practice or play that day. The exceptions would be for a doctor’s appointment or for a family emergency. The student must have a note for a doctor’s appointment, indicating the start and end time of the appointment. 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.

TARDY TO CLASS

Students tardy to a class three times per semester will receive a consequence.

HABITUAL TRUANCY POLICY

Truancy is the willful refusal of a student to attend school. Some examples include, but are not limited to: an absence from class without proper permission, an absence from school without prior permission from a parent, or leaving school for any reason without signing out or receiving permission from the office. The Johnson County Juvenile Probation Office will be contacted if the behavior has continued for three or more incidents. The following consequences serve as administrative guidelines for students who are truant:

- 1st: Friday Evening School
- 2nd: One (1) day of In-School Suspension.
- 3rd: Two (2) days of In School Suspension.
- 4th: Three (3) days of in school suspension.

The School Board Policy defines a habitual truant as a student who willfully refuses to attend school in defiance of parental authority for four days in one semester. Under Indiana Code 20-33-2-11, a thirteen (13) or fourteen (14) year old student who is determined to be a habitual truant may not be issued a driver’s license or learner’s permit until the age of eighteen (18). The law allows school officials to report to the Bureau of Motor Vehicles.

WITHDRAWAL FROM SCHOOL/Transfer out of the corporation

If it becomes necessary for students to withdraw from school, **TWO DAYS NOTICE** is requested. A “Notice of Student Withdrawal” form must be obtained in the Office. This form should be completed by a parent or guardian and returned to the Office. The form requests a reason for withdrawal and a

forwarding address. The parent or guardian is also responsible for returning all books, school-issued iPads and chargers to the Office to avoid additional fees.

HEALTH SERVICES

Parents/guardians have primary responsibility for the health care that their children receive, but school clinics are available for emergencies, injuries, and acute illnesses that arise while the student is at school. Clinic staff can assist in management of chronic illnesses and special needs with parent support. 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 during the school day, 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 first and then 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. An updated plan is required for each school year. Some examples of chronic illnesses are asthma, seizure, diabetes, and life-threatening 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 and the parent/guardian must complete a "Consent to Treat" form. 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*, skin sores*, undiagnosed body rash, sore throat with swollen lymph nodes, severe coughing, eye discharge or redness*, or temperature of 100.4° 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 – A student with diarrhea that causes “accidents,” is bloody, or results in greater than two bowel movements above what the student normally experiences in a 24-hour period. defined as three or more loose or liquid stools in 24 hours, should stay home or be sent home from school.

*Vomiting – A student who vomits more than twice in the preceding 24-hour period or vomiting and a fever are present should stay home or be sent home from school. Nursing assessment and judgment will be used to determine the appropriate course of action during the school day.

*Skin sores – Skin sores that are draining fluid on an uncovered part of the body and are unable to be covered with a bandage.

*Eye Discharge and Redness – Some students might have allergies or an eye condition that is not contagious. If a student normally does not have these eye issues, they should not be at school and they should be seen by a health-care provider. Nursing assessment and judgment will be used to determine the 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.

All students who feel ill, or are injured, must go to the health clinic to be evaluated. There are corporation standards that determine when it is appropriate for a student to be sent home, and clinic personnel will contact parents when necessary. Any student leaving school without being evaluated and meeting this standard will be unexcused.

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 clinic staff 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 CORPORATION

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.

- o 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**
 - o 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.
 - o The clinics have limited storage space so please be mindful of the size of bottles that are being brought into the clinic.
- **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. Students cannot bring in controlled substances and controlled substances will not be sent home with students.

- **Picking Up Medications**

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

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.

Services from Outside Agencies

Center Grove provides Speech/Language, OT, PT and Behavioral supports and services, as appropriate for students that have an IEP to allow for meaningful access to a Free and Appropriate Public Education. The administration reserves the right to protect students' best interest in determining the times to meet that will be least disruptive to the student's school day. If families partner with other outside agencies who want to observe, consult and/or collaborate with the child's special education school team, this request needs to be made with the Director of Elementary or Secondary Special Education and building administration.

Center Grove Schools partners with Community Health Network for school-based mental health services. The administration reserves the right to protect students' best interest in determining the times to meet that will be least disruptive to the student's school day. If families partner with other outside agencies who want to provide school-based services, this request needs to be made with the Executive Director of Student Services.

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 1st of the current school year 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

MISCELLANEOUS

In the event that Poison Control is consulted, the advice received shall be absolutely followed by clinic/school personnel, including emergency transport.

It is the parent/guardian's responsibility to provide any student-specific supplies that are needed on a regular basis at school. This includes dressing supplies for injuries beyond initial first aid, supplies of clothing, hygiene items, equipment/supplies for any type of special need, etc.

HEAD LICE POLICY

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.

SCHOOL RULES AND REGULATIONS

BEHAVIOR GUIDELINES

1. Be courteous and respectful to peers, teachers, substitute teachers, staff, and guests.
2. Bookbags/backpacks will not be allowed in the hallways during the school day.
3. Skateboards, longboards, ripsticks, hoverboards, and all other wheeled toys should not be brought to school.
4. The school dress code must be followed while on the school grounds at all times; this includes during school hours and after -school activities, unless clothing is provided by the school (ex. athletic uniforms).
5. **Electronic Equipment Policy – Non-school appropriate** electronic equipment (including but not limited to: radios, air pods, I-Pods, Smart Watches, electronic toys, hand-held video games, 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 locker from 7:20 A.M. to 2:40 P.M., until 1:55 P.M. on Wednesdays.** Videotaping and/or audio recording of staff or students without prior administrative authorization are strictly prohibited. Policy is in effect as the students enter the building in the morning until dismissal. If students are found in possession of any prohibited electronic equipment, the item(s) will be confiscated and disciplinary action will be taken. Multiple violations will result in disciplinary consequences. Note: Students, who choose to violate this rule, do so at their own risk. Minimal administrative effort will be exercised in the event prohibited items are lost or stolen. Stolen items should be reported to the Center Grove Police Department or Johnson County Police Department.
6. Buying and selling items for personal profit or for outside fundraisers is not permitted, and all items will be confiscated.
7. There is no hand holding, hugging, kissing, or other types of body contact (public display of affection) during school hours or at extracurricular activities unless the activity requires body contact (e.g. dancing).
8. Do not litter in hallways, locker areas, or classrooms.
9. Refrain from loud talking and boisterousness.
10. Throwing snowballs on the school grounds is prohibited.
11. Adhere to the student drop off and pick up procedures as outlined, including the guidelines for walking notes.
12. When staying after school for an activity, stay in the designated area at all times. Students should be picked up within fifteen (15) minutes after the activity is over.
13. Aerosol cans, including breath or body spray, are not allowed at school. These items will not be returned when taken from the student.
14. Gambling of any nature is prohibited. This includes flipping coins, shooting dice, and playing cards, etc.
15. Candy may be permitted only if provided by the teacher in his/her own classroom. The items must stay in that classroom. Gum is NOT considered to be a type of candy.
16. **Gum is not allowed anywhere in the building at any time.** A consequence may be assigned if a student is caught chewing gum or passing it out to other students.
17. Energy drinks and/or other caffeine-laden substances are not allowed in the school building, including the cafeteria. This excludes single-serving caffeinated sodas (i.e. Coke, Diet Coke, Pepsi,

creatine, energy enhancers, energy drinks, pre workout, etc.) which are allowed in the cafeteria only.

18. Water is the only liquid allowed outside the cafeteria and must be in a container that has a lid.
19. Laser pointers are not permitted anywhere in the school building or at a school function at any time.
20. All lockers are a privilege; if they are mistreated, students will not be able to use a locker.
 - All students must use lockers. No backpacks can be carried.
21. Inappropriate or disrespectful behavior with a substitute is not tolerated.
22. Taking or displaying pictures (digital or otherwise) without the consent of the student or staff member in a situation, or which is not related to school purpose or educational function, is prohibited. Violating this rule can result in a significant consequence. **This policy is in effect while on school grounds, on school transportation, or at school functions.**
23. Earbuds, headphones, air pods, and other electronic listening devices may not be worn during the school day for non instructional purposes. ONLY wired earbuds/headphones may be used during class per teacher discretion. NO wireless headphones/earbuds are to be used during the school day.

TABLET POLICY

- Center Grove provides each student with a tablet device. Our tablet policy serves as a start to bring more flexibility to students in using such devices in school. All school and corporation rules and procedures regarding electronic devices are still in effect and will be enforced.
- Tablet Devices are only to be used in classrooms for school related purposes at appropriate times, and always at the teacher's discretion.
- Misuse or abuse by using non-educational applications or the internet without permission from a staff member may result in the total loss of privilege of using Tablet devices and/or a disciplinary consequence. While on school property, students should be connected to CG Wi-fi services.
- Phones and wireless headphones of any type are not included under this policy and are not allowed in any classroom during the school day.
- Any lost, stolen, or damaged electronics are not the responsibility of the school. Students who choose to bring their electronics to school do so at their own risk.

CAFETERIA POLICY

It is a student's responsibility to monitor their lunch account balance throughout the school year. Students below the specified negative lunch account balance will not be able to purchase extra items or a la carte and will receive an alternate lunch (consisting of a sandwich, vegetable, and milk) until the balance is paid.

1. Students must carry their student IDs to lunch and present it when accessing their lunch account. If a student alters his or her ID by defacing it, cutting it, or marking out information, the cafeteria staff will not accept it as useable.
2. Students may access only their lunch account. Students attempting to access another student's account will be considered for disciplinary action.
3. Students may add money to their cafeteria account by placing a check or cash in an envelope with their name on it and then dropping it off in the box outside the cafeteria before 9:30 AM. Online payments may also be done with a credit card or checking account by using the eFunds Payment System, which can be found on the Center Grove website.
4. All students sitting at a table are responsible for keeping their table and floor area clean.

- If the students table area is left unkempt, students may be asked to help clean the area/cafeteria before leaving for class.
5. Students are expected to follow procedures for throwing away trash and returning their trays.
 6. Students are not allowed to cut into the cafeteria line, and the line will close five minutes before student dismissal.
 7. When students forget part of their lunch, they should report to the cashier before going back through the line.
 8. A student must get permission from a cafeteria supervisor to leave the cafeteria and use the sign in/sign out sheet.
 9. Use common sense and manners while eating. Example: Throwing food and touching food on someone else's tray is absolutely forbidden.
 10. Throwing or tossing items in the cafeteria is forbidden.
 11. Follow the requests of cafeteria supervisors the first time given.
 12. Students brushing their teeth should obtain a permanent pass from the school nurse.
 13. After lunch, it is the student's responsibility to meet his/her teacher promptly back in class.
 14. Students are not allowed to take any food or drink (except water) out of the cafeteria.
 15. Other rules may be made and announced when deemed necessary as additional privileges are granted.
 16. **Any violation of cafeteria rules could result in further disciplinary action.**

Cafeteria Refund Policy: When there is a balance left in the student's lunch account at the end of the year, the balance will be carried forward to the next school year and no refund will be made. If a student leaves Center Grove Community Schools with no younger siblings in the corporation, no refunds for the lunch account balance aggregating \$10.00 or less will be made without a refund request. Refunds over \$10.00 will be processed through the normal claims procedure and are subject to any applicable refund schedule.

The USDA School Breakfast and Lunch Program: Center Grove Community Schools participates in the USDA's National Breakfast and School Lunch Programs. All breakfast and lunch menus are planned to meet the USDA nutritional guidelines. Menus incorporate whole grains, lean proteins, fruits, vegetables, and low-fat and nonfat milk. Students have the choice of purchasing the regular lunch consisting of an entrée, two vegetable sides, one fruit side, and a milk. To meet a regular lunch, students must choose three full components (grain, protein, vegetable, fruit, and milk) and a minimum of ½ cups of fruit or vegetable. The students may choose from multiple entrées and sides daily. A la carte items are also available for purchase.

Free and reduced lunch applications for financial assistance are distributed to all students the first week of school or can be picked up in the guidance office. Applications may also be completed online within Skyward Family Access. Students may qualify for breakfast, lunch, and textbook assistance, in accordance to USDA guidelines. For further information, please refer to cafeteria policies.

Applications for meal and textbook assistance may be completed online within Skyward Family Access. Students may qualify for breakfast, lunch, and textbook assistance, in accordance to USDA guidelines. For further information, please refer to cafeteria policies.

CHEATING POLICY

Unless specifically exempted, all assignments, quizzes, tests, and other graded work are to be the product of the individual student being evaluated. If, in the judgment of the teacher, a student uses another person's work and presents it as his or her own, the student has committed plagiarism. The student may receive a failing grade or be considered for disciplinary action at the teacher's discretion.

Similarly, a student who allows another student to copy his/her work for purposes of the deception outlined above may receive a failing grade or be considered for disciplinary action at the teacher's discretion.

ARTIFICIAL INTELLIGENCE RESPONSIBILITY AND ETHICAL USE GUIDELINES FOR STUDENTS

Introduction:

Our school system recognizes that AI is a tool that can help us achieve our educational goals and responsible use of AI will vary depending on the context, such as the classroom activity or assignment.

Students may not use AI to violate school rules or district policies. Teachers will clarify if, when, and how AI tools will be used. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited and constitutes cheating or plagiarism.

Artificial Intelligence is part of the current and future technology landscape. As such, it is important to understand how to use these tools responsibly and ethically. This is a guide to responsible and ethical use for students.

Avoid Discrimination and Bias:

- Recognize biases: Be aware that AI systems may carry biases based on the data they are trained on and may have inaccuracies. Avoid using AI to perpetuate discriminatory behavior or stereotypes.
- Challenge unfair outcomes: If you notice biased or unfair outcomes from AI systems, report them to your teacher or staff member for review and corrective action.

Critical Thinking and Validation:

- Verify information: Be skeptical of information generated by AI systems and validate it through multiple sources.
- Question results: Analyze and question the results provided by AI systems to ensure their accuracy and reliability.
- Exercise critical thinking: Use AI outputs as a starting point for investigation, analysis, and critical thinking rather than relying solely on their conclusions.

Responsible Use of AI Tools:

- Understand limitations: Recognize the limitations of AI systems and avoid relying solely on their

recommendations or decisions.

- Use AI as a tool: Utilize AI technologies as a tool to enhance your learning and problem-solving abilities, rather than replacing your own critical thinking and creativity.
- Be accountable: Take responsibility for your actions and decisions made with the assistance of AI systems.
- Citations: Any AI generated content in assignments, must be cited. Its use must be disclosed and explained.

Respect for Privacy and Consent:

- Obtain permission: Seek permission before using AI technologies that involve data collection or sharing.
- Protect personal information: Avoid sharing sensitive personal information while interacting with AI systems or platforms. This includes but is not limited to HIPAA, FERPA, IDEA, or any other identifiable information.

Online Etiquette and Cybersecurity:

- Be respectful: Treat AI systems and virtual agents (chatbot) with respect and use appropriate language and behavior when interacting with them.
- Protect yourself and others: Avoid sharing harmful or misleading content generated by AI systems and report any abusive or inappropriate use of AI technologies to your teacher or staff member.

Digital Well-being:

- Balance screen time: Maintain a healthy balance between AI technology usage and other activities, ensuring your overall well-being.
- Take breaks: Regularly take breaks from AI technologies to engage in offline activities, socialize, and exercise.

Report Issues:

- Report misuse: Report any instances of AI technology misuse, unethical behavior, or harmful content to your teacher, parents, or a trusted adult.

CLASSROOM POLICY

Individual teachers and/or teams have rules that are enforced in their own classrooms. The following guidelines should be followed throughout the building:

1. Student behavior should encourage learning through remaining alert, on-task, and cooperative.
2. Respect others at all times and use courteous language.
3. Be in the classroom when class begins.
4. Do not disturb others with unnecessary noise or distractions.

5. Fidget toys (and other various sensory items) must receive prior approval before being used within the classroom.
6. Whiteboards, light switches, bulletin boards, computers, phones, and other classroom equipment are to be touched only at the teacher's request.
7. Candy may be permitted only if provided by the teacher in his/her own classroom.
8. When a substitute teacher is present, students are expected to be courteous and respectful. Any negative behavior comments left by a substitute teacher will result in automatic disciplinary action.
9. The classroom should be left in the same condition in which it was upon arrival, unless otherwise directed by a staff member.

STUDENT APPEARANCE

Our school philosophy emphasizes that education is to help students develop to their potential in an atmosphere of mutual respect, self-discipline, and student agency. Student dress is intended to encourage students to “dress for success” and to come to school prepared to participate in the educational process. We value the desire of students for self-expression, so students may choose their own dress as long as it meets the expectations below and contributes to good health, safety, positive school culture, and is non-disruptive to the learning environment of all students.

Expectations for Student Dress:

- Maintains safety of students and property in all learning environments
- Shoes must be worn at all times
- Face and head should be visible (except where accommodations are needed for religious beliefs or when health and safety necessitate use)
- Clothing worn is free of advertisements for or promotion of the use of alcohol, drugs, tobacco, or other substances that, if used by a minor, would be illegal
- Clothing worn is free of lewd, vulgar, indecent, or violent language/images, hate speech, or gang affiliation
- Coats intended for outdoor use, slippers, and blankets should not be worn in school
- Clothing worn with normal movements should cover private areas, underwear/undergarments, torso, and upper/lower back. Top clothing and bottom clothing should meet. Top clothing should have two straps. No one-shoulder or tube tops are allowed. If shorts are worn, they should be of appropriate length and fit (spandex shorts are not considered appropriate).

HALLWAY RULES

1. No running, pushing, rough play, loud talking, and shouting.
2. No food/drinks allowed to be opened/consumed in the hallway. All food/drinks brought from home or purchased during lunch must be opened or consumed in the cafeteria or designated area only. Water is permitted during the school day with the exception of designated areas (ex. Computer Lab)
3. Any student in the hall during a class period must have an electronic pass approved by a staff member, in addition to carrying a physical pass.
4. Students out of class without permission will be considered truant from class.
5. Do not block the hallway by congregating in groups.
6. Only students with permission from staff may ride the elevator. No more than two people can use the elevator with the permission of an administrator. Rules and guidelines will be reviewed before use. A doctor's note must be on file.
7. Students should only use the main corridor to walk to their next class in locker bays, unless their locker is located there.
8. Cell Phones/smartwatches/wireless headphones/earbuds are to be turned off and put in lockers the entire school day. These items are not permitted during any part of the school day. This included entering in the morning and leaving the building in the afternoon.
9. Horseplay in the hallway will result in disciplinary action.

Harassment, Threats, Intimidation, bullying, and extortion

The harassment or threatening of other students, members of the staff, or any other individuals is not permitted. This includes any speech or action 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. Students who experience such harassment or intimidation for any reason, including, but not limited to, racial or sexual harassment, should report the incident to a guidance counselor or school administrator immediately for investigation.

[Please see Grounds for Suspension or Expulsion]

AUDIO, VIDEO, AND DIGITAL RECORDING OF MEETINGS

CGCSC Board Policy 2410 - The recording of meetings such as parent-teacher conferences, case conferences (i.e., IEP meetings), meetings under Section 504 of the Rehabilitation Act, discipline-related conferences and the like is prohibited unless it is necessary in order for a parent or authorized representative of a parent to meaningfully participate in the educational process and/or his/her child's IEP, or otherwise necessary to implement other parental rights under the IDEA, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, and/or the Americans with Disabilities Act, as amended. The audio, video and digital recording of staff or students without prior administrative authorization are strictly prohibited at any time. **Please see CGCSC Board Policy 2410 for more information.**

If students are found in possession of any prohibited electronic equipment, the item(s) will be confiscated and disciplinary action will be taken.

GANG ACTIVITY

The presence of gang and gang activities constitutes a substantial disruption of or material interference with school and school activities. A “gang” as defined in this policy is any group of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity shall exhibit or participate in a manner identified to be associated with a gang, including the wearing and displaying of bandanas and/or any gang affiliated tags. Disruptive activities and/or the commission of illegal acts may be considered as gang related. Violation of this policy may lead to expulsion.

Bullying/Cyberbullying policy

Bullying is prohibited and is a violation of the Student Code of Conduct. The State of Indiana defines “bullying” in I.C. 20-33-8-0.2 as:

- overt, unwanted, repeated acts or gestures 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, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that: (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.

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 use of the district Internet system or use of personal digital devices, such as cell phones, digital cameras, personal computers, and PDA’s which has the effect of:

- 1) physical, emotionally or mentally harming a person;
- 2) placing a person in reasonable fear of physical, emotional, or mental harm;
- 3) placing a person in reasonable fear of damage or loss of personal property; or
- 4) creating an intimidating or hostile environment that substantially interferes with a student’s educational opportunities or staff member’s professional duties.

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.”

House Enrolled Act 1483 requires Indiana schools to notify the parents of a bullying victim within three business days that an incident has been reported and to notify the parents of an alleged bullying perpetrator within five business days.

The school and/or district will determine the severity of the bullying and whether the incident merits the

transfer of the victim or perpetrator to a different school within the district for the victim's safety.

EXTORTION

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.

LOCKER POLICY

Student lockers are the property of the school under the jurisdiction of the Board of School Trustees. They are loaned to students. ***AT NO TIME SHOULD VALUABLES OR MONEY BE STORED OR LEFT IN SCHOOL LOCKERS.*** The school assumes no responsibility for articles lost or stolen. If it is necessary to bring valuables or large sums of money to school, please leave it in the main office for safekeeping.

LOCKER RULES

1. Use of school lockers is a privilege, not a right.
2. **STUDENTS SHOULD USE ONLY THE LOCKER ASSIGNED TO THEM.**
3. To protect your property, locker combinations should be kept confidential and not be set in advance. Locker combinations will only be changed once throughout the year in an emergency situation.
4. Students may store sack lunches and water bottles in their lockers; additionally, individually sealed snacks are permitted when given permission by a staff member. Extra soft drinks, food, snacks or candy are NOT to be stored in lockers.
5. Students' valuables left in lockers are the responsibility of the student. Items stored in lockers are done so at his/her own risk.
6. Lockers should not be slammed or kicked.
7. Writing on lockers is strictly prohibited.
8. Students should not bother or attempt to open a locker other than their own.
9. Stickers (e.g. bumper stickers) are not allowed on lockers.
10. Students may not tamper with lockers or locks in any way that causes locker to open without the use of a combination.
11. Students are not allowed to use padlocks from home on school lockers.
12. Students will be held accountable for locker damage.
13. Failure to follow locker policies can result in disciplinary action.
14. Cell phones and other electronic devices should be left in lockers for the entire school day. They should be fully powered down.
15. Backpacks/bookbags should remain in the students lockers for the entire school day.

CELLULAR PHONES/ELECTRONIC DEVICES

(Senate Enrolled Act 185)

Cell phones and other electronic devices, including but not limited to earbuds, airpods, and smart watches, are not permitted during class time without the expressed permission of a classroom teacher. Students who fail to comply with a teacher's directive to put electronic devices away will be issued disciplinary

consequences for insubordination. Students who need to make transportation arrangements should come to the office to do so. Cellphones are not to be out for any reason in any facility locker room, restroom, or area where there is an expectation of privacy.

At no time are students to take a picture or video of an individual during the school day without the permission of that individual or the school, unless directed to do so by a teacher as part of the curriculum or for use in a school publication.

Center Grove Schools are not responsible for devices that are lost or stolen.

1st Offense - 2 lunch detentions (phone turned in to the office, student may pick up the phone at the end of the day)

2nd Offense - Before or After School Detention (phone turned in to the office, student may pick up the phone at the end of the day)

3rd Offense - Friday Evening School (phone turned in to the office, student may pick up the phone at the end of the day)

4th Offense - ISS (phone turned in to the office, student may pick up the phone at the end of the day)

BOARD OF SCHOOL TRUSTEES CENTER GROVE COMMUNITY SCHOOL CORPORATION DRUG PREVENTION POLICY

The School Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive means. For purposes of this policy, "drugs" shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Indiana statute;
- B. all chemicals which release toxic vapors;
- C. all alcoholic beverages;
- D. tobacco and tobacco products;
- E. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- F. anabolic steroids;
- G. any "look-alike" substances; (i.e. sugar as cocaine, creatine, energy enhancers, spices as marijuana)
- H. any other illegal substances so designated and prohibited by law.

The Board prohibits the use, possession, concealment, or distribution of any drug or drug paraphernalia at any time on Corporation property or at any school-related event. It further establishes a drug-free zone within 1000 feet of any facility used by the Corporation for education purposes. The Superintendent shall prepare guidelines for the identification, amelioration, and regulation of drug use in schools. Such guidelines shall:

- A. emphasize the prevention of drug use
- B. include a statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;
- C. provide standards of conduct that are applicable to all students which clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs, and alcohol by students on school premises or as a part of any school activity;
- D. include a clear statement that disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school standards of conduct and a

description of those sanctions; The sanctions may include, together with punitive action, voluntary referral to appropriate persons or agencies for screening and assessment. Such referral may only be made to qualified and properly licensed individuals or programs.

- E. provide information about any drug and alcohol counseling and rehabilitation and re-entry programs available to students and to provide procedures to direct students and their parents to the appropriate programs;
- F. require that all parents and students be given a copy of the standards of conduct regarding unlawful possession, use, or distribution of illicit drugs and alcohol by students;
- G. require the notification to parents and students that compliance with the standards of conduct is mandatory;
- H. provide a biennial review of the School Corporation's program to determine its effectiveness and
- I. implement changes as needed and to ensure that disciplinary sanctions are consistently enforced;
- J. provide for student assistance program which includes guidelines for prevention activities and
- K. programs, for referrals of students to outside treatment providers, and for cooperative follow-up after treatment has been provided;
- L. establish means for dealing with students suspected of drug use or suspected of possessing or
- M. distributing drugs in school and ensure that the Corporation's policy and administrative guidelines on Search and Seizure are complied with fully.

The Superintendent shall establish administrative guidelines necessary to implement this policy. These guidelines and procedures will be published in the Administrative and Student Handbooks. (I.C. 20-10.1-4-9.2, Drug-Free Schools and Communities Act of 1986, 20 U.S.C. 3171 et seq., 20 U.S.C. 3224A)

GUIDELINES ABOUT PROFANITY—THROUGH DRESS AND LANGUAGE

In the spring of 2000, a Community Standards Task Force issued the following statement:

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.

LOCKER SEARCHES

Indiana Code 20-33-8-32

(a) A student using a locker that is the property of a school corporation is presumed to have no expectation of privacy in that locker or contents. A principal reserves the right to search a student's locker, desk, book bag, or other storage area at any time a search is necessary to maintain the integrity of the school environment and to protect other students. In such searches, the following guidelines will be observed:

1. Authorization to open and search lockers should be given by the principal or principal's designee.
2. Although not legally required, attempts will be made to notify students and allow them to be present during the search.
3. The presence of a third party is advised but not necessary.

REASONABLE SUSPICION / STUDENT SEARCHES

Schools have an obligation to protect students and staff members from dangerous substances such as drugs, weapons, or other items which cause or can reasonably be foreseen to cause an interference with school purposes or an educational function, or which is forbidden by state law or school rules. **A school official can search a student, his/her locker, or other property including his/her car or the car he/she is driving or riding in if the official has "reasonable suspicion" to believe that the student has violated or about to violate a school disciplinary rule.** As used in this section, "reasonable suspicion for a search" means grounds sufficient to cause an adult to believe that the search of a particular person, place, or thing will lead to the discovery of evidence that the student:

1. Has violated or is violating a rule or behavioral norm contained in the student handbook; or
2. Has violated or is violating a particular law; or
3. Possesses an item or substance, which presents an immediate danger of physical harm or illness to students and staff or Corporation property.
4. Information communicated to an administrator by a teacher, parent, or other adult or student indicating that a student is using, possessing, or under the influence of alcohol, marijuana, tobacco, or any controlled substance.

Hand-held metal detectors can be used by administrative staff, school resource officers, and other personnel trained in the usage of hand-held metal detectors to utilize such metal detectors as a part of a comprehensive program of school security and safety of students, parents, staff and visitors. (Board Policy 7440)

Metal detectors, both walk-through and hand-held wands, will be used only in accordance with the Superintendent's administrative guidelines.

When a school administrator has a reasonable suspicion to believe a weapon is in the possession of a person, student, staff member, parent or other visitor, walk-through and hand-held metal detectors may be used.

PROCEDURES RELATED TO REASONABLE SUSPICION

The administration shall have the authority to require any student to submit to a chemical or mechanical test of the student's breath or urine if the administration has reasonable suspicion to believe the student is using or under the influence of alcohol, marijuana, or any controlled substance as defined by the school corporation policy. The administration also has the authority to require any student athlete, cheerleader, or participant in any of the listed student activities to submit to a similar test if the administration has reasonable suspicion to believe that the student has violated the athletic code of conduct. Reasonable suspicion may arise from the following:

- A. The student's physical appearance and/or odor indicate the use of alcohol, tobacco, marijuana, or any controlled substance.
- B. Possession of drug paraphernalia, alcohol, marijuana or any other controlled substance.
- C. Information communicated to an administrator by a teacher, parent, or other adult or student indicating that a student is using, possessing, or under the influence of alcohol, marijuana, tobacco, or any controlled substance.

A chemical or mechanical test of the student's breath and/or urine will be produced in accordance with the adopted procedures. If a student tests positive, disciplinary action will be taken as outlined in the school's drug, alcohol, and tobacco policies contained in the student handbook as implicated, due the circumstances leading to the test. A student's refusal to submit to the chemical or mechanical test will result in the administration proceeding with the appropriate disciplinary action.

CENTER GROVE POLICE DEPARTMENT

The Center Grove Police Department serves as law enforcement and a school resource officer at Center Grove Middle School Central. 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.

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 the lead investigator for school rule violations. If an SRO observes a rules violation, they may request the assistance from an appropriate Center Grove Middle School Central administrator, to further educationally related goals. 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. If school administrators possess reasonable suspicion to suspect that the search will provide evidence that the student violated a school policy or rule, they may request an SRO to conduct a search on their behalf, if there is substantial risk to the safety of 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.

7. 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.

8. 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.

9. Work with school 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.

10. Handle and care for police canines specialized in odor detection such as narcotics, weapons, or explosives. Police canines may assist the administrators in searches of the building, vehicles, and lockers. Police canines may also assist the administrators in random classroom searches.

During random classroom searches, the administrator will instruct the students to place their personal belongings (backpacks, purses, etc.) in the hallway immediately outside their classroom. The students will return to their classroom while the canine performs a sniff of the student's belongings. If a canine indicates to the presence of odors, that the canine is trained to alert to, that will be reasonable suspicion for the administration or SRO to conduct a search following normal procedures. During random classroom searches, officer(s) and canines(s) will be accompanied by a building-level administrator at all times.

All Center Grove staff who have 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.

CRIMINAL ACTS ON SCHOOL PROPERTY

Center Grove Middle School Central will adhere to all requirements by reporting to law enforcement criminal acts that are committed on school grounds.

WELLNESS AND PHYSICAL EDUCATION POLICIES

The following regulations are part of the requirements for physical education (PE) classes.

1. Every student is expected to dress and participate every day. All students must dress out from their school clothes and participate daily.
2. Students can wear any color sweatshirt, hoodie, school appropriate T-shirt, pants or shorts. Shorts should fit and be of appropriate length. Spandex shorts are not appropriate. Leggings worn under athletic shorts are acceptable.
3. Closed-toe athletic shoes must be worn and have laces pulled and tied tightly. No slip-ons, heel-less shoes, sandals, skateboarding shoes, or any hard-sole shoe/boots are allowed.
4. For safety reasons, jewelry including, but not limited to, watches, rings on the fingers, toe rings, earrings, bracelets, nose rings, tongue rings, necklaces and any facial piercing may not be worn in PE class.
5. Dressing out is a compliance behavior tracked in the grade book, but does not count for a grade. Recorded grades are focused on student learning of specific PE objectives.
6. If a student is injured, participation may include but is not limited to, such activities as walking and stretching. Parent notes are good for two days, and then the student will need a doctor's note if further time is needed for injury or illness. Students will still be required to dress out from their school clothes on these days. If a student cannot participate in PE for a significant amount of time, his/her guidance counselor will work with the family on the most appropriate class placement for the grading period.
7. A student refusing to participate in PE class on any given school day could eliminate a student from participating in after-school activities that day.
8. No aerosol hairspray or aerosol deodorant is allowed.
9. No glass containers are allowed in the locker rooms at any time.

SCHOOL DISCIPLINE – Process and Consequences

DUE PROCESS

Center Grove Middle School Central will afford due process rights to each student when disciplinary action against the student is contemplated. The Student Due Process law mandates and prescribes certain

procedures to guarantee that students in the schools of Indiana receive fair play in disciplinary matters at the hands of school officials. The law requires that all students be fully informed of school rules in writing. Rules not disseminated properly may not be enforced through the due process procedures.

IC 20-33-8 clarifies the position of many school employees in relation to the students. Student teachers, teacher assistants, bus drivers, and other school corporation employees have the same authority as teachers to those under their supervision. The law defines and provides for two types of disciplinary action: suspension or expulsion. Suspension refers to the prohibiting of attendance for ten school days or less. Expulsion refers to the prohibition of school attendance for more than ten days, for the balance of a semester or a year, or any action, which prevents a student from completing their program of studies in a normal period of time. Additionally, the law allows a teacher to dismiss a student from class for one day after instructing the student where he/she is to report and when he/she may return. If a teacher dismisses a student, the student may continue to participate in all phases of the school program. The teacher must notify the parent when such action is taken.

DISCIPLINE LEVELS

When students misbehave, a teacher or administrator may write them a Discipline Notice. All Discipline Notices are recorded on a student behavior log. When a student receives five entries in the log, he/she will be moved to Level II.

The team teacher will inform the parent that the student will be placed in Level II. The team will provide the parent a copy of the student behavior log. When five more entries are received, the student will move to Level III. A conference will be arranged including the student, their parents, their teachers, and an administrator.

A student placed in Level III will be referred to the office for each subsequent misconduct. The offense will require administrative attention and may result in the removal of the student from the classroom or school. The consequence will depend upon the nature of the offense, but not limited to the following disciplinary actions: Before or After School Detention, Friday Evening School, In-School Suspension, Out-of-School Suspension or a recommendation for expulsion for the remainder of the school year.

In Level III, students are excluded from attending all co-curricular activities, including field trips, unless supervised by a parent or guardian. Students in Level III or alternative placement due to behavior will not participate in extracurricular activities (athletics, clubs, school dances, etc.) for the remainder of the school year.

NOTE: Discipline levels refer to offenses that are minor in nature. Those policy offenses that are significant in nature may result in a significant disciplinary consequence, without going through each discipline level. [Please see Grounds for Suspension and Expulsion]

In Level III, students are excluded from attending all co-curricular activities, including field trips, unless supervised by a parent or guardian. Students in Level III also may not participate in extracurricular activities (athletics, clubs, school dances, etc.) for the remainder of the school year.

<p>Level I</p> <ul style="list-style-type: none"> ● Discipline slips 1-5 	<ul style="list-style-type: none"> ● After discipline slip 5, a Level II meeting will be scheduled with the parent/guardian.
<p>Level II</p> <ul style="list-style-type: none"> ● Discipline slips 6-9 	<ul style="list-style-type: none"> ● At discipline slip 8, The dean, team leader, and student will make a phone call home. The current leveled discipline will be sent via

	email and a certified letter to the parent/guardian. After discipline slip 9, the student will move into Level III discipline. <i>In Level III, students are excluded from attending all school-sponsored activities, unless supervised by the student's parents or guardians. Students also may not participate in extracurricular activities (i.e. athletics & clubs) for the remainder of the school year.</i>
Level III <ul style="list-style-type: none"> Discipline slips 10+ 	<ul style="list-style-type: none"> Leveled discipline will come from the dean/administration parent/guardian must be present for extra events (field trips, etc.) Students can't participate in athletics, dances, clubs, etc.
*things NOT included in the leveled system: tardies/attendance, gum, cell phone violations, bus tickets, dressing for gym violations, responsibility log infractions (not being prepared for class, ipad not charged, etc.).	

NOTE: Discipline levels refer to offenses that are minor in nature. Those policy offenses that are significant in nature may result in a significant disciplinary consequence, without going through each discipline level. [Please see Grounds for Suspension and Expulsion]

DISCIPLINE OPTIONS

The following is a brief summary of the disciplinary options that may be assigned to a student by a teacher and/or administrator:

Lunch Detention / One Period in School Suspension/After/Before School Detention – If a student is a discipline problem in a class, in the cafeteria or in the hallways, that student may receive a Discipline Notice from any CGMSC staff member. If detention is assigned on the Discipline Notice, the staff member can assign the detention during lunch, during a class period, or before or after school. A teacher has the right to remove a student from his/her class or activity for the balance of the teacher's supervision of the student that day. The student is assigned regular or additional work to be completed in another school setting. A removal by a teacher will be based upon a need to restore order to an atmosphere conducive to learning in the classroom or activity.

Team Teacher can assign:

- 1-2 lunch detentions
- 1-2 periods of in school suspension (ISS)
- Before/After school detention
 - Before school detention is served before school 6:30-7:15 am
 - After school detention is served after school 2:45-3:45 pm
- Friday Evening School

Friday Evening School – Friday Evening School is assigned by an administrator or teacher. Students may receive Friday Evening School for misbehavior. Students work individually on homework or additional assignments. A staff member supervises students assigned to Friday Evening School from 2:45-4:45 p.m. on the assigned date.

In-School Suspension - In School Suspension (ISS), for 1-3 days, is assigned by the administration. Students who are assigned ISS are given assignments from their teachers. Students receive full credit for work completed. Students who do not cooperate in ISS may be assigned an Out of School Suspension,

and they may not be assigned ISS in the future. **Students are not permitted to attend or participate in extracurricular or school sponsored activities for the days assigned In School Suspension.**

Out-of-School Suspension - Out of School Suspension (OSS), for 1-10 days, is assigned by the administration. Out-of-School Suspension shall be made only after administration has made a thorough investigation and has then determined that such suspension is necessary to prevent interference with an educational function or school purposes. At the discretion of middle school administration, students who are assigned to Out of School Suspension have the opportunity to complete school work they missed, either during the time of suspension or upon the student's return, and can receive full credit for complete work. **Students are not permitted to attend or participate in extracurricular or school sponsored activities for the days assigned Out of School Suspension.**

Additional Options – Other options which may be used when students misbehave include counseling with a student or group of students, assigning students additional work, rearranging class schedules and hall passing times, requiring a student to remain in school after regular school hours to do additional school work or for counseling, restricting his/her extracurricular activity, behavior contracts, or referral to law enforcement for unlawful acts.

GROUNDS FOR SUSPENSION OR EXPULSION

The following constitute misconduct for which a student may be suspended from school for one to ten days or expelled from school attendance and denied credit for all activities occurring during the suspension or expulsion:

Definition of “in possession” for purposes of these rules includes the following: when the item is on their person, in their immediate possession such as in a pocket, purse, or backpack, is in a place under their exclusive control, or the student is aware the item is in a place where the student has access such as a locker. More than one student may have “constructive possession” of an item.

1. Behavior that injures, endangers, or presents a substantial risk of injury to the student or another person.
2. Damaging or stealing school property or the property of another person or organization.
3. Disrupting a class or other school activity.
4. Disrespectful behavior toward staff and students.
5. Fighting.
6. Harassing, threatening or intimidating another person. “Harassing” behavior is behavior directed toward another person without a legitimate purpose after that person has clearly stated or shown that the behavior is unwelcome. All threats, both verbal and written, will be considered serious and potentially dangerous. Inappropriate touching can be considered under these guidelines.
7. Possessing a knife, bullets, a dangerous device, or something that appears to be a dangerous device. “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 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.
8. Consuming, possessing, offering, providing, facilitating, arranging, requesting, or being under the influence of alcohol or an alcoholic beverage, an illegal drug, a prescription drug except as authorized in a prescription by a licensed healthcare provider, any over-the-counter medication, any medication containing a stimulant such as preparations containing caffeine, ephedrine,

pseudoephedrine, or phenylpropanolamine as an ingredient except as authorized in a prescription by a licensed healthcare provider, or any substance represented to be or thought by the intended recipient to be an illegal or prescription drug except as authorized above.

9. Consuming, possessing, offering, providing, or being under the influence of a substance such as an inhalant, a solvent, or other volatile substances, contrary to safety instructions provided on labeling, a sign, or by school personnel.
10. Possessing alcohol or drug consumption paraphernalia such as rolling papers, clips, or displaying materials that promote or encourage alcohol or drug use.
11. Possessing cigarettes, e-cigarettes, vaporizers, tobacco paraphernalia, smokeless tobacco, snuff, or other tobacco product or a device such as a lighter designed primarily for use in consuming tobacco products.
12. Engaging in sexual behavior and/or public display of affection.
13. Wearing clothing, jewelry, or a hairstyle that is dangerous to the student, indecent, vulgar, profane, presents a message that is inconsistent with the educational mission of the school district, or results in disruption of an educational function.
14. Possessing, creating or distributing information in written or other form that causes a disruption of an educational function, advocates a violation of law or a student conduct rule, is obscene or sexually explicit, is slanderous or defamatory, or invades the privacy of an identified or identifiable person.
15. Sending, sharing, possessing, or knowingly viewing pictures, text messages, emails, or other material of a sexual, violent, or obscene nature in electronic or hard copy form.
16. Possessing a cell phone during the school day without prior approval of the principal, (providing that possession of a cell phone at a school activity after the normal school day shall not violate this rule.)
17. Refusing or failing to follow a directive from a school employee, including a directive to respond truthfully and completely when questioned about a school-related matter.
18. Violating a building level student conduct rule.
19. Violating the School District Policy on technology usage.
20. Violating Indiana or Federal Law.
21. Not having legal settlement in the School District.
22. Attempting to commit an act that is a ground for suspension or expulsion.
23. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
24. Failing to report the actions or plans for action of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons, property damage, or unlawful acts.
25. Continually and habitually truant.
26. Continually and habitually violating school rules and disrupting the educational environment for themselves and /or others.
27. Violation of any board policy
28. Compromising safety within the school setting

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.

WHEN GROUNDS FOR SUSPENSION & EXPULSION WILL BE APPLIED

The grounds for suspension or expulsion listed above (1-28) apply to student conduct:

- a. during school activities on or off campus;
- b. on school property at any time; and
- c. while traveling to or from school or a school activity, function or event.
- d. off school property if the behavior interferes with the daily operation of the school and/or the behavior would be considered illegal.

In addition to grounds 1-28 listed above, 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 or harassment of a school employee at any place at any time constitutes a ground for suspension or expulsion.

A student committing an act that violates Indiana or Federal law at any time or place may be suspended or expelled if the unlawful act arises out of a school relationship and/or is likely to have in-school consequences.

SUSPENSION PROCEDURES

When a principal (or designee) determines that a student should be suspended, the following procedure will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
 - a. a written or oral statement of the charges;
 - b. if the student denies the charges, a summary of the evidence against the student will be presented: and,
 - c. the student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.

EXPULSION PROCEDURES

When a principal (or designee) recommends to the superintendent (or designee) that a student should be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct the expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - a. legal counsel
 - b. a member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

EXPULSION CONTINUED THROUGH THE NEXT SCHOOL YEAR

Indiana Law provides that "Whenever the expulsion takes place during the second semester, the expulsion...remains in effect for summer school and may remain in effect for the first semester of the following school year, unless otherwise modified by order of the governing body."

ALTERNATIVE TO EXPULSION

An alternative to expulsion for possessing, using, or being under the influence of alcoholic beverages, narcotics, or other drugs could be enrollment in a drug education program. Center Grove Community Schools do not promote or endorse any particular drug education program over another. The drug education program should include decision-making and resisting peer pressure. The decision lies with the parents or guardians of the student involved in drug abuse to select the best program that is available. The decision to offer an alternative to expulsion is a school decision. However, the decision to select the alternative to expulsion program is a family decision, but the program must be a minimum of six to eight hours in length. The family may want to consult their family doctor, friends, or other outside agencies or organizations before making a decision in which program to enroll their child. A student will be allowed to enroll in a drug education program one time during their middle school career.

DISCIPLINE FOR STUDENTS WITH DISABILITIES

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 IC 20-33-8-34.

PARENT PARTICIPATION IN STUDENT DISCIPLINE

A parent, guardian, or custodian of a student less than 18 years old shall be required to participate in any disciplinary action authorized under IC 20-33-8-26, 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.

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 Health and Welfare.

TRANSPORTATION POLICIES & GUIDELINES

Sarah Pitts, Director of Transportation – (317) 881-0555

Foreword

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.

- Students riding the bus from Middle School Central, **must** load onto the bus at Central. Students can NOT walk to the high school and get on the bus there. Any student who does this without administrative permission, will be subject to disciplinary action.

Eligibility:

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

Riding Rules:

- 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.
- 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.
- 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 a minimum 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.

Video Surveillance:

- The use of video recording devices may be installed and used to assist the driver in providing for the safety and well-being of the students while on the bus.
- Video and audio surveillance data is the property of Center Grove Community School Corporation and is not available for viewing by parents, students, or community members.

- Video and audio surveillance data may be used during the discipline process.

Property Damage:

- School buses are considered school property and therefore government property.
- Riders who cause damage to school property will be responsible for repair costs and may experience school discipline action, school suspension or expulsion, loss of riding privileges, and/or legal action.

Personal Belongings:

- The following cargo is forbidden to be transported on a school bus: pets, alcohol, drugs, ammunition, explosives, firearms, knives, tobacco, nicotine-containing products, plants, or any other dangerous or objectionable materials or objects.
- Large and/or loose items are not permitted on the bus. All items must fit in a bag or case. All items must fit on the student's lap or between their feet on the floor.
- The school corporation is not responsible for lost, damaged, or stolen personal belongings.
- Drivers inspect their buses at the end of each route. If an item is left on the bus, they will keep those items and return them to the student the next day. The transportation office will not radio a bus driver while they are on a route to find out if an item was left on the bus.
- Bus drivers may confiscate any object that has been deemed questionable and submit the item to the principal

Medication:

- Medication may be brought on the bus only if it is in its original container and is accompanied by a note from the parent.
- Upon dismissal from the bus the medicine must be taken to the school nurse.
- The medicine can only be brought to school, not from school, and must not be opened at any time on the bus.
- This does not pertain to students with an IEP, as the IEP will instruct accordingly.

Discipline/Tickets: The following procedures shall be followed if a student violates a rule:

Driver Consequence:

- Bus ticket – First and second minor written violation (one verbal warning minimum)
*Major, or higher, violations do not require a verbal warning.
- Assigned seat change – Driver may move student's assigned seat to reduce undesired behaviors.
- Bus Suspension (1 day) – First major violation (further violations will be counted as major violations).

School Consequence:

- Bus Suspension (3-5 days) – Second major violation (further violations will be counted as major violations)
- Bus Suspension (10-30 days) – Third major or first dangerous violation (further violations will be counted as major violations)
- Bus Suspension (90 days) – Fourth major or first extreme violation (further violations will be counted as major violations)
- Another ticket after the fourth major or first extreme violation will result in a 180 day bus suspension.

***Steps in the discipline process may be skipped depending on the severity of the infraction. That determination is made by the School Principal (or designee) and the Director of Transportation.**

EMERGENCY PROCEDURES

EMERGENCY CLOSING OF SCHOOL

We must be prepared to delay school in the morning, to send students home early, or to close schools any day when required by weather or emergency conditions. Please be sure your child knows what to do in case of early dismissal or delay in starting time. Your planning is essential for the safety of your child. The School Messenger Automated Calling System, along with the following radio and television stations, are notified of emergency closings:

TELEVISION

WTTV (Channel 4)

WISHTV (Channel 8)

WRTV (Channel 6)

WTHR (Channel 13)

WXIN (Channel 59)

INTERNET

www.centergrove.k12.in.us

IN CASE OF EMERGENCY SCHOOL CLOSING - DO NOT CALL THE SCHOOL UNLESS YOU HAVE NO OTHER WAY TO FIND OUT ABOUT SCHOOL CLOSING.

FALSE ALARMS AND THE LAW

INDIANA CODE states that false alarms or the pulling of an alarm as a prank is a criminal act. Charges against the student can be made to local law authorities. Students will be suspended or expelled from school based on the individual circumstances. Students may be held responsible for payment if any fire apparatus is sent to the school.

FIRE DRILL

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 outside the building and at least 50 feet from the building with their designated teacher until the signal to return is given.

TORNADO DRILL

A tornado drill is conducted twice each semester. When the notification occurs, everyone should seek shelter in the designated area as indicated on the plan posted in each classroom. If the electricity is off, students and staff will be alerted with short blasts from a bullhorn. Everyone will remain in the designated area until the signal to return is given.

LOCKDOWN/EVACUATION DRILLS

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

EARTHQUAKE DRILL

An earthquake drill is held once each semester. In the event of an earthquake, all students and staff will drop and cover, and then fire drill procedures will be followed. When the alarm sounds, everyone will leave the building in a quiet and orderly manner. Students will remain outside the building with their designated teacher until the signal to return is given.

STUDENT SERVICES

In order for learning to take place, a number of student needs must be met. Students must have books, supplies, and a source for general information. Students have physical, social, and emotional needs, which must be met. These services are all part of the total educational program at Center Grove Middle School Central.

COUNSELING AND GUIDANCE SERVICES

The following counseling services are intended to guide and support the emotional and academic development of the adolescent student. The services are delivered by individual planning, group experiences, or classroom presentations.

1. Establish a team relationship with staff, parents, and community referral agencies or individuals.
2. Facilitate academic achievement.
3. Develop self-understanding and self-acceptance.
4. Aid in planning realistic educational and career plans.
5. Develop and maintain positive social relationships.
6. Promote healthy physical and emotional growth.
7. Improve on personal and family relationships.
8. Provide information on tutoring opportunities.

Students who want to speak with a counselor may complete a request form obtained from any teacher or leave a message in the Guidance Office. Each team is assigned a counselor.

INSTRUCTIONAL MEDIA CENTER

The Instructional Media Center (I.M.C.) provides a number of facilities and services to students at the middle schools. The Media Center is able to provide the following:

1. A quiet, pleasant place to work, study, or relax.
2. Up-to-date materials including books, magazines, and newspapers.
3. Help in selecting materials for pleasure reading or for fulfilling an assignment.
4. Assistance in using the on-line public access catalog and other reference tools both electronic and paper.

LOST AND FOUND

Articles and books that are found should be turned in to the Main Office. It is necessary for students to accept responsibility for their own books and equipment. **DO NOT LEAVE MONEY OR ITEMS OF VALUE UNATTENDED.** Students are advised to put their names in books, coats, glass cases, and gym clothing. Please do not bring valuables to school. A student may report a missing item and may check the lost and found for the article. Personal items such as purses, wallets, money, or jewelry are the responsibility of students. Items remaining in the lost and found will be discarded or donated to charities at the end of June.

STUDENT PHOTOS/ IDENTIFICATION CARDS

Students must have individual pictures taken during summer registration. The purchase of these pictures is voluntary; however, the picture must be taken for the yearbook, student records, and student I.D. card. The I.D. card is used to attend dances, to purchase lunch, and check out books in the IMC. If a student I.D. is lost, a replacement must be purchased for \$5.00 in the Guidance Office.

TELEPHONES

The telephone is for school business and should not be used for personal calls. The office will gladly cooperate with parents to give messages to students during school hours; however, calls for students during school hours are disturbing to the school routine and should be held to a minimum. Students may be called to the telephone only in cases of extreme importance. With permission, students are allowed to make local calls during their lunch hour or after school in the Guidance Office. No calls are to be made during the time school is in session, unless approved by the office or classroom teacher.

LOST OR DAMAGED CURRICULAR MATERIALS (FORMERLY TEXTBOOK RENTAL)

Students are responsible for all curricular materials. If curricular material is lost, stolen or damaged, payment for the replacement cost of the curricular material(s) must be made in the office before students receive the curricular material. If the curricular material needed is not available, one will be ordered. When students pay for curricular material and the lost curricular material is found and returned in good condition, the student's money is refunded. All curricular materials are checked out to the student using a number in the curricular material. When curricular materials are checked in at the end of the year, the same curricular material (which was issued) must be returned. The student's name is to be written in ink on the inside cover for identification purposes. All other marks or damages found in curricular material are considered destruction and charges for damage will have to be paid by the student.

SPECIAL EVENTS/ITEMS

School-wide Positive Behavior Support System – CHAMP

School-Wide Positive Behavior Supports is a set of strategies and systems designed to increase the capacity of schools to (a) reduce school disruption, and (b) educate all students, including those with problem behaviors using

- Clearly defined outcomes
- Research-validated practices
- Supportive administrative systems
- Use of information for problem solving

Features of School-Wide Positive Behavior Support

- Establish regular, predictable, positive learning & teaching environments.
- Train adults & peers to serve as positive models.
- Teach and model behavioral expectations
- Create systems for providing regular positive feed-back. i.e. ack. students when they are “doing the right thing”.
- Improve social competence.
- Develop environments that support academic success

CHAMP Points

Students receive CHAMP points from their teachers via our PBIS Rewards platform for displaying characteristics of a CHAMPion student as defined by our CHAMP expectations and matrix. CHAMP points can be turned in at any time in exchange for rewards. Drawings for prizes will be held throughout the year.

CHAMP Expectations

	Cooperative	Honest	Accountable	Mindful	Proactive
Classroom	<ul style="list-style-type: none"> - Work together. - Follow directions. 	<ul style="list-style-type: none"> - Be truthful with respect. - Don't cheat or plagiarize. 	<ul style="list-style-type: none"> - Be responsible. - Own your mistakes. - Do what is expected. 	<ul style="list-style-type: none"> - Take others' safety and learning into account. - See something, say something. 	<ul style="list-style-type: none"> - Have the materials to succeed. - Take care of yourself.
Cafeteria	<ul style="list-style-type: none"> - Work together to keep your area clean. - Exercise patience in the lunch line. 	<ul style="list-style-type: none"> - Stay in the same seat in which you began lunch. - See something, say something. 	<ul style="list-style-type: none"> - Clean up after yourself. - Use proper lunchroom etiquette. 	<ul style="list-style-type: none"> - Use an inside voice and keep your hands to yourself. - Only eat food you have permission to eat. 	<ul style="list-style-type: none"> - Hydrate and eat foods that will help you self-regulate. - Use the restroom during lunch, if needed.

Hallway	<ul style="list-style-type: none"> - Walk on the right side. - Respect others' personal space. 	<ul style="list-style-type: none"> - Be on time. - See something, say something. 	<ul style="list-style-type: none"> - Take care of your materials and your locker. - Pick up after yourself. 	<ul style="list-style-type: none"> - Be quiet to avoid disrupting classes. - Use the main corridor in locker bay areas. 	<ul style="list-style-type: none"> - Take care of personal needs before class. - Organize your locker.
Common Areas (IMC, Computer Labs, Restrooms, Locker Rooms, Bus)	<ul style="list-style-type: none"> - Use equipment and facilities appropriately. - Respect others' personal space. 	<ul style="list-style-type: none"> - Be where you're supposed to be. - See something, say something. 	<ul style="list-style-type: none"> - Return any borrowed materials. - Clean up after yourself. 	<ul style="list-style-type: none"> - Use appropriate voice level. - Avoid behaviors that could cause distractions. 	<ul style="list-style-type: none"> - Take care of personal needs before class or riding home. - Bring any materials you need.
Assemblies and Extra-Curricular Activities	<ul style="list-style-type: none"> - Help others find a seat or make room when needed. - Respect others' personal space. 	<ul style="list-style-type: none"> - Be where you're supposed to be. - See something, say something. 	<ul style="list-style-type: none"> - Participate respectfully. - Clean up after yourself. 	<ul style="list-style-type: none"> - Use appropriate voice level. - Represent self/class/team positively. 	<ul style="list-style-type: none"> - Have an exit plan/ride home. - Bring any materials you need.

ASSEMBLIES

Assemblies of various kinds will be presented throughout the school year. The programs are designed to give students an opportunity to enjoy additional educational experiences outside the classroom. They may be educational, enriching, or inspirational. School assemblies are part of the general program of the school, and all students will attend.

HONOR DAY

Honor Day is on the last day of school. Students are recognized before the student body for scholarship or service to the school and community. Students are encouraged to dress up for this special occasion.

DANCES

Various school clubs and the Parent Teacher Organization sponsor activities/dances throughout the school year. Only students of our home school (CGMSC) are invited to attend their school's dances, and students are required to show student IDs. Students are to be dropped off and picked up at the entrance designated

by the administration for that event. Students are expected to arrive at, or reasonably near, the time for the dance and to remain until the end of the event. If students need to leave early, for security purposes, parents are required to come inside to meet their children, and students will not be permitted to return to the event. Each dance is chaperoned by faculty, parents, and the administration. Students are expected to follow general rules and policies of the school.

Students should not wear formal prom attire or come to dances in limousines. Students will not be admitted into the dance arriving in prom attire or if discovered to be delivered by limousines. The goal is to make every dance an enjoyable experience for all students and free from the financial stress and personal pressures associated with a formal event. Appropriate dress at middle school dances should be consistent with the school dress code guidelines. ***Students who are assigned In School Suspension or Out of School Suspension on the day of the dance may not attend. Students in Level 3 discipline are not permitted to attend.***

SCHOOL-WIDE FUNDRAISER

Fundraising projects are necessary since school organizations need funds to operate. In addition to the school-wide fundraiser, there may be several departmental fundraisers, which include Music Department, Athletic Department, and the Parent-Teacher Organization. Non-approved items that are confiscated will be sent to the office. Organized house-to-house campaigns will be limited to special projects during any one school year. All fundraising items and solicitors of fundraising items must be approved by the administration.

STUDENT OF THE MONTH

The criteria used to select students for this honor includes the following: outstanding achievement or improvement, working up to his or her ability, and showing a positive attitude and good citizenship.

CHAMPION STUDENT RECOGNITION

This recognition is based on spotlighting students who each month have exhibited exemplary effort and attitude for each grade level team.

21ST CENTURY SCHOLARS PROGRAM

If your child is in 6th, 7th, or 8th grade and qualifies for free or reduced lunches or textbooks, he/she may qualify for the 21st Century Scholars Program. The student must be willing to make the following pledge:

- to graduate from high school
- to work toward good grades
- to refrain from committing any crimes or use of illegal drugs
- to apply for college or technical school admission during their senior year
- to apply for student financial aid for college or technical school

Upon completion of the above requirements, the student will be awarded a scholarship. If you think your child qualifies, and you have not received a letter, please call the counselor's office.

STUDENT ACTIVITIES

ACADEMIC COMPETITIONS

Students are encouraged to participate in academic competitions. These competitions include both competitions within the school and sanctioned interscholastic competitions, such as the county math contest, Hoosier Spell Bowl, and the Super Bowl. These activities are under the supervision of the academic coaches.

Super Bowl is an academic program, which offers students an opportunity through intensive research to discover information related to a predetermined topic. The areas of focus include English, History, Mathematics, and Science. Super Bowl is open to any sixth, seventh or eighth-grade student. Students may participate in two of the four academic areas. Throughout most of the second semester, the team prepares for the final competition in May. Practices are scheduled by the subject sponsor.

PUBLICATIONS

The ***Yearbook*** staff will be responsible for publication of the middle school yearbook, which pictures all students and activities for the school year. Members must be willing to work after school.

SPECIAL INTEREST AREA CLUBS

The club sponsor may limit membership as needed. The following are examples of possible school clubs. New clubs may be formed with the approval of the administration.

The ***Art Club*** is open to any student. Members of this club will become more aware of the importance of the visual arts in their environment and explore new ways of creating. The club takes field trips, hosts activities, and creates artwork for the school.

The ***CGTV Crew*** is open to 8th grade students. Through a selection process, students are selected for CGTV and broadcast our daily and special announcements. Student broadcasting positions include: news and sports anchors, producers, camera crew, and technical support.

The ***Chess Club*** is open to boys and girls interested in learning and/or playing chess.

The ***Robotics Club*** has two different levels in which MSC students can participate.

· Our FLL or FIRST Lego League, usually starts the first week of school with parent meetings and kick off. Their season runs through November and relies heavily on parent coaches. We typically have 2 to 4 teams that meet twice a week in the evenings in the Tech Ed room at MSC. Students that are in 6th, 7th, or 8th grade can participate in this team. Students will create a robot out of Lego Mindstorms to compete, and a project to complete and present to judges based on the yearly FLL theme and challenges.

· Our FTC or FIRST TECH Challenge, kicks off the first week of September and is run by Red Alert. They meet at the CG Innovation Center approximately 3 evenings a week with students who are in

7th or 8th grade at any Center Grove School. Their season runs through April. Students create a robot out of prefabricated metal pieces that are designed, programmed and driven by students. They compete in 3-5 competitions across Indiana and are mentored by coaches and Red Alert Robotics members.

The ***Drama Club*** is for students interested in acting in a theatrical production or working as part of the stage crew. Each year at least one production will be performed for the public. Auditions are held for those seeking parts in the play and anyone interested is able to work on props, scenery, costumes, make-up, and various committees.

The ***Table Top Gaming Club*** is for students interested in socializing with their peers while learning and engaging in role playing games, improvisation games, and games that involve acting/drama.

Intramural Athletics is offered to students at various times of the year (when spaces are available) to provide fun, socialization, and increased health and wellness.

Dance Team The dance team comprises of a combination of students from both Middle School Central and Middle School North, and all grade levels are eligible to participate (6-8). Tryouts are held each June, from which the following dance groups are selected: dance club (inclusive to dancers of all levels), the performance dance team, and the competition dance team. The performance team dances at school events and the competition team dances in events put on by the Indiana High School Dance Team Association (IHSDTA).

SPECIAL MERIT/SERVICE CLUBS

The purpose of the ***Student Council*** is to promote student leadership, to encourage and initiate student viewpoints, to organize elections, and to sponsor officer-training workshops. Members are elected from a designated period. Membership requirements are good leadership qualities, good character, and interest.

The ***National Junior Honor Society*** promotes appropriate recognition for outstanding students in the areas of scholarship, character, leadership, citizenship, and service. After the fall semester of 7th and 8th grade, students with a cumulative GPA of 3.60 or higher will be invited to fill out an information sheet and procure recommendations. Using this information from students, a faculty council makes selections for induction of new members. Our induction ceremony is held in the spring. Once inducted, members participate in meetings, opportunities to develop leadership skills, and service experiences.

ATHLETICS

INTERSCHOLASTIC SPORTS

An extensive interscholastic sports program exists for the middle school level. The school competes with neighboring schools in cross-country, football, golf, volleyball, tennis, basketball, swimming, wrestling, and track. A student planning to tryout and participate on a team must have an updated middle school Athletic Physical form each year which is on file in the Athletic Director's office before the first try-out. Admission prices are general admission \$5.00 and Kindergarten-5th grade are free. Competition normally begins around 5:00 P.M. **Students should be picked-up within fifteen minutes of the conclusion of the event.**

ATHLETIC ELIGIBILITY

To be eligible for athletics, a student must be enrolled at CGMSC and meet the following age limitations:

Grade 6 Those whose 14th birthday occurs before August 15 shall be ineligible for interscholastic athletic competition during 6th grade. Those whose 14th birthday occurs on or after August 15 are considered eligible until the end of the school year.

Grade 7 Those whose 15th birthday occurs before August 15 shall be ineligible for interscholastic athletic competition during 7th grade. Those whose 15th birthday occurs on or after August 15 are considered eligible until the end of the school year.

Grade 8 Those whose 16th birthday occurs before August 15 shall be ineligible for interscholastic athletic competition during 8th grade. Those whose 16th birthday occurs on or after August 15 are considered eligible until the end of the school year.

The following **Academic Eligibility Requirements** are for students participating in interscholastic activities:

All students shall be academically eligible at the start of each school year.

Any student who has a failing grade at midterm will be placed on “Academic Probation” for a 2-week period. If the student has any failing grades after grades are checked again at the end of the probationary period, the student can be declared “ineligible”. Head coaches may choose to impose additional restrictions on athletic participation if a students’ academic progress is not satisfactory.

Academic Probation (limited participation) Probationary status means that:

1. The student should discuss academic progress needed with the teacher(s).
2. The parents will be notified that the student has two weeks to remove him/herself from probation.
3. The student’s participation in the activity will be limited to practice only. Attendance of home events is at the discretion of the head coach. No students on academic probation will travel to an away contest.
4. The student must complete the entire two week period before potentially becoming eligible.

Ineligible status means that:

- The student is ineligible if grades are not passing at the end of the probation period.
- Once a student is ineligible the student will be removed from the current season in progress.

Ineligible students will, however, be allowed to try-out for the next season’s sport when try-outs are conducted.

Parent Notification of Academic Probation:

The parent of a student placed on probation will be contacted by the school through a letter sent home informing the parent of the student of their “Academic Probation” status. The coach or sponsor will meet with the student to discuss the implications of “Academic Probation”. The expectations to improve will be

explained and the responsibility will be put upon the student. The athletic director will inform the grade level team of the student's probation.

Athletic Code of Conduct: Center Grove Community School Corporation recognizes that our student-athletes are "students" first and expects that student-athletes conduct themselves with appropriate behavior at all times. Students who misbehave may face school, as well as athletic consequences at the discretion of coaches, athletic directors, and middle school administration. Students who enter Level III Discipline will be prohibited from participating in interscholastic athletics for the remainder of the school year.

Dual Participation

Participation in an athletic contest or any other similar team during the same season in which they represent their school in that sport is strongly discouraged.

(Adopted from IHSAA Rule 15-1: IGMLS)

The CGMSN and CGMSC Athletic Departments are in complete agreement with the IHSAA's recommendations that dual participation should be strongly discouraged, however participation on a school athletic team and a non-school athletic activity at the same time is generally allowed, with exceptions. Parents and student-athletes should recognize that it is an honor and a privilege to represent your school and community in athletic competition. Student-athletes who participate in a non-school athletic activity while participating on a school athletic team MUST make their school participation the priority. A student-athlete may not miss any activity related to their school athletic team to participate in a non-school athletic activity unless it has been agreed to by coach and parent. In addition, attention should be given by parents to monitor the workload on the student-athlete for the non-school athletic activity, when dual participation is taking place.

****Student-athletes will not be allowed to leave a practice or contest early to participate in a non-school sponsored activity unless it has been agreed to by coach and parent.****

The following consequences may be enforced should a student-athlete violate this policy:

1. 1st Violation: Two Consecutive Games Suspension
2. 2nd Violation: Dismissal from the school team.

A student-athlete may also not use school equipment for the non-school activity. An exception could be granted if the student-athlete requests a waiver from the athletic director in writing.

CHEERLEADERS

Grade 7 and 8 cheerleaders are selected during the spring prior to the next school year. Cheerleaders are selected from grade seven and eight. Eligibility requirements are the same for cheerleaders as for athletes.

AFTER SCHOOL ACTIVITIES - GUIDELINES

ADMISSIONS

Any student who leaves the building after being admitted to a school activity will not be allowed to return. Students are expected to arrive at, or reasonably near, the time set for the event and to remain until the end of the event unless parents call or write a note giving permission for students to leave early. Dance attendance will be exclusive to students at their home school.

GENERAL STUDENT GUIDELINES FOR A SCHOOL AND/OR ATHLETIC EVENT

Any student who attends a middle school social event agrees to observe these standards of behavior:

1. All school rules, policies, and dress code guidelines will be followed.
2. Students will not leave the building until the social event is over unless written parental permission is granted. At outdoor events, students should stay within the area of the game or event. At indoor games, students will be seated in the bleachers during game time.
3. There should be no loitering outside the building before, during, or after a school event.
4. Students should be picked up within fifteen minutes after a school event.
5. Any student that is habitually not picked up in a timely manner will lose their privilege of attending extra-curricular events. This is at the discretion of a school staff member.
6. If students fail to observe any of these rules, they may be asked to leave and may not be allowed to attend future school events.
7. A student cannot stay after school unsupervised until a dance or activity begins. Students must be under the direct supervision of a teacher or sponsor.
8. Unsportsmanlike conduct by players or spectators will not be tolerated. Examples of unsportsmanlike conduct include; yelling at officials, heckling and booing opponents.
9. All rules and regulations of the home school will be followed including showing respect for the property and decorations in that building.

SOCIAL ACTIVITY APPROVAL

All social activities held at the middle school and/or sponsored by middle school organizations must have the prior approval of the principal.

EDUCATION RECORDS

Education records are governed by federal law and regulations. Education records consist of all official records, files, and data directly related to a student and maintained by the schools. Such records encompass all the material kept in the student's cumulative folder and include general identifying data, records of attendance and of academic work completed, records of achievement, results of evaluative tests, and health data. Education records are the property of the school corporation. Issues related to access, correction, requirements, or regulations are governed by school board policy entitled Student Records. Generally, this policy provides for the following:

1. Records are confidential and may be disclosed only as provided in the policy.
2. The policy concerns both elementary and secondary student education records.

3. Parents have a right to examine their child's records at reasonable times (during school hours or by prior appointment) if the child is less than eighteen (18) years of age and not attending a post-secondary institution or if the child is a dependent student as defined by Section 152 of the Internal Revenue code. A non-custodial parent has a right to examine a child's records unless a court order or injunction states otherwise. It is the responsibility of the custodial parent to provide this documentation.
4. Students have a right to examine their records during the school day.
5. Before education records are disclosed to third parties, the school requires a signed and dated written consent of (a) parent of a student who is less than eighteen (18) years of age and not attending a post - secondary educational institution, or (b) a student who is at least eighteen (18) years of age or attending a post-secondary institution.
6. Certain persons may examine education records without a parent's or student's consent as provided in the above paragraph. These include school officials (who have legitimate educational interests) and officials of another school, school system, or institution of post-secondary education where the student seeks or intends to enroll. This school corporation forwards education records to another school corporation, school system, or institution of post-secondary education where the student seeks or intends to enroll without prior notification to the parent or student.
7. Directory information will be released to media organizations (including radio, television, and newspapers), colleges, civic or school related organizations, and state or local government agencies without the consent of parent or student as provided in paragraph 5 above. Directory Information includes the student's name, address, parent home and work telephone numbers, major field of study, participation in official recognized activities and sports, height and weight of members of athletic teams, dates of attendance, awards received, motor vehicle description (including license plate number), hair and eye color, race, sex, date of birth, height, weight, grade level, and other similar information which would not generally be considered harmful or an invasion of privacy if disclosed. A parent of a student less than eighteen (18) years of age or a student who is at least eighteen (18) years of age may object to disclosure of any of the categories of directory information by filing form DP1 (Denial of Permission to Release Certain Directory Information Without Prior Written Consent) from the principal's office no later than fourteen (14) calendar days from the beginning of the school year.
8. **RIGHT TO INSPECT CERTAIN INSTRUCTIONAL MATERIALS** - The parent or guardian of a child enrolled in a school within the Center Grove Community School Corporation shall be entitled to inspect any instructional materials which will be used in connection with a survey, a personal analysis, or an evaluation. Instructional materials include teachers' manuals, student texts, films, other video materials, or tapes. Any complaints arising under this policy may be submitted in accordance with the policy for parental (public) complaints.
9. **STUDENT SUBMISSION TO REQUIRED SURVEYS, ANALYSIS, OR EVALUATIONS OF SCHOOL PROGRAMS** - 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, options, beliefs or feelings concerning the following issues:
 - A. political affiliations;
 - B. religious beliefs or practices;
 - C. mental and psychological problems that may embarrass the student or the student's family;
 - D. sexual behavior or attitudes;
 - E. illegal, anti-social, self-incriminating and 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 such program);

Student participation in any surveys, analysis, or evaluations requires 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. Parents and students will be given notice of their rights under this section. Any consent form used in compliance with this policy must state the contents and nature of the personal analysis, survey, or evaluation. LEGAL REFERENCE: I.C. 20-30-5-17.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational 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 records 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 record should write the school 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 of 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 are:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Center Grove Community School Corporation, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Center Grove Community School Corporation may disclose appropriately designated "directory information" without written consent, unless you have advised the Corporation to the contrary in accordance with Corporation procedures. The primary purpose of directory information is to allow the Center Grove Community School Corporation to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon

request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.¹

RELEASE OF DIRECTORY INFORMATION

If you do not want Center Grove Community School Corporation to disclose directory information from your child’s education records without your prior written consent, you must notify the Corporation or your child’s school principal in writing within ten (10) days of your child’s enrollment in school. Center Grove Community School Corporation has designated the following information as directory information:

- Student’s Name
- Address
- Telephone Listing
- Electronic Mail Address
- Photograph
- Date and Place of Birth
- Major Field of Study
- Dates of Attendance
- Grade Level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors and awards received
- The most recent educational agency or institution attended

These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation’s armed forces.

TECHNOLOGY AND COMPUTER GUIDELINES

CORPORATION POLICY ON ACCEPTABLE USE OF TECHNOLOGY

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, bulletin boards, 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 District. Self-discipline, responsibility, and cooperation are encouraged for the efficient operation of the technology environment. Non-compliance 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 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. 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, staff.

Users requiring access to the technology system must obtain authorization from proper school personnel prior to use. 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. 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, as all students will receive an academic e-mail account and an account to Epsilen, Center Grove's online course management system. It is the intent of these tools to professionally communicate with their peers and teachers. Students should adhere to the Acceptable Use Policy when utilizing these tools. It is the expectation of students to use these tools; however, parent(s) can opt out of these systems upon request. Please call the Center Grove Technology Help Desk at 317-882-1055 for procedures.

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.

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.

Center Grove Middle School Central is pleased to offer its students and staff a school-wide network for sharing educational software. This technology will assist our school through the communication age by allowing students and staff to access, use resources, and expand their available computer information base. The benefits and value to our students' education is a combined responsibility of students, parents, and school. Due to the complexities and value of computer systems and the variety of software available, it is important that a set of standards and responsibilities be established. Failure to adhere to them may result in the loss of computer use privileges and other disciplinary measures:

1. No student, employee, or visitor is to use any computer and/or related equipment without proper authorization. Computers are to be used for school educational purposes.
2. Passwords should never be shared. The user has full responsibility for the use of an account. Violations of this policy that can be traced to an individual account name will be treated as the sole responsibility of the owner of the account.
3. Do not knowingly degrade the performance of the network. Chain letters and mail bombs are examples of activities prohibited by these guidelines.
4. Obey the rules of copyright. Network users must respect all copyright issues regarding software, information, and attributions of authorship. Commercial software may not be installed on the system without the express permission of the administration.
5. Use of the network for any illegal activities is prohibited. Illegal activities include tampering with computer hardware or software, unauthorized entry into computers, or knowledgeable vandalism or destruction of computer files. Such activity is considered a crime under state and federal law.
6. Avoid the spread of computer viruses. "Computer viruses" are programs that have been developed as pranks and can destroy valuable programs and data. Deliberate attempts to degrade or disrupt system performance of the network or any other computer system or network by spreading computer viruses is considered criminal activity under state and federal law.
7. Use appropriate language. Profanity or obscenity will not be tolerated. All participants should use language appropriate for school situations as indicated by school codes and conduct rules.
8. Accessing, copying, installing, or distributing inappropriate or unauthorized materials are not permitted.
9. Accessing another individual's materials, information, or files without permission is prohibited.
10. Software, CD's, and disks brought from outside the school are not to be loaded onto the computer without authorization from the computer coordinator or administration. Disks must go through a virus check.

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.



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 REPORT ON:



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



Email your Tip to
1246@alert1.us



Call to report your tip
765.360.4680



Text your Tip to
765.360.4680

- 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.