Middle School Handbook

Col. Wheeler Middle School (https://wheeler.cps.k12.in.us)

401 W. Joliet St.

Crown Point, IN 46307

219-663-2173

Taft Middle School (https://taft.cps.k12.in.us)

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Mission Statement The mission of the Crown Point Community School Corporation, a partnership of students, families, staff and community, is to ensure that all students become lifelong learners through the highest quality educational program.

Wherever a conflict exists, School Board Policy or state or federal statutes supersedes this handbook.

▶ Philosophy - Advisory Period

The Advisory Period for Crown Point's middle schools is a formalized component of our educational day. It is designed to create an environment, which emphasizes academic growth and the development of self-worth and social responsibility. Students are provided an opportunity to develop and nurture relationships with professional staff and peers, as well as develop a sense of community within our school.

We recognize that the entire school community must be involved in the mission of creating an emotionally, physically, and socially safe school environment. Creating A Safe School (CASS) actively involves leaders from administration, faculty, student, and parent groups that work together to develop action plans to ensure positive social norms. Taft and Wheeler Middle Schools are both CASS schools. CASS, "Creating a Safe School," is an anti-bullying program for all sixth, seventh, and eighth grade students. This program is part of the Ophelia Project, a non-profit, volunteer organization located in Pennsylvania. This project was founded in 1997 by Susan Wellman to provide education and intervention programs that address problems that teens today are facing in schools, home or at other teen functions. Some goals for the project include: developing mentoring relationships between adults and students, building an atmosphere for students to express their concerns and needs, and creating a safe social climate for all students.

The Advisory Perio gives students a chance to belong to a "family" within the school day at Crown Point Middle Schools. We expect that students will:

- participate in structured discussions and activities with an honest, open mind.
- form a positive relationship with their advisory teacher and members of the group.
- develop and maintain good school citizenship by learning to respect the rights and opinions of others.
- learn and apply skills, which lead to improvement in the areas of academic and personal growth.

▶ Lunch and Cafeteria

Lunch

All students will have a 30-minute lunch period.

Cafeteria

- Students should be courteous and respectful to peers and cafeteria staff.
- Students are to remain in their seats throughout the lunch period until dismissed by a cafeteria supervisor.
- No throwing of food, drinks or garbage.

- Students must throw all garbage in garbage cans and return trays and utensils to designated area.
- Students must clear all garbage and trays from lunch table 5 minutes before lunch ends.
- Students that use the restroom must return to their seats after use.
- No more than 4 students are allowed to use the cafeteria restroom at one time.
- Students are not allowed to use personal electronic devices in the cafeteria.
- Students are to keep order while in the lunch line. No cutting in the line is allowed.
- Students are not permitted to take any food or drink outside the cafeteria.
- Any student found to be breaking these rules will be automatically sent to the ISS room and further disciplinary action may be taken.

The cost of a school lunch is $2.65 (subject to change).

The cost of a school breakfast is $1.50 (subject to change).

Refunds for withdrawn students will be made within 30 days of the withdrawal date, provided a forwarding address has been given. Funds remaining in returning student accounts at the end of the school year will roll forward to the next school year. Refunds will be made for the amount of $5.00 and over. Overpayments of less than $5.00 will remain in the fund in which it was applied unless the parent submits a request for reimbursement.

MealTime Online is the gateway to your student's "MealTime" school lunch account. You can make deposits into his/her MealTime 5 Point of Sale account, or simply view the account activity. Click http://www.mymealtime.com/ (https://www.mymealtime.com/)to get started! MealTime Online, a product of The CLM Group Inc., is the gateway for parents to make prepayment deposits into their student's cafeteria account! This internet service offers a secure and convenient tool to process Visa or Master Card payments. Online payments are processed immediately and will be reflected in the student's cafeteria account automatically, according to the district's scheduled transfer process. Parents may also view their student's entire transaction history, including onsite payments, online payments, current balance and a detailed history of meal and food item purchases. Deposits can be made at the school with cash or check and will reflect immediately. Deposits can also be made with any VISA or MasterCard credit or debit card. Credit card processing is completed through a secure authorization process and will take up to 48 hours to reflect on the student's account. Credit Card information is not stored on our servers and will never be shared with a third party. All student data that is transmitted is encrypted and authenticated every time you use the website. Parents can view their student's current account balance, transaction activity, and online deposit history for the current school year. Parents can register multiple students, from multiple schools, under one account. MealTime Online can be used to make deposits into a student's cafeteria account, or any additional accounts set up by the school district.

▶ Safety Drills

Fire Drills

Fire drills are held once a month. Students should follow the signs in whatever room they happen to be. All doors and windows should be closed before the building is cleared. When the fire alarm sounds, students should immediately leave the building. Talking and running are not permitted. The first students to reach an outside door are to hold it open until all have left. Students are to stand away from the building to leave a lane open for fire equipment. Students may return to the building at the signal of a staff member. There shall be no talking until students are back in the classroom. Students who violate fire drill regulations may be subject to suspension.

Emergency Weather Drills

Emergency weather drills will be held to insure that students, faculty, and staff will know the procedure to follow in the event of a tornado warning. Teachers in each class will provide instructions.

During emergency weather drills absolute silence is expected. Students who violate emergency weather drill regulations may be subject to suspension.

Lockdown Drills

Lockdown drills will be held to insure that students, faculty, and staff will know the procedure to follow in the event of a lockdown situation. Teachers in each class will provide instructions.

During lockdown drills absolute silence is expected. Students who violate lockdown drill regulations may be subject to suspension.

Grades, Report Cards

▶ Grades and Report Cards

Evaluation of human effort and progress is inevitable and essential to growth. Standards of achievement give all students objectives toward which they might strive. Grades are symbols that indicate to a student and parents how well the student has progressed toward achieving a set of given objectives established by teachers.

The intention of the administration in issuing this statement of policy is to offer general guidelines, which may be helpful to the students and teachers of our school. It is not our intent to interfere with the teachers' determination of grades as they see fit. We consider that in the final analysis, each teacher is best able to judge the student's performance in a given subject area. The grade level teachers will provide the students with a late work policy.

Grades are given to report progress in each class at the end of each 18-week semester. The school will send messaging at the 9- week point, prompting parents and guardians to check the 9-week grade snapshot. A student's grade point index is the cumulative average of each semester grading period. Report cards are distributed the week following the end of the semester. Report cards are available in PowerSchool at the end of each semester.

Students taking high school level courses will receive a semester exam grade and a semester grade.

▶ Honor Roll

The honor roll has two classifications: Principal Honor Roll and A/B Honor Roll. To achieve the Principal Honor Roll, a student must earn a grade of A in all subjects. To achieve the A/B Honor Roll, a student must earn grades of A's and B's in all subjects.

National Junior Honor Society recognizes those students who display positive involvement in school and community life by being of service to others, show leadership, attain a 3.75 grade point index, and exhibit exemplary character qualities.

▶ School Counselors

The purpose of the guidance service is to help students in their social, educational, and personal development.

School counselors work closely with other members of the school system in helping students get the most from their school experiences. School counselors may be seen by contacting the secretary.

Students who need to see any person in the office or a school counselor must first go to their next period teacher, secure teacher permission to use a pass, and then report to the office. If you are in the office after class is scheduled to begin without a pass, you will be counted tardy. The only exception would be before and after school.

Attendance

Per Indiana Code IC 20-33-2.5-4 and IC 20-33-2-14

Promptness and dependability are important values in our society, and it is appropriate that they be stressed in school. All students are expected to attend school regularly and to be on time for classes in order to receive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.

Some Truths about School Attendance:

- Regular school attendance is a valuable characteristic.
- There are legitimate reasons for students to miss school.
- When a student is not in attendance, school does go on.
- It is legitimate and proper for the school to set time limits of controllable absences from school beyond which students and their parents will be referred to an Attendance Review Committee.

▶ Attendance Limits

If a student accumulates ten (10) unexcused absences from school during a semester, the student and a parent will be referred to the attendance office representative or administrator for appropriate action. Absences due to a disciplinary suspension will not count toward the ten-day limit.

Absences are classified into two classes:

Excused Absences: The following absences are excused and do not count toward the ten-day limit:

- Service as a page in the Indiana Legislature
- Serving as a poll worker on election day or helper to a political party or candidate
- Active duty with the Indiana National Guard, the United States Armed Forces, or their reserve components.
- Civil Air Patrol participation
- Exhibiting at or participating in the Indiana State Fair or member of the student's household (up to five days and if the student is in good academic standing)
- Court appearances with a subpoena Personal illness with a note from a doctor
- Personal illness with a note or call from a parent
- Death in the immediate family
- Absences due to a medical or dental appointment (with doctor's office documentation)
- School-sponsored field trips (student will be considered in attendance at school)

All absences not designated as Excused shall be considered as Unexcused absences. All Unexcused absences will count toward the ten-day limit.

Truant: A student will be considered truant when the absence from school is without the knowledge and approval of a school official or parent.

Absence Determinations By Level: Middle School (each class is 2-3 periods long, 16 periods total) Full time – marked present for more than 9 periods. Half day – marked present for 1 to 9 periods total.

▶ Excused Absences and Written Verification

After the 10th absence due to a doctor's appointment or illness, for which the student is under the care of a physician, the student must present a signed and dated note from the physician's office to verify this absence.

▶ Make-up Work

Students must make up all work missed due to an absence. It is the student's responsibility to arrange for making up the work. As a rule, the student will have the same number of days to make up the work missed as the length of the absence. In the case of a planned absence, the arrangements to determine when the work will be due should be made before the absence.

▶ Vacations and other Planned Absences

Parents or guardians of students who wish to be excused from school for vacations or other planned absences are encouraged to notify the school one week before the first of such absence to faculty and staff to develop a plan for work completion.

▶ Intervention Procedure

When a student has accumulated five (5) unexcused absences, the attendance office representative or administrator will send a letter to the parent or guardian. When the student has accumulated seven (7)unexcused absences, a parent conference will be requested. After a student has reached the ten-day limit, a violation will occur upon the next unexcused absence. This violation will result in a mandatory meeting of the parent and student with the Attendance Office Representative or Administrator. The Attendance Office Representative or Administrator may recommend the following:

1. Expulsion for the remainder of the semester.
2. Written contract as an individual intervention plan.

The recommendation of the Attendance Office Representative or Administrator will be presented to the principal for final determination.

▶ Truancy Prevention Procedures

The following procedures apply to students enrolled in Kindergarten through Sixth Grades who have five (5) unexcused absences in a 10-week period:

The school shall upon the student's fifth unexcused absence in the 10-week period immediately provide a written notice to the parents. Such written notice shall include:

- the student is an absent student based upon having five unexcused absences within a 10-week period;
- the parent is responsible for monitoring the school attendance of the student and ensuring the student attends school;
- the school will be initiating truancy prevention measures in regards to the absent student;
- the parent is required to attend an attendance conference concerning the truancy measures the school will be implementing and such conference will be held not more than five instructional days after the fifth unexcused absence occurred; and
- the superintendent, attendance office representative or administrator are required to report if the student is a habitual truant to juvenile court or the department of child services, wherein the juvenile court may determine the student is committing a delinquent act under state law and the parent may be prosecuted for educational neglect.

The school shall hold an attendance conference to discuss the student's absences and establish an attendance plan. The conference will be with the following people: School Administrator A teacher of the student The parent of the student Parent's Representative if parent gives 48 hours' notice of the representative's attendance and the name of the representative The school shall establish an attendance plan that includes

- Wraparound services to ensure school attendance for the student.
- A description of the behavior required and/or prohibited for the student.
- The effective time period for the plan, but not to exceed 45 instructional days.
- Disciplinary actions the school will take if the student does not comply with the plan.
- A referral to counseling, mentoring or other services for the student as appropriate.
- Whether the parent is required or expected to attend the services assigned to the student.
- The signature of the student and the parent agreeing to the plan.

▶ Attendance/Instructional Time

In-Person Instruction:

Attendance shall mean to be physically present in a school or at another location where the school's educational program is being conducted during regular school hours on a day the educational program in which the student is enrolled is being offered.

E-Learning Instruction:

Student attendance for e-learning shall mean evidence of participation in the activities designed by the teacher for e-learning lessons. Participation in the virtual classroom shall be measured by daily log-ins and log times, completed daily work, completed weekly work, completed projects, communications with teachers on a daily or weekly basis, and any other requirements as determined by the e-learning instruction teacher. All students are expected to attend school whether by in-person or e-learning. All provisions of this policy apply to all students enrolled and receiving instruction in-person or e-learning.

Tardy Policy:

Tardy means being late to school or between classes.

The patterns established by students concerning promptness will be of prime importance as they progress in school and beyond. The following procedures will be followed for excessive tardiness to school and classes.

- Consequence options-tardy to school (period 1):
  - 5th tardy = After School Detention/Parent notification-every effort will be made to notify the parent.
  - 7th tardy and beyond may result in out-of-school suspension as well as a referral to juvenile court.
- Consequence options-tardy to class
  - 1st & 2nd tardy = warning to the student
  - 3rd tardy = Lunch Detention / Parent notification ○ 4th tardy = After School Detention / Parent notification
  - 5th tardy = Referral to the Administration/Parent Contact
  - 6th tardy = Parent notification / further disciplinary action including possible In-School Suspension/Out of School Suspension as determined by administrative team
- Tardy records will be maintained on a nine-week basis

Student Behavior

▼ Discipline Rules

▶ Anti-Harassment

It is the policy of Crown Point Community School Corporation to maintain learning environment that is free from unlawful harassment. Such conduct includes unwelcome physical, verbal or nonverbal conduct which has the purpose of effect of interfering with you educational performance, of creating an intimidating, hostile or offensive learning environment, or of interfering with your ability to participate in or benefit from a class or educational program or activity and is based on your sex, race or color (for example, racial slurs,

nicknames implying stereotypes, epithets or negative references relative to racial customs), national origin (for example, negative comments regarding customs, manner of speaking, language, surnames or ethnic slurs), religion (for instance, negative comments about religious traditions, clothing, surnames or religious slurs), disability (for instance, negative comments about speech pattern, movement, physical impairments or appearances) or any other unlawful basis. This applies to all programs and activities occurring on school property or at another location if the conduct occurs during a school-sponsored activity.

Reporting. If you believe you have experienced harassing conduct of this nature, and you have observed another student experience such conduct, you are encouraged to promptly report incidents of harassing conduct to your principal or to any teacher, school counselor, assistant principal, activity sponsor, or coach, with whom you are comfortable. Making such a report in good faith will not affect your grades, class assignment, or status and will be investigated in a confidential manner, consistent with the School Corporation's legal obligations.

Consequences. A student committing such conduct is subject to discipline consistent with school policy. A student retaliating against a student who has made a good faith report of such conduct or against a student who participated in the investigation of such conduct is subject to disciplinary action consistent with school policy. A student who knowingly makes a false report of such conduct in an attempt to demean, harass, or embarrass that individual shall be subject to disciplinary action consistent with school policy

▶ Academic Integrity

Cheating is defined as seeking to obtain (or aiding another to obtain) credit or improved scores through the use of any unauthorized or deceptive means. Unauthorized and deceptive means of any kind with respect to examinations/assessments, course assignments, alteration of records, illegal possession of examinations (electronic or hard copy, photographs), and/or unauthorized use of and/or access to web-based resources shall be considered cheating. It is the responsibility of each student not only to abstain from cheating but to avoid the appearance of cheating and to guard against making it possible for others to cheat. The student should also maintain respect for honesty in the performance of assigned tasks in and out of the classroom and comply with all teacher specified guidelines for academic integrity. Plagiarizing (i.e. submission of term paper, reports, etc. that are not original works by the student) is a form of academic dishonesty and subject to disciplinary action.

Students who violate the academic integrity policy as a first offense will have their parent contacted by their teacher and the teacher will allow a student to complete a replacement assignment/assessment for credit with up to 50% reduction; students may be required to complete an academic dishonesty assignment in order to receive credit and may be subject to suspension or other disciplinary consequences to address the behavior. A second offense will result in loss of credit for the assignment/assessment. Should a second offense occur, it may result in failure for the grading period, removal from the course, and/or disciplinary action.

▶ Bullying

Like all other student conduct rules, this rule applies when a student is on school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group, including summer school, off school grounds at a school activity, function or event, while traveling to or from school or a school activity, function or event, and also if using property or equipment provided by the school.

● Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, any computer network or cellular telephone or other wireless or cellular communications device is also prohibited.

● For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar 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:

○ places the targeted student in reasonable fear of harm to the targeted student's person or property;

○ has a substantially detrimental effect on the targeted student's physical or mental health;

○ has the effect of substantially interfering with the targeted student's academic performance; or

○ 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.

● This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.

● Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the school administrator who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or school counselor who will be responsible for notifying the school administrator. This report may be made anonymously.

● The school administrator shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.

● The school administrator will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.

● False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will 13 result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.

● A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.

● Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.

● Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.

● All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

● The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

LEGAL REFERENCE: I.C. 20-33-8-0.2 I.C. 20-33-8-13.5

▶ Bus Conduct

The bus conduct and safety rules are designed to promote safety on the school bus at all times. The safety of all students is our top priority. Therefore, each student is expected to cooperate fully by obeying the rules. The authority of the bus driver, who is in charge of the bus, will be recognized and supported by all.

School bus transportation is a privilege and is not guaranteed for you by law. Transportation is available, however, it can be taken away if students choose to disobey or violate any of the safety and conduct rules. If transportation privileges are denied, the parents or guardians are responsible for getting their children to and from school. Students may ride a bus other than their regular bus only for an emergency situation after obtaining permission from the Transportation Department. The phone number of the Transportation Department is 663-1465.

The following rules must be followed:

At the Bus Stop

- Be on time. Board and leave the bus only at your regularly assigned stop, unless you have received special permission in advance.
- Stay out of the street
- Respect surrounding property while waiting for the bus.
- Wait to enter until the bus comes to a full stop, and the driver has opened the door.
- Do not push when entering or leaving the bus.

On the Bus

- Always obey the driver promptly and respectfully.
- Be seated promptly and stay in assigned seat.
- Keep all books and materials on your lap or contained in a backpack.
- Be courteous and refrain from using profanity.
- Speak in low tones.
- Be respectful and do not push, shove, scuffle or engage in horseplay; that is always unacceptable and a serious safety hazard.

- Keep yourself and all belongings inside the bus and to yourself.
- Never throw objects inside or outside the bus.
- Do not eat or drink on the bus.
- Treat bus seats and equipment with care and respect.
- Keep the bus clean and orderly. Deposit trash in the containers at the front of the bus upon leaving.
- Items not pertaining to classroom activities are not allowed on the bus unless pre-approved by the principal and the transportation department.

Leaving the Bus

- Take your turn and do not push when leaving the bus.
- Once off, clear the area immediately. If crossing the street, wait for a signal from the bus driver before crossing in front of the bus. Walk quickly across the street.

Consequence Options for Bus Referrals (in addition to possible disciplinary consequences such as after school detention, in school suspension or out of school suspension):

1st Incident Report

○ Denied privilege of bus use for one (1) to five (5) days

○ Parent/student conference

2nd Incident Report

○ Denied privilege of bus use for three (3) to five (5) days

3rd Incident Report

○ Denied privilege of bus use for five (5) to ten (10) days

4th Incident Report

○ Suspension from school for one (1) to five (5) days

○ Denied privilege of bus use for the remainder of the semester. If the incident occurs within two (2) weeks before end of the semester, the penalty may carry over into the next semester.

▶ Cell Phones and Electronic Devices

Per Indiana Code 20-26-5-40.7

Possessing and/or using a wireless electronic device which is portable and is capable of providing voice, messaging, or other data communications between two or more persons and includes cellular phones, tablet computers, laptop computers, digital cameras, smartwatches, and/or gaming devices in a manner which constitutes an interference with a school purpose or educational function, an invasion of privacy, or an act of academic dishonesty, or is profane, indecent, or obscene is prohibited.

Middle School students will keep cell phones in their lockers while at school

The use of wireless electronic devices that contain built-in cameras (i.e., devices that take still or motion pictures, whether in a digital or other format) is prohibited in classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and/or swimming pool.

Students shall have no expectation of confidentiality with respect to their use of a wireless electronic device on school premises/property.

This rule is not violated when the student has a) been given permission from a teacher or staff member to use a wireless device for educational purposes during instructional time; b) to use a wireless device in an emergency or to manage the student's health care; c) to use a wireless device as part of the student's Individual Education Plan (IEP) or 504 Plan.

Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation.

In addition to being disciplined, students who use a wireless electronic device in a manner which violates this rule may have the device confiscated by school administration. Such a device will be returned to the student at the end of the school day or to the parent unless the violation involves potentially illegal activity in which case the wireless electronic device may be turned over to law enforcement. If multiple offenses occur, a student may lose his/her privilege to bring a personal electronic device to school for a designated length of time or on a permanent basis.

A person who discovers a student using a wireless electronic device in violation of this policy must report the violation to the building principal.

Students are personally and solely responsible for the care and security of their wireless electronic devices. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, wireless electronic devices brought onto its property.

▶ Dress

While the school climate at the middle school encourages individual creativity and student empowerment, the school also recognizes the need to guide students toward appropriate attire for different settings, e.g. school, work, etc. Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency.

- The maintenance of common decency and classroom order requires adequate coverage of the person. Any clothing which reveals undergarments, the lack of undergarments, and/or excessive skin will be considered inappropriate.
- Garments which reveal bare midriffs, backs, or excessive amounts of skin are not allowed.
- Hats, hoods, and bandanas must be removed upon entering the building and may not be worn during the school day unless required by a teacher for safety purposes in a classroom.
- Other head coverings must be approved by administration.

This basic dress code does not infringe on students' rights of freedom of expression, but rather encourages students to "dress for success" and come to school properly prepared to participate in the educational process.

In accordance with Board Policy governing student conduct with regard to bullying, weapons, gangs, drugs, and alcohol: clothing shall be free of inflammatory, suggestive, racial, or other inappropriate writing, advertising, or artwork.

The administration reserves the right to use its discretion in determining the type of clothing appropriate for the school setting. Wearing inappropriate apparel will result in the student's removal from class until the problem is corrected and /or possible further disciplinary action. Student will be instructed to change clothes. Staff member will contact home.

▶ Drugs and Alcohol

The use, consumption, possession, or transmission, including by sale, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, including but not limited to over-the-counter medications and substances, any capsule or pill, look alike drugs, nonalcoholic beer, inhalant, or intoxicant of any kind, as well as any apparatus or paraphernalia used or which could be used in connection with the listed substances is prohibited. Consuming any of the listed substances immediately before attending school or a school function or event is prohibited. Using, consuming, possessing, transmitting, or being under the influence of any of the items listed above by any student while subject to school rules will result in suspension, request for expulsion and notification of law enforcement. Selling any of the items listed above will result in suspension, a request expulsion for the remainder of the semester in which the conduct occurs and the subsequent semester and notification of law enforcement. Any student who arranges to sell or buy drugs at school (even though the actual transaction occurs off school grounds) will be subject to suspension and a request for expulsion, and law enforcement will be notified.

Exception. A student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease/condition only if the student's parent/guardian has filed a written authorization with the building principal or his designee stating that the student is authorized to possess and self-administer the prescribed medication. The written authorization must be filed annually. The written authorization must include a statement prepared/signed by a licensed physician stating:

- That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication;
- That the nature of the disease or medical condition requires emergency administration of the medication; and
- That the student has been instructed in how to self-administer the medication.

Students under this limited exception are responsible for the safe-keeping and proper administration of their medications. For all other situations involving student medications, refer to the Health Services section and contact the school nurse for proper procedures.

▶ Gang Symbols, Signs, Colors, Insignia, Identifiers

Gang symbols, hand signs, colors, insignia, and/or identifiers are not permitted on school grounds or at school activities. Students who engage in these activities will be subject to a one (1) to ten (10) day out-of- school suspension.

▶ Lockers

Control of lockers - All lockers and storage areas provided for student use on school premises remain the property of the school. Students have no reasonable expectation of privacy in such lockers or areas. School authorities have a responsibility and a right to enter and examine the contents of the lockers for reasons of health, safety, and security. Acceptance on the part of the student of a

locker is acknowledgment of this right.

- Each student is assigned a locker.
- Lockers should contain backpacks, coats, lunches, and books only. Students will not be allowed to bring hats, coats, book bags, or backpacks to class; they must remain in the locker during the school day.
- Locker use by students may be limited during the school day. Students should bring to school no more money than they intend to use on a given day.
- The school is not responsible for loss or damage of a student's personal property.
- All books and personal belongings are to be kept in a neat and orderly fashion.
- Locker combinations are strictly private information and must not be given out to anyone. Never leave your locker without making sure you have it locked. Shut the door to make sure it locked. Do not preset your locker combination.
- Students are not to share lockers.
- All students are held accountable for school equipment assigned to them, such as lockers.

When your locker does not function properly, report this immediately to the office.

Any student caught tampering, opening, or removing items from any locker other than his own without proper authorization, will face strong disciplinary action.

LOCKER OPENING INSTRUCTIONS

● Turn dial right (clockwise) until you get to the first number (in this case - #39)

● Then turn the dial left (counterclockwise) to the second number - BUT DON'T STOP - you must go around one more time before you stop at the second number (in this case - #14)

● Lastly, turn the dial right again UNTIL the dial stops then the locker will open. Dialing to the third number on your combination will NOT open the locker. Therefore, you will only have to memorize the first TWO numbers of the combination.

● IMPORTANT - In order to lock and secure your locker, you must turn the dial to the left. This is the last step - DON'T FORGET TURN DIAL TO THE LEFT TO LOCK YOUR LOCKER!

● Example: R #39 L #14 R #2

▶ Sexual Harassment

It is the policy of Crown Point Community School Corporation to maintain learning environment that is free from sexual harassment. This applies to all programs and activities occurring on school property or at another location if the conduct occurs during a school-sponsored activity.

Sexual Harassment:

For the purpose of this policy, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment if:

● Submission to the conduct is made either an explicit or implicit condition of the student's status in class, an educational program or activity.

● Submission to or rejection of the conduct by the student is used as a basis for educational decisions affecting the student; or

● The conduct has the purpose or effect of substantially interfering with the student's educational performance, creating an intimidating, hostile, or offensive learning environment, or of interfering with the student's ability to participate or benefit from a class or an educational program or activity.

Sexual harassment can take different forms depending on who is doing the harassing and the nature of the conduct. It may involve a school employee, another student or a volunteer to the school. Both male and female students can be victims of sexual harassment and the harasser and the victim can be of the same sex. It can occur in any school program or activity and take place on school grounds, on a school bus or, in certain circumstances, off school grounds. The conduct can be verbal – including in person, in writing, by phone, or through email, texts and other forms of electronic communications, nonverbal, or physical. Examples of conduct that may constitute sexual harassment include, but are not limited to:

● Unwelcome sexual propositions, invitations, solicitations, and flirtations.

● Physical assault.

● Threats or insinuations that a student's academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of education may be adversely affected by not submitting to sexual advances.

● Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a student's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls, texts or other electronic forms of communication.

● Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the educational environment, which may embarrass or offend students.

● Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.

● A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to the student.

● Remarks speculating about the student's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

Inappropriate boundary invasions by a school employee or volunteer into a student's personal space and personal life.

Reporting:

If you believe you have been subjected to or have experienced this sort of conduct or if you have observed another student experience this sort of conduct, you are encouraged to report it immediately to your principal or to any teacher, school counselor, dean, assistant principal, activity sponsor, or coach, with whom you are comfortable. Making such a report in good faith will not affect your grades, class assignment, or status and will be investigated in a confidential manner, consistent with the School Corporation's legal obligations.

Consequences:

A student committing such conduct is subject to discipline consistent with school policy. A student retaliating against a student who has made a good faith report of such conduct or against a student who participated in the investigation of such conduct is subject to disciplinary action consistent with school policy. A student who knowingly makes a false report of such conduct in an attempt to demean, harass, or embarrass that individual shall be subject to disciplinary action consistent with school policy.

For additional information, refer to Board Policy 5517.

▶ Tobacco

Students are not to use, possess, distribute, purchase or sell any tobacco or nicotine-containing products of any kind or in any form, including e-cigarettes or any electronic vaporizing device, on school grounds immediately before, during and immediately 15 after school hours and at any time when the school is being used by a group, off school grounds at a school activity, function or event, and/or while traveling to or from school, a school activity or event. Students found to be in violation of this policy will receive the following consequences:

● First violation in a school year – The student will receive a one day suspension from school and attend a session on the dangers of vaping, tobacco, nicotine, and smoking. The session must be attended within two weeks of the offense. The Resource Officer will issue a ticket and the student will be remanded to appear before the city judge.

● Second violation in a school year – The student will receive a two day suspension from school and attend a session on the dangers of vaping, tobacco, nicotine, and smoking. The session must be attended within two weeks of the offense. The Resource Officer will issue a second ticket and the student will be remanded to appear before the city judge.

● Third violation in a school year – The student will receive a five day suspension and/or be recommended for expulsion. The Resource Officer will issue a ticket and the student will be remanded to appear before the city judge.

● If the vaping device contains THC or any other illegal drug, handbook guidelines for “Drugs and Alcohol” apply.

▶ Weapons/Firearms

The possession, handling, transmittal or use of any firearm, destructive device or deadly weapon is prohibited.

For purposes of this rule, the following devices are considered to be a firearm:

● any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;

● the frame or receiver of any weapon described above;

● any firearm muffler or silencer;

- any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any similar device;

- any weapon which will, or which may be readily converted to, expel a projective by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; or

- any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assemble

For purposes of this rule, a destructive device is:

- an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above;

- a type of weapon that may be readily converted to expel a projective by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch; or

- a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety or similar device. However, students are also prohibited from possessing such devices.

For purposes of this rule, a deadly weapon is:

- a weapon, device, taser or electronic stun weapon, equipment, chemical substances or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury;

- an animal that is capable of causing serious bodily injury; or

- a biological disease, virus, or organism that is capable of causing serious bodily injury.

A student determined to be in possession of a firearm or destructive device on school property or of bringing a firearm or destructive device to school or on school property in violation of this rule is subject to suspension and request for expulsion for one calendar year, with a return at the beginning of the first school semester after the end of the one-year period, and referral to law enforcement.

A student determined to be in possession of a deadly weapon on school property or of bringing a deadly weapon to school or on school property in violation of this rule is subject to suspension and request for expulsion for up to one calendar year, and referral to law enforcement.

▶ Discipline

The most effective way of influencing student behavior is with positive reinforcement rather than with consequences. Positive reinforcement will always be the first choice in dealing with student behavior. This applies to every classroom situation and to every out-of-class situation. Crown Point Middle School teachers will supply their students with a copy of their individual Classroom Management

Plan. This will afford each student the opportunity to manage his or her own behavior. It also provides parents with information as to how appropriate behavior will be encouraged. If after having used positive reinforcement techniques the student does not respond, necessary disciplinary consequences will be imposed. The techniques and consequences including but not limited to the following may be used:

- Verbal reprimand
- Removal from class or activity
- Student/Teacher conference
- Student/school counselor conference
- Parent notification
- Team/Parent conference
- Restitution for damaged property (school or personal)
- Lunch detention. Students assigned to lunch detention are to report to the detention room promptly at the start of their lunch. You may bring a lunch or buy a school sack lunch. You should bring classwork to work on during your assigned detention.
- After-School detention. Students assigned to after-school detention are to report to the designated room at the designated time with study materials. Students will be given one day's notice to plan for transportation. A student may receive an inschool suspension if they are truant for an after-school detention. A student may receive an out-of-school suspension after a third and subsequent truancy to after-school detentions.
- Class Suspension assigned by administrator

- In-School Suspension assignment by a teacher or an administrator

  - Teachers will be notified of any student serving an In-School Suspension and will communicate any necessary assignments with the In-School Suspension supervisor. The In-School Suspension begins promptly at 7:40 a.m. in the In-school suspension room located near the main office. Students must report directly to the main office UPON ARRIVAL.
  - Students will have the opportunity to purchase a school lunch, though they may opt to bring a sack lunch on the date(s) of In-School Suspension. Students will not be dismissed to the cafeteria to eat. Students will have 30 minutes for lunch.
  - No talking or sleeping is permitted during In-School Suspension. Students are under the direct supervision of the teacher assigned to monitor the room. Students are to complete class assignments, take examinations, read, or perform a school community service that is assigned by the In-School Suspension supervisor, including behavior learning packets.
  - Failure to comply with any one of the above listed rules will result in an immediate out-of-school suspension.
  - Students that miss an assigned In-School Suspension placement due to illness must make up their time immediately upon return to school.

- Out-of-School suspension (see below)

- Recommendation for expulsion (see below)

▶ School's Responsibilities

School's Responsibilities

The primary responsibility of the Crown Point Community School Corporation is to provide each student with an opportunity to acquire meaningful knowledge and skills and to help develop fully his or her potential as an individual. In order to assure a climate for learning, the Crown Point Community Schools must maintain certain standards of conduct for school citizenship.

School staff members will strive individually, collectively, and cooperatively with appropriate available community resources to help each student gain acceptable self-discipline, consistent with expected standards of behavior.

The following rules establish standards governing student conduct which is reasonably necessary to carry out or to prevent interference with carrying out, any educational function. The rules are in addition to our broad, discretionary authority to maintain safety, order and discipline inside the school zone. These rules support, but do not limit, our authority.

Students are subject to school rules:

- on school grounds immediately before or during school hours or immediately after school hours and at any other time when the school is being used by a school group;
- off school grounds at a school activity, function or event; and
- while traveling to or from school or a school activity, function or event.

In addition, students may be disciplined for engaging in unlawful activity on or off school grounds which may reasonably be considered an interference with school purposes or educational functions or which necessitates their removal to restore order or protect persons or school property. This includes any such unlawful activity that takes place during weekends, holidays and other school breaks, and the summer period when a student may not be attending classes or other school functions.

All CPCSC students must adhere to guidelines issued by the administration regarding safety protocols and practices to prevent the spread of disease and illness including but not limited to hand sanitizing/washing, wearing protective coverings, required spacing in school facilities, on school property and in school busses, and at any school sponsored activity wherever located. Students who violate such protocols are subject to discipline, up to and including recommendations for removal from class, suspension, expulsion, or placement in distance learning setting

▶ Student Responsibilities

- Each student shall accept the responsibility for his/her own behavior.
- Each student shall show respect for self and others, and for the campus and building by keeping Crown Point Middle Schools free of vandalism, graffiti, and other personal trash.
- Each student shall comply with the Board and school policies, rules, and standards designed to protect the rights of all.
- Each student shall be involved in the educational process to the fullest extent possible.
- All students are expected to attend school whether by in-person or through CPCSC e-learning.
- Each student shall contribute to a positive classroom learning environment by:
    - Being respectful and considerate of your teacher and classmates in both words and actions.
    - Remaining awake and avoiding the impression you are asleep.
    - Coming to class prepared by bringing: pen or pencil, notebook or paper, book(s) as directed, other material as assigned.
    - Sitting in your assigned seat.
    - Working only on assignments from the class he/she is in unless otherwise directed from the teacher.
    - Remaining in the assigned seat and working until the end of the class or teacher dismissal.
    - Participating in class.
    - Not bringing fidgets, spinners, or any other toys to school.
    - Not using electronic or social media to threaten or harass others.

Enforcement of Student Conduct Rules

In the absence of student self-discipline, there are times when it is necessary for school officials to make a decision concerning the acceptability of a student's behavior when it interferes with school purposes or educational functions, or which necessitates removal to restore order or protect persons or school functions or property. Each administrator, teacher, or any other school personnel is responsible for enforcing the rules for student conduct adopted by the individual school and the Board of School Trustees. These decisions will be based on the welfare of the total school community and the behavior's effect on the learning environment. While students committing some infractions will receive the maximum allowable punishment, disciplinary consequences in other situations may be altered in the discretion and judgment of the principal.

▶ Search and Seizure

School authorities may seize any contraband, substance, or article that is illegal, or any material or object which violates a school rule or poses a hazard to the safety and good order of the school. Students are not to bring these items to school or to any school sponsored function.

Authority to Conduct a Search – The law allows school authorities to search a student, his/her locker, their motor vehicle parked on school property and personal property where there is reasonable suspicion that the student is in possession of something prohibited by school rules or by law. The administration reserves the right to rely on anonymous tips that are given on a good faith basis to conduct school searches.

Locker/Storage Area Inspections (I.C. 20-33-8-32) – All lockers and other storage areas provided for student use on school premises remain the property of the school district. Both the locker/storage area and their contents are subject to inspection, access for maintenance, and search. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by school authorities. Unapproved locks shall be removed and destroyed.
Personal searches – A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched when a school authority has reasonable suspicion to believe that the student is in possession of illegal, unauthorized or contraband items.

LAW ENFORCEMENT MAY BE REQUESTED BY THE ADMINISTRATION IN INSPECTING LOCKERS OR OTHER CONTENT.

▶ Suspension and Expulsion Procedures

Suspension Procedure:

When a principal or his/her designee determines that a student should be suspended, the following procedures will be followed:

- A meeting will be held with the student prior to suspension, except where the nature of the misconduct requires immediate removal. In such situations however the meeting will be held as soon as reasonably possible after the issuance of the suspension.
- At the meeting, the student will be provided with a written or oral statement of the charges. If the student denies the charges, a summary of the evidence against the student will be presented. The student will be provided an opportunity to explain his or her conduct.

- Following issuance of a suspension, the parent/guardian of the suspended student will be notified in writing. The notification will include the dates of the suspension and will describe the student's misconduct and the action taken by the principal (principal's designee).

A suspended student will be responsible for making up school work missed due to suspension within the number of days s/he has been suspended. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return to school. The student will be given credit for properly-completed assignments and a grade on any made- up tests

Expulsion Procedure:

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

- The superintendent (or designee) may conduct an expulsion meeting, or may appoint an expulsion examiner to conduct an expulsion meeting.
- An expulsion will not take place until the student and the student's parent/guardian are given written notice of their right to appear at an expulsion meeting. Failure to request and/or to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion.
- If an expulsion meeting is timely requested, the principal (or designee) will present evidence to support the charges against the student. The student/parent will have the opportunity to answer the charges against the student and to present evidence to support the student's position. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the expulsion meeting.
- If an expulsion meeting is held, the expulsion examiner 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/parent.
- The student/parent has no right to appeal an expulsion decision to the school board as the school board has voted not to hear student expulsion appeals.
- A student expelled for more than the current semester will be provided with a review prior to the start of the subsequent semester.

▶ Grounds for Suspension and Explusion

In accordance with Indiana Code 20-33-8-14, grounds for suspension or expulsion are student misconduct or substantial disobedience. Examples of student misconduct or substantial disobedience include but are not limited to the following:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:
    - Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
    - Blocking the entrance or exits of school building or corridor or room therein with the intent to deprive others of its use.
    - Setting fire to or damaging any school building or property.
    - Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or any meeting or assembly on school property.
    - Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or school personnel to conduct the education function under his/her supervision.

2. Causing or attempting to cause damage to school property, stealing, or attempting to steal school property.

3. Intentionally causing or attempting to cause physical injury, behaving in such a way as to cause physical injury, or intentionally behaving in such a way as could cause physical injury to any person. Self-defense or reasonable action undertaken with the belief that it was necessary to protect some other person does not; however, constitute a violation of this provision. Self-defense can be defined as: closing the distance between yourself and another person in an attempt to control them, pushing someone off you in an attempt to leave the area, covering yourself with your arms as a protective measure

4. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.

5. Harassing by using extreme or inappropriate communications (electronic, verbal or written) or expressive acts that are intended to harass, intimidate, or humiliate a person on the basis of race, sex, national origin, religion, alternative lifestyle, or physical characteristics are forbidden.

6. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.

7. Failing in a substantial number of instances to comply with directions of teachers or other school personnels' supervision.

8. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters, including potential violations of the student conduct rules and/or State or Federal law.

9. Falsely accusing any person of sexual harassment, of violating a school rule, or of violating a State or Federal law.

10. Aiding, assisting, agreeing, or conspiring with another person to violate student conduct rules and/or State or Federal law.

11. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test/quiz copies or scores.

12. Taking, recording, displaying and/or distributing pictures (digital or using any media), video or audio recordings without the consent of the student or staff member in a situation not related to school purpose or education functions.

13. Possessing sexually-related materials which include images displaying uncovered breasts, genitals or buttocks.

14. "Sexting" or using a cellphone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. *[In addition to student disciplinary actions, phone/devices will be confiscated and images suspected to violate criminal laws will be referred to law enforcement authorities.]*

15. Engaging in any activity forbidden by State or Federal law that constitutes an interference with school purposes.

16. Violating or repeatedly violating any rules that are reasonably necessary to carry out school purposes or educational functions and are validly adopted in accordance with Indiana law.

17. Being absent or truant from school without the knowledge or consent of the parent or guardian or school or absent from school when there is an attempt to evade the School Attendance Law.

18. Possessing, using, transmitting, or being under the influence of caffeine-based substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.

19. Violation of the school's technology policy and rules.

20. Violation of the school's discrimination and/or harassment policies.

21. Violation of any student conduct rule established by the building principal of which students have been provided notice.

22. Being in a bathroom stall with another individual.

General Information

▶ Health Services

The school clinic is located in the main office area. The health service handles first-aid situations, dispensing of medications, health screenings, counseling, referral services, resource services, and immunization screenings. If a student becomes ill while in school, he/she should report to the nurse using an agenda book pass from the teacher. If the nurse is not available, students should report to an appropriate school counselor, secretary, or administrator. A student must have permission from the nurse or office before leaving school. A parent or guardian must be contacted by the school nurse before a student is released to go home and it is necessary to be signed out by a parent or guardian in the office. A student who fails to comply and leaves school without permission will be considered truant. **Students may not use a personal phone to contact parents.**

The School Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child has a disability and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines, including those prescribed by a physician and any nonprescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization or intravenous or intramuscular injection.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent (see Form 5330 F1). This document shall be kept on file in the office of the school nurse, and made available to the persons authorized to administer medication or treatment. The prescription must be in its original container, labeled with the student's name and the exact dosage. At no time is the school to administer a dosage other than that authorized by the physician's prescription.

Both must also authorize any self-medication by the student. In addition, the physician's statement authorizing self-medication must include the information set forth in Policy 5330.01 - Self-Administered Medication.

The Board requires the prior written consent of the parent before any non-prescribed medication or treatment may be administered (see Form 5330 F1a and Form 5330 F1b). These documents shall be kept in the office of the school nurse. Except in the case of authorized self-medication, all forms of medication shall be administered by the School Corporation in accordance with the Superintendent's guidelines. No student is allowed to provide or sell any type of over-the-counter medication to another student.

Topical sunscreen products. USDA- approved topical, non-aerosol sunscreen products are exempt from this requirement. While on school property or at a school sponsored event or activity, a student may possess and use a topical, non-aerosol sunscreen product. A school employee may assist a student in applying the sunscreen product with written permission from the student's parent or guardian.

Violations of this rule will be considered violations of Policy 5530 – Drug Prevention and of the Student Code of Conduct/Student Discipline Code.

Students who may require administration of an emergency medication may have such medication stored in the nurse's office and administered in accord with this policy. However, if authorization (Form 5330 F3) for self-medication has been provided by the parent and physician which complies with the requirements of Policy 5330.01 - Self-Administered Medication, then the student may retain possession of the self-administered medications.

The Corporation or a school in the Corporation may fill a prescription for auto-injectable epinephrine and store the auto-injectable epinephrine in a school in the Corporation if a health care provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication writes the prescription for auto-injectable epinephrine for the school or Corporation. The school shall store the auto-injectable epinephrine in a safe location in which only school personnel have access.

A school nurse may administer auto-injectable epinephrine obtained via a prescription written for the school or Corporation by a health care provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication to any of the following individuals if the individual is demonstrating signs or symptoms of life-threatening anaphylaxis and the individual does not have epinephrine at the school or the individual's prescription is not available:

- Students at the school
- School personnel
- Visitors of the school

School employees may administer auto-injectable epinephrine obtained via a prescription written for the school or Corporation by a healthcare provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication if the following are met:

The school employee has voluntarily received training in:

- recognizing anaphylaxis;
- the proper administration of auto-injectable epinephrine;
    - by a health care provider who is licensed or certified in Indiana, for whom the administration of auto-injectable epinephrine is within the health care provider's scope of practice, who has received training in the administration of auto-injectable epinephrine, and who is knowledgeable in recognizing the symptoms of anaphylaxis and the administration of auto-injectable epinephrine.

The individual to whom the epinephrine is being administered is:

- a student at the school;
- a member of school personnel; or
- a visitor at the school.

Low THC Hemp Extract

Low THC Hemp Indiana law defines "low THC hemp extract" as a product:

- derived from Cannabis sativa L., that meets the definition of industrial hemp; that contains not more than three-tenths percent (0.3%) delta-9-THC (including precursors); and that contains no other controlled substances
- Prior to school personnel administering a low THC hemp extract substance, in addition to the above requirements, the following criteria must be met:
- Parent/Guardian has provided the school with written permission to administer the product to his/her child and has verified that the product was acquired from a retailer that meets the requirements of state law;
- Product is in the original packaging and is unopened;
- Student's health care provider has provided the school with a prescription to administer the substance which includes the dose, route and time of administration; and
- Product has been approved by:
    - (1) the federal Food and Drug administration or the federal Drug Enforcement Agency as a prescription or over-the-counter drug or (2) meets the packaging requirements of state law.
- Low THC hemp extract substance must be in packaging that contains the information required by state law. A school nurse or other trained school personnel will determine if the packaging complies with the law prior to the low THC hemp extract being administered.

Medication that is possessed by a school for administration during school hours or at school functions, for students in grades K-8 may be released only to the student's parent or to an individual who is eighteen (18) years of age or older and who has been designated, in writing, by the student's parent to receive the medication.

A school may send home medication that is possessed by the school for administration during school hours or at school functions with a student in grades 9-12, if the student's parent provides written permission for the student to receive the medication.

The Superintendent shall prepare administrative guidelines, as needed, to address the proper implementation of this policy.

Self-Administered Medication

A student may possess and self-administer medication for chronic diseases or medical conditions provided the student's parent files a written authorization with the principal. The written authorization must be filed annually. A physician's written statement must be included with the parent's authorization.

The physician's statement be filed annually and include the following information:

- An acute or chronic disease or medical condition exists for which the medication is prescribed.
- The student has been given instruction as to how to self-administer the medication.
- The nature of the disease or medical condition requires emergency administration of the medication.

The School or School Board is not liable for civil damages as a result of a student's self-administration of medication for an acute or chronic disease or medical condition except for an act or omission amounting to gross negligence or willful and wanton misconduct.

Our District's Tip Reporting Service

Safety is one of our district's top priorities, that's why we're now using SafeSchools Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration five different ways:

- App: Search for "SafeSchools Alert" in the App Store to download for free
- Phone: 219.306.8063
- Text: Text your tip to 219.306.8063

- Email: 1789@alert1.us
- Web: http://1789.alert1.us

Easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about. Tips may be submitted anonymously too. Thanks in advance for helping to make our school community a safer place to work and learn! We appreciate your support.

▶ Student Accident Insurance

Accident insurance is available to students on a voluntary basis. The school will provide information concerning the insurance, but the student's parent or guardian will carry out all transactions with the insurance company.

▶ Air Quality

The Indoor Air Quality (IAQ) Coordinator for the Crown Point Community School Corporation is Mike Malaski Director of Building and Grounds, 1151 E. Summit Street, Crown Point, IN 46307- phone: 219-663-5701

To preserve and maintain appropriate air quality standards:

● Use of scented candles and air fresheners is prohibited in all classrooms.

● All classroom furniture must be maintained and cleaned to prevent growth of allergens. Good example of this would be the extra furniture/bean bags in classroom reading areas.

● Animals in the classroom are allowed only for education purposes. When animals are used in the classroom a process for resolving issues associated with allergies should be developed including notice to employees and students about the presence of animals and how to respond if such presence presents a problem for a person. The use of animals in the classroom must be approved with the building principal.

▶ Media Center

The Media Center is a centrally organized, readily accessible collection of many kinds of material that support the curriculum. Its resources include approximately 15,000 books, 38 magazines, and 3 newspaper subscriptions, reference materials, as well as video recordings. The Media Center has Wi-Fi access, Destiny, and Grolier's Online for student use along with desktop computers to use for printing.

Check out periods vary. Books are circulated for one month; magazines are circulated for two weeks. Reference books are checked out overnight and are due before the first class period of the next school day. Students receive a new student ID card every year which doubles as their library card. Book returns are located next to the Media Center entrance doors and at the circulation desk.

There are no fines charged for overdue books. Overdue notices are emailed home every Monday. Parents are notified by email of any overdue materials. If a student loses or damages a book or magazine, replacement costs will be charged. Replacement fees for hardcover and paperback books vary by book; magazines are $10.00; reference books can vary and are based on the current publisher's price.

Students may use the Media Center every day during regular school hours. Students sent to the Media Center with a pass must first report to the Media Specialist. If a student wants to visit the media center during lunch they must have a pass from a teacher. Students may not bring CD programs, flash drives or other external components from home to use on Media Center computers.

More information about Crown Point Middle School Media Center may be found on the Internet at the Crown Point School Website. Valuable links to research Websites, information on the Young Hoosier Book Program and Reading Contests, and Media Center policies can be found here. A school bookstore, located in the Media Center, is available to all students. School supplies may be purchased at reasonable prices. The bookstore is open during regular school hours. Students are responsible for damages to Chromebooks and chargers.

▶ Textbook Fees

It is the responsibility of the student to return the books to the issuing teacher. You will be charged the replacement cost for lost or damaged books. Additional books will not be issued until the cost of the book is recovered or arrangements have been made for payment.

▶ Bicycles/non-motorized scooters/skateboards

Students may ride bicycles or skateboards to school. Your bike should be parked and locked in the bike racks. We advise you to register your bike with the police. Students are not permitted to drive or ride motorized personal vehicles to school.

▶ Dances

There are several dances held during the school year at Crown Point Middle Schools. Students may only attend dances at the school in which they reside. Outside students will not be permitted to attend the dances. Anyone leaving the dance will not be permitted to return. Dances will begin at 3:00 p.m. and end promptly at 4:30 p.m. There are no formal or semiformal dances. Students are to have rides at school immediately following the dance.

▶ Student Conduct at After School Activities

All regular school rules and regulations apply to all school-sponsored after-school activities. This includes all athletic contests, home and away, field trips, concerts, and contests, etc.

Students are not permitted to leave the building once they have entered dances, athletic events, concerts, and contests.

Students are not permitted to attend after-school events and activities unless they are in attendance for at least 1/2 of the school day.

Students are not permitted to attend after-school events and activities if they are assigned and in-school suspension, out-of-school suspension, or are expelled.

▶ Telephones

The office telephones may be used only in case of an emergency. Students are to make the necessary arrangements before leaving home for night activities. No student shall use a phone without adult supervision.

▶ Medication at School

Any student who needs to take medication at school must bring the properly signed form F1 from his/her parents and physician. The physician's note should contain the name of the medication, proper dosage, and the time to be given. All prescriptions should be in their original container with the correct name of the student. Except as noted below, students are not allowed to carry medication with them or keep medication in their locker and all medication should be kept in the nurse's office.

Written instructions from a physician are required, even for non-prescription medications, such as but not limited to, Tylenol or Aspirin.

Exception: A student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease/condition only if the student's parent/guardian has filed a written authorization with the building principal or his designee stating that the student is authorized to possess and self-administer the prescribed medication. The written authorization must be filed annually. The written authorization must include a statement prepared/signed by a licensed physician stating:

- That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication;
- That the nature of the disease or medical condition requires emergency administration of the medication; and
- That the student has been instructed in how to self-administer the medication.
- Students under this limited exception are responsible for the safe-keeping and proper administration of their medications

▶ Lost and Found

Items that are found should be turned into the office. Lost items may be claimed only after proper identification. Unclaimed articles are periodically given to organizations for the needy.

Most lost items (including books/Chromebooks) are due to the student's own negligence or carelessness. If books/Chromebooks are missing, check your classrooms and locker before checking in the office. You should not leave your books or place them or any personal item in any locker but your own.

▶ Care of the Building

The school is the student's home for seven or more hours each day. Students should take pride in their school's appearance; this means that each student must do his or her part. Students may only have this pride if they keep classrooms, corridors, washrooms, and the cafeteria as neat and clean as possible. Gum, candy wrappers, paper, and other debris makes for a poor appearance. Defacing, stealing,

or destroying school property will be dealt with appropriate consequences.

▶ Visitors Policy

All visitors are to report to the office and obtain visitor I.D. upon being verified by Safe Visitor software. All visitors are expected to obey the rules of the school. Students are not to bring visitors to school.

▶ Athletic Contests

All school rules and regulations apply at athletic contests. Students should be attentive to the contest and participants. Anyone leaving the contest will not be permitted to return. Students are to have rides at school immediately following the contest.

▶ School Closings

In the event of snow, weather conditions or any other emergency in which school may be cancelled or delayed, you will receive a notification from ParentSquare as soon as a decision is reached. You may also log on to the corporation website www.cps.k12.in.us (https://www.cps.k12.in.us/weather).

▶ Check-Out Procedures

Students must have a note from a parent or guardian and the parent or their designee must sign the student out in the main office in order for students to be dismissed early

▶ Physical Examinations

All students entering the 6th grade, or any students new to the school corporation, are to have physical examinations completed. The front side of the card is for information provided by the parents; the reverse side is for the physician's findings. These forms were distributed to the students in the spring at the elementary schools. The completed forms are to be returned to the 1st period teachers the first week of school. Forms may be found on the Crown Point Middle School website or at the school office.

▶ Sports Physicals

All 6th, 7th and 8th grade students participating in athletics are required to have a physical exam. Also, all cheerleaders and dance team members are required to have physicals. These forms are obtained from the nurses' office or the individual coaches.

▶ Communication

One important characteristic of strong schools is open communication between the home, school and community. It is on this foundation of communication that we build relationships and become partners in our efforts to ensure the success of every student.

Begin with the source. Talk to the person most directly involved with the issue. Most concerns are resolved at this level when information, understanding and expectations are clarified.

If necessary, continue the process. If the concern persists, it is recommended that you discuss the issue with a building administrator or school counselor.

Seek further assistance. If the concern remains unresolved, ask the building principal to refer you to the person who can further discuss the issue with you. You may also contact the superintendent's office for assistance in finding the appropriate contact person (219-663-3371)

Internet & Electronic Media

▶ Social Networking and Media

Social Media refers to internet-based applications designed to create and share user generated content. Any form of digital magazines, internet forums, web-blogs, podcasts, photographs, video, rating and social bookmarking found on websites such as Twitter, Facebook, Instagram or Tumblr that is open to public viewing is considered to be social media. As the user of these platforms, student-athletes/group members are expected to conduct themselves responsibly as members of their respective team, the CPHS Athletic Department and the school. Users must understand that any content shared is expected to follow acceptable social behaviors outlined in the athletic code/extra-curricular code for Student-Athletes/group members, Crown Point High School, the IHSAA and state and federal law. Violations of this policy are subject to investigation and sanctions outlined in the athletic and extra-curricular code for Student-Athletes/group members and are also subject to review by state and federal law enforcement.

<u>Prohibited Conduct</u>

As a student-athlete/group member, you must accept responsibility for your social media use. It is your job to project the values and responsibilities of the CPHS as a highly visible member of the institution and the larger community. Any malicious use of social media platforms shall not be tolerated. Malicious use may include but not limited to;

1. Social Media use should not violate the athletic code for student-athletes or extra-curricular code for group members.

2. Demeaning statements or threats that endanger the safety of another person.

3. Post should not contain profane, vulgar, obscene, racial/ethnic, or offensive language.

4. Incriminating photos or statements regarding illegal criminal behavior, underage drinking use of illegal drugs, sexual harassment or violence.

5. Indicating knowledge of the acts listed above.

Potential Consequences

Any malicious use can be investigated by representatives of Crown Point as well as civil authorities. Upon investigation and the severity of the incident can result in sanctions by the appropriate body. Sanctions may include, but are not limited to;

1. Written notification from the Director of Athletics/Administration to the student identifying the offense and potential sanctions.

2. Temporary suspension from competition as outlined in the athletic and extra-curricular code.

3. Dismissal from athletic team/student group.

Appeals

A student may appeal their sanctions to the Athletic Director/Administrator as outlined below in the appeal process.

▶ Chromebook Handbook

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Media Center. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

General Precautions

● No food or drink is allowed next to your Chromebook while it is in use.

● Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.

● Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.

● Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.

● Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.

● Always bring your laptop to room temperature prior to turning it on.

Carrying the Chromebook

A protective bag or case for the Chromebook is suggested. It will provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. For example, you should not toss or drop the bag if your Chromebook is inside.

Screen Care

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. ● Do not lean on top of the Chromebook.

- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

Using your Chromebook

At School

Chromebooks must be brought to school each day in a fully charged condition. The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

At Home

If talking the Chromebook home at night, return it fully charged. If students leave their Chromebook at home, they must immediately phone parents to bring the Chromebook to school. Repeat violations of this policy will result in referral to administration and possible disciplinary action.

It is recommended that students not carry the AC Adapter power cord (charger) to school. If fully charged at home, the battery will last throughout the day.

Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Managing your files and saving your work

All Students may save documents to their Google Drive, or they may save to an external memory device such as a mini-SD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

Personalizing the Chromebook

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of the Crown Point Community School Corporation. Spot checks for compliance will be done by teachers, administration, or CPCSC Technicians at any time.

Chromebooks are subject to inspection and must follow the Crown Point Community School Corporation acceptable use policy.

Originally Installed Software

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted.

From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

Virus Protection

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Additional Software

Students are unable to install additional software on their Chromebook other than what has been approved by Crown Point Community School Corporation.

Inspection

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Procedure for Restoring the Chrome OS

If technical difficulties occur, technical support staff will use the “5-minute” rule. If the problem cannot be fixed in 5 minutes, the Chromebook will be restored to factory defaults. In a One-to-One environment it is impossible for support staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise. Restoring the Chrome OS will restore the device to the state in which the user originally received it. All student created files stored on an external mini-SD card, USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the Chromebook that have been synced to Google Drive will be intact. *However, all other data (music, photos, documents) stored on internal memory that has NOT been synced will not be restored.*

Protecting and storing your Chromebook

Chromebook Identification

- Chromebooks will be labeled in the manner specified by the school.

- Chromebooks can be identified in the following ways:

o Record of serial number and CPCSC asset tag

o Individual's Google Account username

Under no circumstances are students to modify, remove, or destroy identification labels.

Storing Your Chromebook

When students are not monitoring their Chromebook, they should be stored in their lockers ***with the lock securely fastened***. Nothing should be placed on top of the Chromebook, when stored in the locker. Students need to take their Chromebook home with them every night. The Chromebook is not to be stored in their lockers or anywhere else at school outside of school hours. The Chromebook should be charged fully each night at the student's home. Chromebooks should ***never*** be stored in a vehicle.

Storing Chromebooks at Extracurricular Events

Students are responsible for securely storing their Chromebook during extra-curricular events.

Chromebooks Left in Unsupervised / Unsecured Areas

Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is not supervision. Unsupervised Chromebooks will be confiscated by staff and taken to the office. Disciplinary action will be taken for leaving a Chromebook in an unsupervised location.

Repairing or replacing your Chromebook:

Chromebooks Undergoing Repair

Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling. Parents will be billed for parts and labor.

Loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the Media Center.

If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.

Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.

Loss or Theft of a Chromebook

The Crown Point Community School Corporation will require a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code.

The Crown Point Community School Corporation will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines.

Parents/Students will be charged for full replacement cost of a device that has been lost or damaged due to intentional misuse or abuse.

▶ Harassment / Profanity

Do not abuse or harass another user through electronic means. Profanity or obscenity is not permitted at any time. Avoid offensive or inflammatory speech. Be courteous and polite.

▶ Internet Acceptable Use Policy (AUP)

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The School Board provides Education Technology so that students can acquire the skills and knowledge to learn effectively and live productively in a digital world. The School Board provides students with access to the Internet for educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The Corporation's Internet system does not serve as a public access service or a public forum, and the School Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of the Corporation's personal communication devices (that is, according to Board Policy 5136, computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), network, and Internet connection and online educational services ("Education Technology" or "Ed-Tech").

This policy and its related administrative guidelines and the Student Code of Conduct also govern students' use of their personal communication devices (that is, according to Board Policy 5136, computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), when connected to the Corporation's network, the Corporation's Internet connection, and online educational services ("Education Technology" or "Ed-Tech").

The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

First, and foremost, the Corporation may not be able to technologically limit access to services through its Education Technology, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children’s Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be

configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Education Technology, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Technology Manager may temporarily or permanently unblock access to websites or online education services containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents/Guardians are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

o safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications

o the dangers inherent with the online disclosure of personally identifiable information

o the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", etc.), cyberbullying, and other unlawful or inappropriate activities by students online

o unauthorized disclosure, use, and dissemination of personal information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Ed-Tech users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of Education Technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. All Ed-Tech users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the Corporation with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students and staff members are responsible for good behavior on the Corporation's computers/network and Educational Technology just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on Education Technology are often public in nature. General school rules for behavior and communication apply. The Corporation does not sanction any use of Education Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the Corporation's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Corporation's Education Technology are personally responsible and liable both civilly and criminally, for uses of Education Technology not authorized by this Corporation Policy and its accompanying guidelines.

The School Board designates the Superintendent and Technology Manager as the administrator(s) responsible for initiating, implementing, and enforcing this Policy and its accompanying guidelines as they apply to students' use of the Corporation's Education Technology.

P.L. 106-554 (2000), Children's Internet Protection Act of 2000

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003) 18 U.S.C. 1460 18 U.S.C. 2246 18 U.S.C. 2256

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as

amended (2003)

20 U.S.C. 6777, 9134 (2003)

47 CFR 54.500 - 54.523

Revised 7/23/12 Revised 6/17/13 Revised 6/29/15 © Neola 2014

Access to Corporation Technology Resources from Personal Communication Devices:

The Board permits employees, students, Board members, guests, as well as contractors, vendors, agents, to use their personal communication devices ("PCDs") to wirelessly access the Corporation's technology resources (guest or business networks, servers, projectors, printers, etc.) while they are on-site at any Corporation facility. Access to the business/guest network shall require authentication.

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phone (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, etc.), and/or other web-enabled devices of any type.

Technology Manager is charged with developing [or, is directed to develop] the necessary standards for connecting PCDs to the Corporation's technology resources. The standards shall be available upon request.

The standards shall be designed and enforced to minimize the Board's exposure to damages, including, but not limited to, the loss of sensitive Corporation data, illegal access to confidential data, damage to the Corporation's intellectual property, damage to the Corporation's public image, and damage to the Corporation's critical internal systems, from unauthorized use.

The use of PCDs must be consistent with the established standards for appropriate use as defined in Policy 7540.03 and AG 7540.03 – Student Network and Internet Acceptable Use and Safety, Policy 7540.04 and AG 7540.04 – Staff Network and Internet Acceptable Use and Safety, Policy 5136 and AG 5136 - Personal Communication Devices, Policy 7530.02 - Staff Use of Communication Devices. When an individual connects to and uses the Corporation's technology resources, s/he must agree to abide by all applicable policies, administrative guidelines and laws (e.g., the user will be presented with a "splash screen" that will set forth the terms and conditions under which s/he will be able to access the Corporation's technology resource(s); the user will need to accept the stated terms and conditions before being provided with access to the specified technology resource(s)).

In order to comply with the Children's Internet Protection Act ("CIPA"), the Board has implemented technology protection measures that protect against (e.g., filter or block") access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors. The Board also utilizes software and/or hardware to monitor online activity to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors.

Any user who violates the established standards and/or the Board's Acceptable Use policy, or who accesses the Corporation's technology resources without authorization may be prospectively denied access to the Corporation's technology resources. If the violation is committed by a contractor, vendor or agent of the Corporation, the contract may be subject to cancellation. Further disciplinary action may be taken if the violation is committed by a student or employee.

The owner of a PCD bears all responsibility and assumes all risk of theft, loss, or damage to, or misuse or unauthorized use of the device while it is on Board property. This provision applies to everyone, regardless of their affiliation or connection to the Corporation.

Adopted 6/17/13 © Neola 2012

▶ Student Pledge

- I will take good care of my Chromebook and know that I will be issued the same Chromebook each year.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook's battery to full capacity every night I have it at home.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- I will use my Chromebook in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.

● I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of Crown Point Community School Corporation.

● I will follow the policies outlined in the Chromebook Handbook and the CPCSC Acceptable Use Policy while at school as well as outside the school day.

● I will file a police report in case of theft or damage from vandalism.

● I will be responsible for all damage or loss caused by neglect or abuse.

● I agree to pay the full replacement cost of my Chromebook, power cord and charger in the event that any of these items are lost or intentionally damaged.

● I agree to return the Chromebook, power cord/charger in good working condition at the end of each school year

▶ Rules for Computer Use

Violations of these rules subject students to disciplinary action including suspension and/or expulsion as provided in Section 4 – Student Behavior, and/or restitution, loss of computer privileges, or removal from a class. Where conduct which violates these rules may constitute a crime under state and federal law, referral to law enforcement will be made.

- Students will not use the computer for illegal activities
- Students will not tamper with, harm, or destroy computer hardware.
- Students will not tamper with, harm, or destroy computer software.
- Students will not access or send obscene, profane, violent or pornographic materials.
- Student will not abuse or harass another user through electronic means.
- Students will not access any unauthorized area of the computer network.
- Students will not alter any system software or another's personal work, locally or remotely.
- Students will not download, copy, or install software.
- Students will not download, copy, save, or use any file that is obscene, profane, violent, or pornographic.
- Students will not download, copy, or install illegal software.
- Students will not tamper with, degrade, disrupt, or destroy computer data and information at any computer terminal.

Students who violate the following rules are subject to discipline including after school detentions and restricted internet use. Students who continually violate these rules are subject to suspension and/or expulsion, as provided in Section 4-Student Behavior.

- Students will not access the internet during class time except when directed by a faculty member.

- Students will not access personal email accounts during class time except when directed by a faculty member.
- Students will not lend their network or email passwords or privileges to others.
- System administrators, teachers, or media specialists reserve the right to monitor and inspect all activity on the network system, storage devices, CD's, files, and emails.

▶ Vandalism

Vandalism is defined as any malicious or reckless attempt to harm or destroy data of another member of the school computer network, the school computer network itself, and /or school equipment or software. Deliberate attempts to degrade or disrupt system performance of the computer network or workstation or any computer system or network on the Internet by spreading computer viruses is considered criminal activity under state and federal law and appropriate referrals to law enforcement will be made.

Other Policies

▶ Disabilities and Section 504

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 in, its programs or activities. As such, the Board's policies and practices will not discriminate against students with disabilities, 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.

The following person is designated as the Corporation Section 504 Compliance Officer/ADA Coordinator who is responsible for coordinating the School Corporation's efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the ADA, including overseeing investigation of complaints of discrimination based on disability. A copy of Section 504 and the ADA, including copies of their implementing regulations, may be obtained from:

Kristy Elsey

1050 S. Main St.

Crown Point, IN 46307

219-663-3371

▶ Criminal Gangs and Criminal Gang Activity

Policy Statement:

The School Corporation adopts this policy pursuant to State law in order to address the detrimental effects of criminal gangs and criminal gang activity on its students, demonstrate its commitment to preventing and reducing criminal gang membership and eliminating criminal gang activity, educate Corporation students, employees and parents about criminal gangs and criminal gang activity, and comply with State and Federal laws and regulations.

The Corporation prohibits criminal gang activity and similar destructive or illegal group behavior on Corporation property, on buses owned by the Corporation or used to transport Corporation students, and at school-sponsored functions. The Corporation prohibits reprisal or retaliation against individuals who report criminal gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of criminal gang activity and similar destructive or illegal group behavior.

Definitions:

The following definitions apply to this policy:

● Criminal Gang means a group with at least three (3) members that specifically either promotes, sponsors, or assists in; or participates in; or requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery.

● Gang Activity means a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a gang.

Procedures for reporting and investigating suspected criminal gang activity:

All Corporation employees shall report any incidence of suspected criminal gang activity to the principal or the school safety specialist. As well, students and parents, who choose to do so, may report an incident of criminal gang activity to the principal. The principal and/or the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services.

A Corporation employee who in good faith reports an incident of suspected criminal gang activity in compliance with the procedures of this policy is immune from a cause of action for damages arising from any failure to remedy the reported incident.

Each school principal or designee shall conduct a thorough and complete investigation of each report of suspected criminal gang activity and each report of reprisal or retaliation. The principal or designee shall initiate the investigation promptly but no later than 2 instructional day(s) of the report of the alleged incident. The principal may appoint additional staff and the principal or designee may request the assistance of law enforcement to assist in the investigation for the safety of the administration, Corporation staff, or students. The investigation shall be completed and written findings prepared by the principal or designee as soon as possible but no later than 5 instructional days from the date of the report of the alleged incident.

The principal or designee shall submit the report to the superintendent within 10 instructional days of completing the investigation. The superintendent shall report the results of each investigation to the Board on a regular basis during its scheduled board meetings.

The Board recognizes that some acts of criminal gang activity may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts while other acts may be so serious or involve individuals outside the school that they require a response by local law enforcement officials.

Appropriate consequences and remedial action will be imposed when students are found to have engaged in criminal gang activity, criminal gang intimidation, or criminal gang recruitment or when they are found to have engaged in retaliatory conduct towards a Corporation employee or student who reported an incident of criminal gang activity, according to the severity of the offense and considering both the developmental age of the student offender and the student's history of inappropriate behavior, per the code of student conduct. Consequences and appropriate remedial action for a student who engages in criminal gang activity may range from positive behavioral interventions up to and including suspension or expulsion. Incidents that result in the expulsion of a student(s) or alternative school placement of a student(s) may be referred to the local law enforcement officials for further investigation. The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings. As appropriate, the principal may provide intervention and/or relevant support services. The principal shall inform the parents of all students involved in alleged incidents as provided below, and, as appropriate, may discuss the availability of counseling and other intervention services.

The principal shall provide the parents of the students who are parties to any investigation with information about the investigation, in accordance with Federal and State laws and regulations. This information includes the nature of the investigation, whether the Corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity.

Annual reporting of investigations to the State:

Each school principal or designee shall record the number of investigations of criminal gang activity disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender, and report this information to the Superintendent before May 15 each year.

The superintendent shall submit a written report to the Indiana Department of Education, on forms developed by the Department, before June 2 of each year outlining the activities undertaken as part of the Corporation's compliance with IC 20-26-18. This report shall include the number of investigations of criminal gang activity disposed of internally and the number of cases referred to local law enforcement for the entire Corporation in the past year, disaggregated by race, ethnicity, age, and gender.

Establishment of education programs

In its efforts to address criminal gang activity, the Board encourages collaboration with stakeholders to provide gang prevention and intervention services and programs, including but not limited to:

- Provide training for staff and teachers on criminal gang prevention and intervention resources on a periodic basis.
- Create collaborative plans between local school administration and community based prevention and intervention providers.
- Coordinate resources and funding opportunities to support gang prevention and intervention activities.

● Consider integrating the Gang Resistance Education and Training (G.R.E.A.T.) Program.

Information about the types of services, including family support services, for a student suspected of participating in criminal gang activity:

Support Service may include one or more of the following:

● Gang awareness education for students, parents, faculty/personnel, law enforcement, and community stakeholders that, at a minimum, shows potential for effectiveness based on research, revised and updated regularly to reflect current trends in gang and gang-like activity.

● Culturally and/or linguistically appropriate services/supports for parents and families.

● Counseling coupled with mentoring for students and their families.

● Referral to community and faith-based organizations and civic groups.

○ Job training and employment opportunities as both a deterrent to criminal gang involvement and an incentive to leave criminal gang involvement.

Recommendations concerning criminal gang prevention and intervention services and programs for students that maximize community participation and the use of federal funding

The superintendent may seek federal funding to implement criminal gang prevention and intervention services and programs, including the:

● Dissemination of criminal gang awareness information to students and parents. The gang awareness information should be revised and updated regularly to reflect current trends in gang activity

● Training for staff and teachers on criminal gang prevention and intervention resources

● Creation of formal collaboration plans between Corporation administration and community-based prevention and intervention providers to address criminal gang prevention and intervention

● Coordination of resources and funding opportunities to support gang prevention/intervention activities

● Integration of available School Resource Officer Programs

● Incorporation of the Gang Resistance Education and Training (G.R.E.A.T.) Program into the curriculum

Publication of the policy:

This policy shall be annually disseminated to parents who have children enrolled in a school within the school corporation

This may be done through distribution of student handbooks and all other Corporation publications that set forth the comprehensive rules, procedures and standards for schools within the Corporation.

IC 20-18-2-2.8 IC 20-19-3-12 IC 20-26-18-1 *et seq.* IC 20-33-9-10.5 IC 20-33-9-14 IC 35-31.5-2-27.4 IC 35-31.5-2-74 IC 35-31.5-2-264.5 IC 35-45-9-1 IC 35-45-9-3 IC 35-45-9-4 IC 35-45-9-5 © Neola 2016

▶ Student Records

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

● The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

● The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. 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 advise them 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.

● The right to consent to disclosures of personally identifiable information contained in 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. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility as further described in Board Policy 8330.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

● The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School Corporation 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 20202-4605

▶ Use of Medication

The School Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child has a disability and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines, including those prescribed by a physician and any nonprescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization or intravenous or intramuscular injection.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent (see Form 5330 F1). This document shall be kept on file in the office of the school nurse, and made available to the persons authorized to administer medication or treatment. The prescription must be in its original container, labeled with the student's name and the exact dosage. At no time is the school to administer a dosage other than that authorized by the physician's prescription.

Both must also authorize any self-medication by the student. In addition, the physician's statement authorizing self-medication must include the information set forth in Policy 5330.01 - Self-Administered Medication.

The Board requires the prior written consent of the parent before any non-prescribed medication or treatment may be administered (see Form 5330 F1a and Form 5330 F1b). These documents shall be kept in the office of the school nurse. Except in the case of authorized self-medication, all forms of medication shall be administered by the School Corporation in accordance with the Superintendent's guidelines. No student is allowed to provide or sell any type of over-the-counter medication to another student.

Topical sunscreen products. USDA- approved topical, non-aerosol sunscreen products are exempt from this requirement. While on school property or at a school sponsored event or activity, a student may possess and use a topical, non-aerosol sunscreen product. A school employee may assist a student in applying the sunscreen product with written permission from the student's parent or guardian.

Violations of this rule will be considered violations of Policy 5530 – Drug Prevention and of the Student Code of Conduct/Student Discipline Code.

Students who may require administration of an emergency medication may have such medication stored in the nurse's office and administered in accord with this policy. However, if authorization (Form 5330 F3) for self-medication has been provided by the parent and physician which complies with the requirements of Policy 5330.01 - Self-Administered Medication, then the student may retain possession of the self-administered medications.

The Corporation or a school in the Corporation may fill a prescription for auto-injectable epinephrine and store the auto-injectable epinephrine in a school in the Corporation if a health care provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication writes the prescription for auto-injectable epinephrine for the school or Corporation. The school shall store the auto-injectable epinephrine in a safe location in which only school personnel have access.

A school nurse may administer auto-injectable epinephrine obtained via a prescription written for the school or Corporation by a health care provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication to any of the following individuals if the individual is demonstrating signs or symptoms of life-threatening anaphylaxis and the individual does not have epinephrine at the school or the individual's prescription is not available:

o Students at the school

o School personnel

o Visitors of the school

School employees may administer auto-injectable epinephrine obtained via a prescription written for the school or Corporation by a healthcare provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication if the following are met:

The school employee has voluntarily received training in:

● recognizing anaphylaxis;

● the proper administration of auto-injectable epinephrine;

o by a health care provider who is licensed or certified in Indiana, for whom the administration of auto-injectable epinephrine is within the health care provider's scope of practice, who has received training in the administration of auto-injectable epinephrine, and who is knowledgeable in recognizing the symptoms of anaphylaxis and the administration of auto-injectable epinephrine.

The individual to whom the epinephrine is being administered is:

● a student at the school;

● a member of school personnel; or

● a visitor at the school.

Low THC Hemp Extract

Low THC Hemp Indiana law defines “low THC hemp extract” as a product:

● derived from Cannabis sativa L., that meets the definition of industrial hemp; that contains not more than three-tenths percent (0.3%) delta-9-THC (including precursors); and that contains no other controlled substances

Prior to school personnel administering a low THC hemp extract substance, in addition to the above requirements, the following criteria must be met:

● Parent/Guardian has provided the school with written permission to administer the product to his/her child and has verified that the product was acquired from a retailer that meets the requirements of state law;

● Product is in the original packaging and is unopened;

● Student's health care provider has provided the school with a prescription to administer the substance which includes the dose, route and time of administration; and

● Product has been approved by:

o (1) the federal Food and Drug administration or the federal Drug Enforcement Agency as a prescription or over-the-counter drug or (2) meets the packaging requirements of state law.

● Low THC hemp extract substance must be in packaging that contains the information required by state law. A school nurse or other trained school personnel will determine if the packaging complies with the law prior to the low THC hemp extract being administered.

Medication that is possessed by a school for administration during school hours or at school functions, for students in grades K-8 may be released only to the student's parent or to an individual who is eighteen (18) years of age or older and who has been designated, in writing, by the student's parent to receive the medication.

A school may send home medication that is possessed by the school for administration during school hours or at school functions with a student in grades 9-12, if the student's parent provides written permission for the student to receive the medication.

The Superintendent shall prepare administrative guidelines, as needed, to address the proper implementation of this policy.

Self-Administered Medication

A student may possess and self-administer medication for chronic diseases or medical conditions provided the student's parent files a written authorization with the principal. The written authorization must be filed annually. A physician's written statement must be included with the parent's authorization.

The physician's statement be filed annually and include the following information:

o An acute or chronic disease or medical condition exists for which the medication is prescribed.

o The student has been given instruction as to how to self-administer the medication.

o The nature of the disease or medical condition requires emergency administration of the medication.

The School or School Board is not liable for civil damages as a result of a student's self-administration of medication for an acute or chronic disease or medical condition except for an act or omission amounting to gross negligence or willful and wanton misconduct.

Our District's Tip Reporting Service

Safety is one of our district's top priorities, that's why we're now using SafeSchools Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration five different ways:

● App: Search for "SafeSchools Alert" in the App Store to download for free

● Phone: 219.306.8063

● Text: Text your tip to 219.306.8063

- Email: 1789@alert1.us
- Web: http://1789.alert1.us

Easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about. Tips may be submitted anonymously too. Thanks in advance for helping to make our school community a safer place to work and learn! We appreciate your support.

Athletics

This handbook explains the policies of the interscholastic athletic program at Crown Point Middle Schools. It is a privilege, not a right, to take part in extracurricular activities, thus the athlete is required to abide by the rules as written in this book. As noted in the Indiana High School Athletic Association (I.H.S.A.A.) by-laws: any school may establish their own set of guidelines above and beyond those set by the state.

▶ Sports Offered

We are very proud of our interscholastic athletic program. We believe that the mental, physical, and emotional growth of a middle high school student can be greatly enhanced by participating in a well-developed athletic program.

Boys' Sports

Fall	Cross Country – 6th, 7th & 8th grades
	Football – 8th grade
Winter	Basketball – 7th & 8th grades
	Wrestling – 6th, 7th & 8th grades
Spring	Track – 6th, 7th & 8th grades
	Football – 7th grade
	Tennis – 6th, 7th & 8th grades

Girls' Sports

Fall	Cross Country – 6th, 7th & 8th grades
	Volleyball – 7th & 8th grades
	Cheerleading – 7th & 8th grades
	Dance Team – 7th & 8th grades
Winter	Basketball – 7th & 8th grades

	Cheerleading – 7th & 8th grades
	Dance Team – 7th & 8th grades
Spring	Track – 6th, 7th & 8th grades
	Tennis – 6th, 7th & 8th grades

All students interested in athletics are invited to try out. Announcements will be made through school announcements as to when meetings or tryouts will be held. All students must have a physical examination before they can practice for any sport.

Due to an ongoing effort to update our policies and procedures, certain School Board policy numbers may change during the course of the school year. Policies referred to in this manual should be cross-referenced by title or purpose.

▶ Philosophy

The administration at Crown Point Middle Schools believe that it is their responsibility to organize and administer a sound program of athletics which will make a definite contribution to the student-athlete, his or her school, and to the community.

- We believe the welfare of the individual student-athlete is the primary concern of our athletic program. The opportunity to participate in athletic competition is provided for the student-athlete. It is never the intent of the athletic competition to take precedence over the welfare of the individual student-athlete.
- We believe that good sportsmanship should be taught, modeled, and demonstrated by coaches, athletes and fans.
- We believe that the mental, physical, and emotional growth of a student can be greatly enhanced by participating in a well-developed athletic program.
- We believe that many participants can find a purpose in their schoolwork and in their lives through a sound athletic program.
- We believe that athletics can be a catalyst in increasing school morale and can provide a positive channel for student enthusiasm.

▶ Student Athlete's Responsibilities

The privilege of participating in the Crown Point Middle Schools program is extended to each Crown Point Middle School student regardless of sex, creed, race, or national origin provided that he/she is willing to assume certain responsibilities related to our athletic program. We ask that each student-athlete and his/her parents read and understand our philosophies and regulations in order for the Crown Point Middle School athletic program to function smoothly.

We are certain that Crown Point Middle School student-athletes will benefit from the time they will spend in athletics. If at any time parents/legal guardians wish to discuss any phase of their child's athletic experience, contact the coach or athletic director. We are employed to offer our student-athletes the best athletic program possible. We need and depend on parent/guardian cooperation and support to aid coaches and athletic directors in promoting a successful athletic program for Crown Point Middle School students.

All parents/legal guardians of Crown Point Middle School student-athletes are to sign the last page of this handbook along with sons/daughters who are participating in our program during the current school year. Parents'/guardians' signatures are proof that the signers have read this book and support our regulations.

▶ Eligibility

Crown Point Middle School athletes will be declared eligible or ineligible on the day report cards are dispersed.

- Any athlete with two (2) failures on a report card will be ineligible to participate in athletic contests until the next grading period (9 weeks).
- Athletes that are ineligible will not be reinstated unless improvement is shown at the time interim reports are distributed (4-1/2 weeks from report cards).
- Improvement constitutes passing grades in every class.
- It is the responsibility of the athlete to take the interim report to his/her school counselor for reinstatement.
- Students are not to resume competition until the coach has written notice from the office confirming the improved interim report.
- The responsibility of determining athletic eligibility rests with the coach who will submit rosters to the athletic director. The athletic director will verify the eligibility information and place the records on file in the athletic office. Coaches will be informed as to which athletes have had eligibility revoked.
- Ineligible athletes may continue to practice with a team but should not dress for games.
- A student is ineligible to participate in practice or competition if he/she has an in-school or out-of-school suspension during his/her suspension.

▶ Participation

● Student-athletes are encouraged to participate in as many sports as possible. This effort will strengthen the entire athletic program and make the student-athlete better rounded.

● Students may participate in two sports during one season. For example, a student may run cross-country and play volleyball in the fall.

● An athlete must be in school on the day of an athletic contest for a minimum of three (3) classes. Exceptions for funerals or other personal emergencies will be granted.

▶ Try Outs

The athletic department is sensitive to the needs of the athletes during the tryout period. It is the school's desire to see that as many student-athletes as possible are involved in the program during the athletic season. Unfortunately, due to facility space, time constraints, numbers of equipment, and additional factors, limitations are placed on sizes of teams for each individual sport.

● Choosing the members of the various athletic teams is the responsibility of the coach. The Varsity Coach of each individual sport may assist in the selection.

- Before tryouts begin, coaches will provide information to all candidates of the team at a meeting. Such information shall include:

  o Length of tryout period — a minimum of two (2) days.

  o Objectives used to select the members of the team.

  o Distribution of practice and competition schedule.

  o Explain the commitment necessary to join the team.

- When lowering the numbers on teams becomes a necessity, a coach will provide the following opportunities for each player:

  o Lists or rosters of team membership will not be posted. Each coach will meet with each candidate individually to discuss strengths, weaknesses, and squad membership or reason for non-membership.

  o Coach will discuss options or alternatives for those individuals who do not make the team. An alternative might be assisting as a manager on the team

▶ Appearance

Student-athletes are expected to:

- Dress in a fashion that demonstrates self-respect and a respect for school. Uniforms must be tucked in at all times.
- No jewelry during practice or games.
- Individual coaches may set additional grooming requirements.

▶ Conduct, Character, Discipline

Student-athletes and managers are expected to be citizens in good standing. Training rules will be enforced for conduct in and out of school throughout the entire calendar year (including summer). Discipline for a violation of training rules is under the jurisdiction of the coach and school administration. Reporting violations will be either by admission of wrongdoing by the student-athlete or by an adult observance of the wrongdoing brought to the attention of the athletic director who will investigate the allegation.

▶ Major Training Violations

- Use and/or possession of alcoholic beverages.
- Use and/or possession of illegal drugs in any form.
- Use and/or possession of tobacco in any form, including e-cigarettes or any electronic vaporizing device.
- Violation of any civil laws.
- Failure to comply with the rules and regulations put forth in the Crown Point Middle Schools Handbook.

- Disrespect to any member of the Crown Point School's faculty and staff.

▶ Consequences

- A first offense violation of Rules 1-4 will result in the athlete's suspension for a minimum of 20% of the team's contests in the current season. A second violation will result in the athlete's suspension from all athletic activities for the remainder of the school year.
  - Should an athlete commit a violation out of season, he/she will serve the suspension once their season starts.
- A student suspended from school will not be permitted to participate in any athletic practice or contest.
- A student serving an Alternative Classroom on the day of a contest may not participate in the contest.

▶ Equipment

All equipment issued at the beginning of an athletic season must be returned at the end of that season before an athlete is eligible for another sport. Debt slips will be turned into the secretary for lost or abused equipment as well as equipment that are not returned. Athletes will be charged the replacement cost.

▶ Due Process

If the athletic director declares the student-athlete ineligible for interscholastic competition the student-athlete may request a hearing by an athletic council which will consist of the athletic director, the student's coach, the principal or his assistant, a coach from another sport and a faculty advisor. The decision of this council will be final.

▶ Physicals

All students participating in athletics are required to have a physical exam. These forms are obtained from the nurses' office or from the individual coaches. Athletes will not be allowed to try out or practice unless a current physical is on file. A new physical must be dated by the physician after April 1 of the year in which the school year begins.

▶ Transportation

The Crown Point Community School Corporation shall provide authorized transportation services for all student-athletes and coaches of athletic teams to all away contests.

A certified bus driver will transport athletes. In the event that a bus is not available, the coach will drive a vehicle with no more than 15 passengers including the driver.

All athletes are expected to ride the bus to and from the athletic event. Only in the case of an emergency, when a parent/legal guardian asks for an exception to this rule, may the individual coach make an exception.

▶ Insurance

Crown Point Middle Schools offer athletic insurance to those individuals who are interested in paying for their own student-athlete plan. These forms can be obtained in the office. If you have adequate family insurance that covers your child in case of injury, sign the waiver at the end of this book. Athletes will not be allowed to practice unless an insurance waiver is on file. Please contact the athletic director for further information if necessary.

▶ Social Networking Media

As an educational institution, the Crown Point Middle Schools support and encourage the rights of individuals to free speech. However, student-athletes should be concerned with any behavior that might embarrass themselves, their families, their teams, their community and /or the Crown Point Middle Schools. This includes any activities conducted online through social networking sites (i.e. Facebook, Instagram, Friendster, podcasting, blog sites, You Tube, Twitter, or chat rooms among others). This also includes the practice of sexting which is a term coined by the media that generally refers to youth writing sexually explicit messages, taking sexually explicit photos of themselves or others in their peer group, and transmitting those photos and/or distributing these photos. Participation in athletics at the Crown Point Middle Schools is a privilege, not a right. As a student-athlete at the Crown Point Middle Schools, you are a representative of the school and the community, and as such, you are always in the public eye. This fact places certain additional demands upon how you must live your life. Keep the following guidelines in mind as you participate in any of the aforementioned public media: Before participating in any online community, understand that anything posted online is available to anyone in the world. Any text or photo placed online is completely out of your control at the moment it is placed online, --even if you limit access to your site. You are not to post information, photos, or other items that could embarrass you, your family, your team, the Athletic Department or the Crown Point Middle Schools. This includes items that may be posted on your page by others or transmitted on your cellular device. You should not post your address, phone numbers, birth date, or other personal information. You could be opening yourself up to predators or stalkers. Exercise caution as to what information you post on your website about your whereabouts or plans. This will help prevent stalkers or other criminally minded individuals from gaining access to you. Be aware of who you add as a friend to your site. Many people are looking to take advantage of student-athletes or seek connection with student-athletes to give them a sense of membership on a team. Coaches and athletic department administrators can and do monitor these websites. Disparaging remarks about teammates, coaches, or school officials can serve as grounds for suspension from competition or dismissal from teams, as well as possible legal ramifications. Students-athletes will face disciplinary measures for violation of team policies, athletic department policies, and /or state and federal laws. Any admissions of conduct in violation of any of these policies or laws found on a studentathlete's website will subject him or her to disciplinary measures. Any depictions of conduct in violation of any of these policies or laws found on a student-athlete's website will be subject to a full investigation. Also keep in mind that local police or sheriff's offices or other law enforcement agencies may check these websites regularly. Be cognizant of the fact that many employers and colleges also monitor these sites. You should be aware that any information posted on these websites may prevent you from obtaining a job or prevent you from attending the college of your choice.

*As adapted from NC State University modified by the Crown Point Middle Schools

Acknowledgement of Receipt

By reviewing and signing the Student Handbook consent form, students/parents/guardians/athletes acknowledge the rules, policies, and expectations of Crown Point Middle Schools and the Athletic and Extra-Curricular Code and agree to comply with those rules and provisions.