

# Elementary Handbook

**Eisenhower Elementary (<https://ike.cps.k12.in.us>)**

1450 S. Main St.  
Crown Point, IN 46307  
219-663-8800

**Jerry Ross Elementary (<https://jerryross.cps.k12.in.us>)**

11319 Randolph St.  
Crown Point, IN 46307  
219-663-3010

**Lake Street Elementary (<https://lake.cps.k12.in.us>)**

475 Lake St.  
Crown Point, IN 46307  
219-663-5683

**MacArthur Elementary School (<https://mac.cps.k12.in.us>)**

12900 Fairbanks St.  
Cedar Lake, IN 46303  
219-662-3600

**Solon Robinson Elementary (<https://solon.cps.k12.in.us>)**

601 Pettibone St.  
Crown Point, IN 46307  
219-663-2525

**Timothy Ball Elementary (<https://tball.cps.k12.in.us>)**

720 W. Summit St.  
Crown Point, IN 46307  
219-663-0047

**Winfield Elementary (<https://winfield.cps.k12.in.us>)**

13128 Montgomery St.  
Crown Point, IN 46307  
219-663-2287

This Student Handbook was developed to answer many of the commonly asked questions that you may have during the school year and to provide specific information about certain Board policies and guidelines. Please take the time to become familiar with the following important information contained in the Handbook and keep the Handbook available for frequent reference by you. If you have any questions that are not addressed in this

Handbook, you are encouraged to talk to the principal, the Chief Human Resource Officer, and or refer to Board Policy on the Crown Point Community School Corporation website at [www.cps.k12.in.us](http://www.cps.k12.in.us). This Handbook replaces all prior handbooks and other written material on the same subjects. If any policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails.

**LEGAL NOTICE** The rules you are about to read in this student handbook 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. It should be also noted that our Supervisor of School Safety and any resource officer (police in our schools) have the same rights and duties inside a school zone and are not different from the officer who patrols our neighborhoods. Please know that these rules are primarily for protection, not punishment.

Wherever a conflict exists, School Board Policy or state or federal statute supersedes this handbook. The School Board authorizes the individual schools to establish rules, regulations, and procedures as deemed appropriate above and beyond those stated herein.

## School Information

### ▼ Administration

#### Eisenhower Elementary School

Calli Dado, Principal  
Tyler Radtke, Assistant Principal  
1450 South Main Street  
Crown Point, IN 46307  
219-663-8800

#### Lake Street Elementary School

Brett Munden, Principal  
Kelly Wade, Assistant Principal  
475 Lake Street  
Crown Point, IN 46307  
219-663-5683

#### MacArthur Elementary School

Marian Buchko, Principal  
Laura Florek, Assistant Principal  
12900 Fairbanks Avenue  
Cedar Lake, IN 46303  
219-662-3600

#### Jerry Ross Elementary School

Jennifer Linsley, Principal  
Kate Reeder, Assistant Principal  
11319 Randolph Street  
Crown Point, IN 46307  
219-662-4317

#### Solon Robinson Elementary School

Barbara Merrill, Principal  
Melanie Pociask, Assistant Principal  
601 Pettibone Street  
Crown Point, IN 46307  
219-663-2525

#### Timothy Ball Elementary School

Ryan Eckart, Principal  
Ashley Bock, Assistant Principal  
720 West Summit  
Crown Point, IN 46307  
219-663-0047

#### Winfield Elementary School

Jillian Alonzo, Principal  
Patti Hall, Assistant Principal  
13128 Montgomery Street  
Crown Point, IN 46307  
219-663-2287

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## ▼ Cafeteria

Each elementary school serves students a hot, nutritious, well-balanced breakfast and lunch at a reasonable cost. Menus are available from each school or on the website. Free, Reduced, and Paid students may purchase a lunch. Milk may be purchased by students who prefer to bring their lunch. Pop and fast food are not to be brought in for lunch.

Pre-paid lunch accounts keep children from forgetting or losing their lunch money and eliminate the need for having lunch money every day. The account does not have to be used every day. Any money left on the account will carry over to the next year. Our schools participate in the National School Lunch Program. Children from households that meet the Federal Income guidelines are eligible for free meals or reduced price meals. Parents are encouraged to complete the free and reduced lunch application at any time of the year. Meals issued as free or reduced are the same as paid lunches and cannot be identified as free or reduced by the cafeteria cashier.

When a parent has written a check with non-sufficient funds more than once, the Food Service Manager will not be able to accept any future checks written. In the event a check is returned by our bank due to non-sufficient funds a fee may be charged to the parent to cover bank fees. After ten days your account will be turned over to the Prosecutors office.

### Refunds for Meal Fees

Refunds for withdrawn students will be made within (30) days of the withdrawal date, providing a forwarding address is 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 \$10.00 and over. Overpayments of less than \$10.00 will remain in the fund in which it was applied unless the parent submits a request for reimbursement.

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.

*In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.*

*Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:*

*(1) mail: U.S. Department of Agriculture*

*Office of the Assistant Secretary for Civil Rights*

*1400 Independence Avenue, SW Washington,*

*D.C. 20250-9410;*

*(2) fax: (202) 690-7442; or*

*(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).*

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*This institution is an equal opportunity provider.*

## ▼ Childcare Program

The School Board is concerned with the growing number of children who are not provided sufficient care, nurturing, or supervision when not attending school. This has serious implications for their general well-being as well as for their ability to benefit from the school program to the extent they need or want to.

Since these children constitute a significant portion of the growing number of students who are considered "at-risk", the Board shall seek to provide appropriate programs and services for these, as well as all other students in Grades K through 5, through the use of Corporation staff and facilities.

The Superintendent shall establish administrative guidelines that will ensure programs and services are available to participating students after school and prior to the start of school.

The time periods are scheduled so that a student may participate from the time s/he leaves a supervised environment until s/he may return to one.

The major emphasis of the program is on providing educational activities that help the students learn how to function more effectively as learners in the school setting while at the same time coping better with the out-of-school factors that are keeping them at risk, and providing opportunities for students to engage in beneficial recreational, noneducational activities.

I.C. 20-26-5-2 Pursuant to I.C. 20-26-5-2, the Crown Point Community School Corporation is offering a school-age childcare program for students in grades K-5. The program is available to public, private and parochial school students who live within the boundaries of the Crown Point Community School Corporation. This program is available before and after school on weekdays when school is in session from 6 a.m. to 6 p.m. A coordinator for After School Care Programs has been employed to organize and supervise the program. Aides will be used as needed. The child-adult ratio will attempt to be maintained at 18-1. Parents will be responsible for picking their children up at the end of the day. Fees will be assessed which will cover the costs of the program

## ▼ Entrance Requirements

The School Board shall establish student entrance requirements which are consistent with Indiana law and sound educational practice and which ensure equitable treatment and proper placement.

A. Kindergarten - Each child of legal settlement shall be eligible for kindergarten providing that s/he has attained the age of five (5) on or before August 1st. This requirement shall also apply to children who transfer into the School Corporation and who may have attended private or public kindergarten in another locality.

B. First Grade - If a child seeking to enroll in first grade has not attended kindergarten, the principal shall make a determination as to whether the student will enroll in kindergarten or first grade based upon the assessment model found in the administrative guidelines (see AG 5112C).

The Superintendent shall establish administrative guidelines which ensure compliance with State law, proper documentation of birth as well as a certified copy of any custody order or decree, appropriate screening, placement, and periodic assessment of children in kindergarten and first grade programs, and certification that proper immunization is completed or in process. These guidelines shall also include an appeal procedure for early entrance to kindergarten or first grade that is in accordance with any guidelines promulgated by the State Department of Education.

Administrative guidelines should also be established to ensure that students enrolling in the Corporation for the first time, at whatever level, submit the proper documentation and that records are promptly transferred. Any indication that a student might be a missing child should be reported immediately to the Superintendent who, in turn, shall communicate with the appropriate authorities.

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I.C. 20-33-2-7

## ▼ Outside Recess

Student safety at recess is a priority in all elementary schools in our school corporation. In order to allow for each school to make determinations based upon their individual environmental conditions, indoor recess may be mandated based upon but not limited to: 20 degree outdoor temperature, wind chill, unsafe surfaces, ice, standing water, and high winds. All schools recommend proper and safe attire in order to participate in outdoor recess. Flip flops and sandals are not considered safe footwear for recess.

## ▼ Playground Behavior

GOAL: Students will play safely in all games and on all equipment.

### Responsible Playground Behavior:

1. Rough play will not be allowed on the playground.
2. At the end of recess, students will stop what they are doing and will line up quickly.
3. Students will settle differences peacefully.
4. Students will show respect for others and follow instructions given by staff.
5. Students will leave rocks, bark, sticks, snow, and other dangerous objects alone.
6. Students will show pride in their school by keeping the building and grounds free of litter.
7. Students will take turns on equipment and will use the equipment safely.
8. Students will not take any dangerous object on to the playground.
9. Students are to stay in the playground areas and will not leave the school grounds during recess.
10. Students will use the playground equipment for the purpose it was intended.
11. Students will not venture in or near standing water or on ice.
12. Proper foot attire will be worn to go out into snow or slush. Flip/flops are not allowed.
13. Coats, Hats, Gloves, and/or Mittens will be worn during cold weather.

## ▼ School Bus

### SCHOOL BUS REGULATIONS

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Bus drivers have direct control and responsibility for all students riding on their buses. Students are to display proper behavior at all times while boarding, riding and exiting a bus. Students are to follow the general rules of safe bus riding and the more specific rules explained by their particular bus driver. If students choose not to obey bus rules, their privilege of riding a bus can and will be suspended.

Bus routes and bus stop locations are determined by the Director of Transportation. Any change from the established routes or stops must be approved by the Transportation Director or the dispatcher for the Crown Point Community School Corporation. Questions concerning buses may be directed to personnel at the bus terminal by calling 663-1465.

Students are not permitted to board or exit buses at locations other than their regularly assigned bus stop without written permission from parents and authorization from the Transportation Director.

## **SCHOOL BUS and SAFETY RULES**

The school bus and safety rules are designed to promote safety on school buses at all times. The safety of all students is our top priority. Therefore, each student is expected to cooperate fully by observing the rules.

The authority of the bus driver who is in charge of the bus will be recognized and supported by all. For everybody's safety, the bus driver must be heard, be able to hear traffic sounds such as sirens, and be obeyed by students quickly and efficiently.

School bus transportation is a privilege and is not provided 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.

### **To Promote A Safe, Orderly, Efficient, and Enjoyable Ride To and From School, These Rules MUST Be Followed:**

#### **At the bus stops:**

1. Be on time. Board and leave bus only at your regularly assigned stop, unless you have received special permission in advance.
2. Stay out of the street and away from the road.
3. Help protect surrounding property while waiting for the bus.
4. Wait to enter until the bus comes to a full stop, and the door has been opened by the driver. Take your turn and do not push when entering and leaving the bus.

#### **On the Bus:**

1. Always obey the driver promptly and respectfully.
2. Be seated promptly and stay in assigned seat.
3. Keep all books & materials on your lap or contained in a back pack.
4. Be courteous and use no profane language.
5. Speak in low tones.
6. Never push, shove, shuffle, or engage in horseplay; that is always unacceptable and a serious safety hazard.
7. Keep your head, hair, hands, feet, and all belongings inside the bus and to yourself.
8. Never smoke, it is a serious safety hazard.
9. Never fight, it is unacceptable and a serious safety hazard.
10. Never throw objects inside or outside the bus.
11. Do not eat or drink on the bus.
12. Treat bus seats and equipment with respect.
13. Keep the bus clean and orderly. Deposit trash in the containers in the front of the bus upon leaving.
14. 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:**

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1. Take your turn and do not push when leaving the bus.
2. 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.

## STUDENT CONDUCT on SCHOOL BUSES

The bus driver will, and is authorized to, reasonably maintain orderly behavior of students on school buses. Driver will report misconduct as soon as reasonably possible to the student's principal. The school principal will have authority to suspend the riding privileges of students who are disciplinary problems on the bus. Parents of children whose behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of school bus riding privileges in accordance with the Student Bus Conduct Rules. The Student School Bus Conduct Rules are considered policy and are included in the Appendix of this manual. School bus rules are required to be a part of student handbooks.

## IDLING SCHOOL BUSES AND OTHER VEHICLES ON SCHOOL PROPERTY

The Board seeks to limit vehicle emissions that might be brought into school corporation buildings to reduce exposure to these emissions and to improve indoor air quality for students, staff, and visitors. This policy applies to all public and private vehicles on any school property and to school buses while transporting students at any time. 23 The school shall post signs in areas where idling is prohibited. Drivers of vehicles are to turn off the engine if the vehicle is to be stopped for more than five (5) minutes. I.C. 16-9-3-5, 16-41-37.5 410 IAC 33-4-3

### ▼ School Hours

**Monday - Friday** 9:05 A.M. - 3:44 P.M

## Academic Support

### ▼ Field trips and Other Corporation Sponsored Trips

The School Board recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Properly planned and executed field trips should:

- A. supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools;
- B. arouse new interests among students;
- C. help students relate school experiences to the reality of the world outside of school;
- D. bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience;
- E. afford students the opportunity to study real things and real processes in their actual environment.

For purposes of this policy, a field trip shall be defined as any planned journey for one or more students away from Corporation premises, which is under the supervision of a professional staff member and an integral part of a course of study. Other Corporation-sponsored trips shall be defined as any planned student-travel activity which is approved as part of the Corporation's total educational program.

The Board shall approve all field trips that take students out of the country.

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English

The Superintendent shall approve all other such trips.

Students may be charged reasonable fees for field trips, but no student shall be denied participation for financial inability.

Students on all Corporation-sponsored trips remain under the supervision of this Board and are subject to the Corporation's administrative guidelines.

The Board does not endorse, support, or assume liability in any way for any staff member, volunteer, or parent of the Corporation who takes students on trips not approved by the Board or Superintendent. No staff member may solicit students of this Corporation for such trips within the facilities or on the school grounds of the Corporation without Board permission. Permission to solicit neither grants nor implies approval of the trip. Such approval must be obtained in accordance with the Corporation's Administrative Guidelines for Extended Trips.

The Superintendent shall prepare administrative guidelines for the operation of both field and other Corporation-sponsored trips, including athletic trips, which shall ensure:

- A. the safety and well-being of students;
- B. parental permission is sought and obtained before any student leaves the Corporation on a trip;
- C. each trip is properly planned, and if a field trip, is integrated with the curriculum, evaluated, and followed up by appropriate activities which enhance its usefulness;
- D. the effectiveness of field trip activities is judged in terms of demonstrated learning outcomes;
- E. each trip is properly monitored;
- F. student behavior while on all field trips complies with the Student Code of Conduct and on all other trips complies with an approved code of conduct for the trip.

A professional staff member shall not change a planned itinerary while the trip is in progress, except where the health, safety, or welfare of the students in his/her charge is imperiled or where changes or substitutions beyond his/her control have frustrated the purpose of the trip.

In any instance in which the itinerary of a trip is altered, the professional staff member in charge shall notify the administrative superior immediately.

#### I.C. 20-27-9-3

Field trips are a beneficial way of extending students' learning by actually seeing and doing things that have been discussed and worked on in school. Since field trips are arranged for educational reasons, students are expected to attend. Teachers will provide specific information concerning the field trip. Parents or guardians are asked to sign permission slips for each field trip to ensure that parents are aware of the child's participation. Participating in a field trip is also considered a privilege, and teachers may set specific criteria for behavior and classroom assignments that must be met for a student to attend a field trip. If a student has not met the criteria set forth for field trip attendance, the student will be assigned to another class for the duration of the trip. Teachers will provide specific information concerning their classroom policy in regards to field trips.

## ▼ Home & School Compact

A home-school compact is an agreement developed between parents and school outlining how parents, the entire school staff, and students will share responsibility for student growth and improved achievement, and the means by which the school and parents will build and develop a partnership to help children achieve high standards. The document serves as a blue print for everyone participating in a child's educational experience. The compact is signed by parents, teachers, and students as a sign of commitment to the success of each student. Title I schools may have slightly different home-school compacts depending on the feedback from their Title I Parent Involvement meeting.

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**As a teacher I will help each student reach their fullest potential by:**

1. developing an engaging community with students in which everyone feels valued, seen, and heard.
2. creating an academically rich, nurturing, positive, and inclusive learning environment.
3. establishing practices that support a growth mindset for all students.
4. having, knowing, and posting a plan to meet the learning goals and objectives for the day.
5. using effective teaching practices developed through on-going collaboration and professional development.
6. working collaboratively with faculty, staff, and stakeholders.
7. communicating clearly, consistently, and openly with stakeholders.
8. exemplifying respect for students, parents/guardians, and staff members.
9. implementing district-supported curricula, school and classroom expectations and restorative practices consistently and fairly.
10. assigning purposeful homework, once sufficient practice has been achieved, that students can complete independently with reasonable time expectations for completion.
11. providing meaningful feedback on assignments, assessments, and participation in a timely manner.
12. encouraging the development of organization, study skills, and life-long learning.

**As a parent/guardian I will instill the value of education by:**

1. assuring that my child attends school regularly and is on time.
2. assuring that my child attends school prepared to learn with necessary materials and completed assignments.
3. creating a safe and healthy home environment in which my student eats healthily, practices proper hygiene, and gets enough sleep.
4. showing respect toward my child, teacher(s), staff, and the administration.
5. communicating proactively, when possible, with the teacher(s) and school.
6. working in partnership with school personnel to support the growth of my student.
7. talking with my child daily about their school experience, learning (goals), schoolwork, and activities.
8. encouraging my child to be actively involved in school and in their learning.
9. establishing a home environment (daily time and place) for my child to independently read and learn, complete homework, develop their interests, and demonstrate creativity.
10. encouraging reading by being a role model and providing opportunities to read together and independently.
11. teaching my student to use the internet and/or social media responsibly.
12. helping my child develop and practice skills to resolve conflict and address challenges in a positive way.

**As a student I will do the best I can to learn and grow the most I can by:**

1. coming to school, being on time, and wanting to learn.
2. eating healthily, practicing proper hygiene, and getting enough sleep.
3. making sure I have the necessary school materials I need for the school day.
4. staying organized, actively listening and participating in class, being receptive to getting help when needed, and completing assignments to the best of my ability.
5. reading, studying, practicing, and completing my work at school and at home.
6. asking my teacher(s) for help when I need it.
7. developing a growth mindset and understanding all students learn in different ways and at different times.
8. setting goals for myself and working with my teachers and parent/guardian to achieve them.
9. understanding and following school and classroom rules.
10. showing respect for myself, family, teachers, school staff, students, and friends.
11. treating others as I want to be treated, with respect and dignity, and taking responsibility for my words and actions.
12. being responsible to talk with my parents about school and taking notes home.

## ▼ Homework

The School Board acknowledges the educational validity of out-of-school assignments as adjuncts to and extensions of the instructional program of the schools. "Homework" shall refer to those assignments to be prepared outside of the school by the student. The Superintendent shall develop administrative guidelines for the assignment of homework according to these guidelines:

- A. Homework should be a properly planned part of the curriculum to extend and reinforce the learning experience of the school or to complete work not completed in class.
- B. Homework should help students learn by providing practice in the mastery of skills, experience in data gathering, and integration of knowledge, and an opportunity to remediate learning problems.
- C. Homework should help develop the student's sense of responsibility by providing an opportunity for the exercise of independent work and judgment.
- D. The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student and take into account other activities which make a legitimate claim on the student's time.
- E. As a valid educational tool, homework should be assigned with clear direction.
- F. The schools should recognize the role of parents by suggesting ways in which parents can assist the school in helping a student carry out assigned responsibilities.
- G. Homework should always serve a valid learning purpose.

Homework is a visible method of providing instructional support and practical experience to the students in the Crown Point Schools. In addition, parents become knowledgeable not only of students' performance and progress, but also of the academic program. In an effort to support classroom instruction, homework will be prescribed to improve the quality of student academic performance. It should be further understood that homework assignments encourage the student to accept a stronger role in his/her educational responsibilities.

## ▼ ILEARN

Indiana Learning Evaluation Readiness Network (ILEARN) measures student achievement and growth according to Indiana Academic Standards. ILEARN is the summative accountability assessment for Indiana students, directed by the State Department of Education. This test measures student achievement and needs in reading, language, mathematics, science and social studies in order to determine the progress of students and assist them in attaining school district and State Department goals. The results of these tests help determine which students qualify for remediation and HA.

## ▼ Make-up Work

If a student has been absent, home assignments may be provided upon parental request. A day's notice will be given to the classroom teacher when requesting make-up work. Otherwise, teachers will assign make-up work upon a student's return. Make-up work may be picked up in the school office. No homework or make-up work will be faxed. All class work must be completed within at least the number of days equal to the period of

absence or longer at the discretion of the classroom teacher and building administrator. The elementary schools in our school corporation believe that the classroom experience for learners cannot be replaced. Extended absences from school that are not emergencies are discouraged for this reason. The amount and type of student work provided in advance of these absences will be left up to the discretion of the homeroom teacher.

### ▼ Parent-Teacher Conferences

A parent-teacher conference is considered to be a very valuable tool to promote cooperation and understanding between parents and teachers in conjunction with an evaluation of student progress. Parents are encouraged to attend. A teacher or parent may initiate a conference at any time if the need arises. Special or additional conferences may be arranged as necessary with the classroom teacher. At least one day's notice should be given when requesting conferences. Please be courteous to faculty members and students and avoid "on the spot hallway conferences."

### ▼ Promotion, Placement, Retention

The School Board recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

Such pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

A student will be promoted to the succeeding grade level when s/he has:

- A. completed the course requirements at the presently assigned grade;
- B. achieved the instructional objectives set for the present grade;
- C. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
- D. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

No student who has completed a grade successfully shall be retained or allowed to repeat a grade in order to improve his/her ability or lengthen his/her eligibility to participate in extra-curricular athletic programs.

The Superintendent shall develop administrative guidelines for promotion, placement, and retention of students which:

1. require the recommendation of the professional staff for any promotion, placement, or retention;
2. require that parents are informed in advance of the possibility of retention of a student at a grade level;
3. assure that reasonable efforts be made to remediate the student's difficulties before s/he is retained;
4. assign to the principal the final responsibility for determining the promotion, placement, or retention of each student.

## ▼ Reporting Student Progress

The School Board believes that the cooperation of school and home is a vital ingredient to the growth and education of the whole child. It recognizes its responsibility to keep parents informed of student welfare and progress in school.

The Board directs the establishment of a system of reporting student progress which shall include written reports, parent conferences with teachers, and shall require all appropriate staff members to comply with such a system as part of their professional responsibility.

The Superintendent, in conjunction with appropriate staff members, shall develop administrative guidelines for reporting student progress to parents which:

- A. ensure that both student and parent receive ample warning of a pending grade of "failure" or one that would adversely affect the student's status;
- B. enable the scheduling of parent-teacher conferences at such times and in such places as will ensure the greatest degree of participation by parents;
- C. specify the issuance of report cards at intervals of not more than each semester;
- D. ensure a continual review and improvement of methods of reporting student progress to parents. Parents are encouraged to monitor student progress through the Buzz learning management system and the PowerSchool Parent Portal.

I.C. 20-26-3-5

I.C. 20-26-5-4

## Multi-Tiered System of Support

Multi-Tiered System of Support (MTSS) is a framework of integrated academic (RTI) and behavioral (PBIS) supports that target improved outcomes for students. MTSS includes an assessment system, research-based or evidence-based instruction, and tiers of intervention.

**Tiered Levels of Support:** Beyond the core curriculum, match students' instruction/support to the level and intensity of their need. The levels of support provided to students are based on increasing level of student needs, which is organized through a tiered framework:

Tier 1 is classroom core instruction

Tier 2 is classroom core instruction + additional targeted instruction (often small group)

Tier 3 is classroom core instruction + additional targeted instruction + intensive intervention

## Universal Screening

Academic universal screening for reading and math is administered 3 times per year (beginning, middle, and end) according to the assessment schedule to students using ILEARN Checkpoints in grades 3-8, NWEA MAP Growth and NWEA Reading Fluency in grades K-2.

## ▼ Student Transfers

The parents of students withdrawing should come to the office for a transfer form to take to the new school. A record release form must be signed at the student's NEW school in order to obtain records from the former school.

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English

All books, including library books, Chromebooks, or other school issued electronic devices, must be returned prior to withdrawing. Restitution must be made for any damaged materials or those not returned.

If the book/electronic device rental has not been paid, fees are to be paid up-to-date at the time of withdrawal. If the fees have been paid in full, a partial refund will be made depending on the date of withdrawal.

## Policies and Procedures

### ▼ Animals on School Corporation Property

The School Board recognizes that there are many occasions when animals are present on School Corporation property and many reasons for those animals' presence. Animals are commonly utilized by teachers during classroom presentations and are often housed in classrooms and other locations on campus. Additionally, employees, students, parents/guardians, vendors, and other members of the public may be accompanied at school by a service animal in accordance with Federal and Indiana law and this policy. This policy shall apply to all animals on Corporation property, including service animals.

#### Non-Service Animals in Schools and Elsewhere on Corporation Property

Animals permitted in schools and elsewhere on Corporation property shall be limited to those necessary to support specific curriculum-related projects and activities, those that provide assistance to a student or staff member due to a disability (e.g., seizure disorder), those that provide a reasonable accommodation to a student in accordance with an Individualized Education Program or a Section 504 Plan, or those that serve as service animals as required by Federal and State law. A non-service animal that is poisonous, a bite risk, or is otherwise dangerous to persons shall be housed and maintained in a manner so as to eliminate risk of injury to a person. The risk of injury shall take into account that a student may not follow safety directives established for the handling of the non-service animal. This evaluation may result in a decision that despite the educational value of the non-service animal's presence, the educational value does not outweigh the risk of injury to a person.

I.C. 16-32-3: Rights of Blind and Other Physically Disabled Persons

### ▼ Anti-Harassment

#### General Policy Statement

It is the policy of the School Board to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the School Corporation community as well as third parties who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action. For purposes of this policy, "School Corporation community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

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English

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School Corporation property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School Corporation community at school-related events/activities (whether on or off School Corporation property).

### Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

### Definitions Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's status in a class, educational program, or activity;
- B. Submission or rejection of such conduct by an individual is used as the basis for educational decisions affecting such individual;
- C. Such conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Physical assault.
- C. Threats or insinuations that a person's academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extracurricular programs or events, or other conditions of education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person'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.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.

G. 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 another.

H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

I. Consensual sexual relationships where such relationship leads to favoritism of a student with whom the teacher or superior is sexually involved and where such favoritism adversely affects other students.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects an individual's education, or such that it creates a hostile or abusive educational environment.

### **Race/Color Harassment**

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

### **Religious (Creed) Harassment**

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

### **National Origin Harassment**

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

### **Disability Harassment**

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

### **Reports and Complaints of Harassing Conduct**

Members of the School Corporation community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School Corporation official so that the Board may address the conduct before it becomes severe, pervasive, or persistent.

Members of the School Corporation community or third parties who believe they have been unlawfully harassed by another member of the School Corporation community or a third party are entitled to utilize the Board's informal and/or formal investigation and complaint processes. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's participation in educational or extra-curricular programs. Individuals should make every effort to file an informal or a formal complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The names and titles of the Anti-Harassment Complaint Coordinators with whom complaints of unlawful harassment should be filed are set forth in the administrative guidelines that supplement this policy.

The Superintendent shall establish Administrative Guidelines describing both a formal and an informal process for making a charge of harassment, a process for investigating claims of harassment, and a process for rendering a decision regarding whether the claim of harassment was substantiated. This Policy and the Administrative Guidelines will be readily available to all members of the School Corporation community and posted in appropriate places throughout the School Corporation.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Complaint Coordinators. Thereafter, the Complaint Coordinator must contact the student if age eighteen (18) or older, or the student's parents if under the age eighteen (18), to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Complaint Coordinator or designee to conduct an investigation following all the procedures outlined for a formal complaint.

### **Privacy/Confidentiality**

The School Corporation will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

### **Informal Process for Addressing Complaints of Harassment**

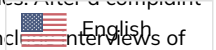
The administrative guidelines will include an informal complaint process to provide members of the School Corporation community or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Members of the School Corporation community or third parties who believe that they have been unlawfully harassed are encouraged to initiate their complaint through this informal complaint process, but are not required to do so. Those members of the School Corporation community or third parties who believe that they have been unlawfully harassed may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

### **Formal Process for Addressing Complaints of Harassment**

The administrative guidelines will also include a formal complaint process. While the formal complaint process may serve as the first step to resolution of a charge of unlawful harassment, it is also available in those circumstances when the informal complaint process fails to satisfactorily resolve a concern. Because of the need for flexibility, no specific time lines are established for initiating the formal complaint process; however, once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within thirty-one (31) calendar days of the complaint being received).

Although not required, members of the School Corporation community or third parties who feel they have been unlawfully harassed should file a formal written complaint with the principal of their school building or with one (1) of the Complaint Coordinators identified in the Administrative Guidelines. Oral complaints of harassment will be reduced to writing by the individual receiving the complaint and the Complainant will be asked to verify the accuracy of the reported charge by signing the document. Complaints received by a school building principal will be immediately reported to the appropriate Complaint Coordinator identified in the Administrative Guidelines. After a complaint

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the complainant, the individual accused of engaging in harassing behavior, and any other witness who may reasonably be expected to have information relevant to the situation. All interviewed parties and witnesses will be provided an opportunity to present any evidence that they reasonably believe to be relevant to the situation.

At the conclusion of the investigation the Complaint Coordinator or designee will prepare and deliver to the Superintendent a written report summarizing the evidence gathered during the investigation and providing his/her recommendations regarding whether or not the complaint of unlawful harassment has been substantiated. The written report must be based on the totality of the circumstances involved in the complaint, the nature of the alleged conduct, the context in which the alleged conduct occurred, and the ages and maturity of the individuals involved. Upon review of the written report the Superintendent will either issue a final decision regarding whether or not the complaint of unlawful harassment was substantiated, or request that further investigation be conducted. A copy of Superintendent's action will be delivered to both the Complainant and the individual accused of the harassing conduct.

#### **The decision of the Superintendent shall be final.**

The Complaint process set forth in the policy and in the administrative guidelines is not intended to interfere with the rights of a member of the School Corporation community or a third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights, the Indiana Civil Rights Commission, or the Equal Employment Opportunity Commission.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the member of the School Corporation community or third party alleging the harassment pursues the complaint.

#### **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against unlawful harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law. When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies. Where the Board becomes aware that a prior remedial action has been taken against a member of the School Corporation community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to eliminate such conduct in the future.

#### **Education and Training**

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate training to all members of the School Corporation community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and harassment in general will be age and content appropriate.

I.C. 35-42-4 et seq.

42 U.S.C. 2000d et seq.

42 U.S.C. 2000e et seq.

29 U.S.C. 621 et seq.

29 U.S.C. 794

42 U.S.C. 12101 et seq.

20 U.S.C. 1681 et seq.  
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42 U.S.C. 1983

Our District's Tip Reporting Service Safety is one of our district's top priorities. We use SafeSchools Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration five different ways: 1. App: Search for "SafeSchools Alert" in the App Store to download for free 2. Phone: 219.306.8063 3. Text: Text your tip to 219.306.8063 4. Email: [1789@alert1.us](mailto:1789@alert1.us) (<mailto:1789@alert1.us>) 5. Web: <http://1789.alert1.us> (<https://cps-k12-in.safeschoolsalert.com/>). 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.

## ▼ Attendance

Per Indiana Code IC 20-33-2.5-4 and IC 20-33-2-14 5

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 and Unexcused.

**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)
- Unexcused Absences: All absences not designated as Excused shall be considered as

### Unexcused absences:

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English

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.

Elementary School (time is calculated by secretary clock in / clock out procedure).

Full day – present for 185 minutes or more (should calculate to arriving at or before 11:59AM)

Half day – present for 184 minutes or less (should calculate to arriving after 11:59AM)

#### 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 (including College Visits)

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

[Skip To Middle Content](#) shall include:



English

- 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.

## ▼ Bullying

1. 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, or any computer network is also prohibited.

2. 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 directed toward a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student.

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English

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.

3. 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.

4. 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 counselor who will be responsible for notifying school administrator. This report may be made anonymously.

5. 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.

6. 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.

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

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

9. 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.

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

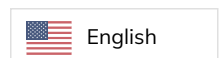
11. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

12. 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.

I.C. 20-33-8-0.2 I.C. 20-33-813.5

**Confidentiality**

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To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

### **Safe School Committee**

In accordance with State law, there shall be a Safe School Committee in each school within this corporation (see Policy 8400 - School Safety).

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

I.C. 5-2-10.1, 20-33-8-0.2

### **▼ Cell Phone & Wireless 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, smartwatches, tablet computers, laptop computers, digital cameras, 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.

Elementary students will keep wireless electronic devices in their lockers or backpacks.

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.

### **▼ Chewing Gum and Candy**

Careless disposal of gum and candy in drinking fountains, and on furniture, floors, and carpets presents sanitation and cleaning problems. There will be absolutely NO gum chewing/candy or pop permitted during the school day. Exceptions: classroom parties and staff rewards.

## ▼ Dress and Personal Care

The School Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

We need and ask for the support of our parents in ensuring that students come to school properly groomed and dressed. Proper attire is defined as clothing that is clean, modest, which does not create a health or safety hazard, and which is not disruptive to other students in the classroom.

All students will be covered from shoulders to mid-thigh.

- Pants/shorts will be worn at or just below the waist.
- Skirts/shorts bottom hem will reach mid-thigh.
- Undergarments will remain covered.
- Head coverings must be approved by administration.
- Shoes with wheels are not permitted.

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. Clothing or grooming practices should not interfere with school work, create disorder, block vision, restrict movement, or disrupt the educational program.

The Superintendent shall develop administrative guidelines to implement this policy which:

- A. designate the principal as the arbiter of student dress and grooming in his/her building;
- B. instruct staff members to demonstrate, by example and precept, personal neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.

Students who violate the foregoing rules may:

- be asked to acquire proper clothing from home
- be provided proper clothing by school
- not be admitted to class
- may be suspended from school.

I.C. 20-33-8-12

## ▼ Entering and Leaving the Building

No students shall be permitted within the school before or after regular school hours, except when participating in school-related activities under authorized adult supervision. This includes returning to get books, homework, etc.

The building principal shall make arrangements for bus pupils to enter the building earlier during inclement weather conditions.

The building principal shall have the authority to approve or deny any request to permit a student to leave the building during school hours.

\*Students will only be released to the custodial adult unless a written note is sent stating otherwise.

## ▼ Family Educational Rights & Privacy

On August 21, 1974, the United States Congress adopted an amendment to the General Education Provision Act called "Family Educational Rights and Privacy Act of 1974" to deal with student records. In broad outline, this Act provides for the following:

1. The act concerns the student records of both elementary and secondary schools.
2. The parents' rights under this act extend until the student is 18 years of age, or is enrolled in a post-high school institution; thereafter, only the student himself may exercise the rights.
3. Parents have a right to examine their children's records at reasonable times.
4. The parent has a right to have a record corrected if it "is inaccurate, misleading, or is otherwise in violation of the privacy of other rights of students."
5. A record must be kept with each student's cumulative folder showing who examined it, the date on which it was examined, and the purpose of the examination.
6. Certain persons may examine student records without a parent's consent. Those permitted include school officials, teachers who have "legitimate educational interests", officials of other schools or school systems where a transfer is made; and certain representatives of the state and federal government with various limitations.
7. Any person may receive the records if the parents provide a written consent specifying the records to be released, the reasons for such release, and the person to whom they are to be released. A copy will be sent to the parents in such cases, if requested. The parents may also request and receive a copy of their child's student record forwarded to another school or school system with a transfer.
8. A copy may also be furnished pursuant to a court order or subpoena, but only if the parents are given advance notice.

## ▼ Intramural Sports

If intramural sports are offered, these rules apply: (Eligibility requirements vary from building to building.) **It is a privilege, not a right to participate in the activity.**

Players and spectators:

1. Players and student spectators are not to walk home unless they have written permission to do so.

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English



2. Players and spectators are not to return to classrooms after ball games.
3. Fighting and horseplay are not tolerated. Student spectators at games, fourth grade and younger, are to be accompanied by an adult. All students must have notes to attend games. Spectators - NO Student Spectators at Practices!
4. Students are not to leave and return to gym during a game.
5. There should be NO gum, food, or drink in the gym.
6. Drinking fountains in gym are reserved for players.
7. Spectators are to remain seated - no running up and down bleachers for safety reasons during games.

### ▼ Late Arrival & Early Dismissal

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the Corporation.

The School Board recognizes, however, that from time to time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

As agent responsible for the education of the children of this Corporation, the Board shall require that the school be notified in advance of such absences by written and/or personal request of the student's parent, which shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the principal.

If one parent has been awarded custody of the student by the courts, the parent of custody shall provide the school with a copy of the custody order and inform the school in writing of any limitations in the rights of the noncustodial parent. Absent such notice, the school will presume that the student may be released into the care of either parent.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her.

No student shall be released to anyone or excused from school unless the parental authorization is on file in the building.

### ▼ Lockers

All lockers made available for student use on student premises are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items which may not cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules.

The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to insure the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials, and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs or alcohol.

1. Elementary students are not to have locks on their lockers.
2. Lockers are to be kept orderly and clean.
3. Tampering, opening or removing items from any locker other than his/her own without proper authorization will not be tolerated.
4. Backpacks must be able to fit into the lockers and not have wheels on them.

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English

Refer to Policy 5771.

## ▼ Non Discrimination and Equal Employment Opportunity

The School Board does not discriminate on the basis of religion, race, color, national origin, sex, disability, or age in its programs and activities, including employment opportunities.

The Superintendent shall appoint a compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any inquiries or complaints are dealt with promptly in accordance with law. S/He shall also ensure that proper notice of nondiscrimination for Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Act is provided to staff members and the general public. Any sections of the Corporation's collectively-bargained, negotiated agreements dealing with hiring, promotion, and tenure need to contain a statement of nondiscrimination similar to that in the Board's statement above. In addition, any gender-specific terms should be eliminated from such contracts.

I.C. 20-33-1-6

I.C. 20-28-10-12

I.C. 20-28-10-13

20 U.S.C. 1681 et seq., Title IX 29 U.S.C. 701 et seq., Rehabilitation Act of 1973

42 U.S.C. 1981 et seq. 42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990

42 U.S.C. 2000 et seq., Civil Rights Act of 1964

29 U.S.C. 623 et seq., Age Discrimination in Employment

Act of 1967

U.S. Constitution, XIV Amendment

## ▼ PowerSchool

CPCSC students and their guardians can retrieve important information using PowerSchool, our web-based student information system. PowerSchool offers families and students real-time, online access to student attendance and more.

PowerSchool is available 24 hours a day, 7 days a week, from your desktop or mobile device. Information in PowerSchool is password-protected. Each student and guardian has a separate user name and password that allows them online access. Please contact your child's school for more information.

[Student & Parent Portal User Guide \(https://4.files.edl.io/124e/11/02/20/185543-f5c82bf8-36dd-4b08-b7be-2c42964af068.pdf\)](https://4.files.edl.io/124e/11/02/20/185543-f5c82bf8-36dd-4b08-b7be-2c42964af068.pdf)

[PowerSchool Parent Portal Link \(https://cpcsc.powerschool.com/public/home.html\)](https://cpcsc.powerschool.com/public/home.html)

## ▼ School Visitors

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English

The School Board welcomes and encourages visits to school by parents, other adult residents of the community, and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls. The Superintendent or principal has the authority to prohibit the entry of any person to a school of this Corporation or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual. Except as set forth in Corporation policy or in the case of "service animals" required for use by a person with a 12 disability, no other animals may be on school premises at any time.

The Superintendent shall promulgate such administrative guidelines as are necessary for the protection of students and employees of the Corporation from disruption to the educational program or the efficient conduct of their assigned tasks.

Rules regarding entry of persons other than students, staff, and faculty upon school grounds or premises shall be posted conspicuously at or near the entrance to such grounds or premises if there are no formal entrances, and at the main entrance to each school building

### ▼ Student Network and Internet Acceptable Use & Safety

Students will adhere to the [CPCSC Student Computer Handbook \(/fs/pages/369\)](#).

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in our society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The School Board is pleased to provide Internet services to its students. The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools which will be essential to life and work in the 21st century. The instructional use of the Internet will be guided by the Board's policy on Instructional Materials.

The Internet is an electronic highway connecting computers and users in the Corporation with computers and users worldwide. Access to the Internet enables students to explore thousands of libraries, databases, and bulletin boards, while exchanging messages with people throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges.

First, and foremost, the Corporation may not be able to technologically limit access to services through the Corporation's Internet connection to only those 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, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages. The Corporation has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Corporation 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. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Corporation 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/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

The Superintendent shall prepare guidelines which address students' safety and security while using e-mail, chat rooms and other forms of direct electronic communications, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g., "hacking") and other unlawful activities by minors online.

Building principals are responsible for providing training so that Internet 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 the Internet. All Internet 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 and staff members are responsible for good behavior on the Corporation's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Corporation does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Corporation's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and the Director of Technology as the administrator responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the Network and the Internet for instructional purposes.

H.R. 4577, P.L. 106-554,

Children's Internet Protection Act of 2000

47 U.S.C. 254(h), (1),

## ▼ Use of Tobacco

In order to protect students from an environment that might be harmful to them, the School Board prohibits the use and/or possession of tobacco by students in school buildings, on school grounds, on school buses, or participating in any school-related event.

For purposes of this policy, use of tobacco shall mean all uses of tobacco, including cigar, cigarette, pipe, snuff, vaping, or any other matter or substance that contains tobacco.

The administration of each school building will take appropriate action in cases involving students who use tobacco in violation of this policy.

## ▼ Weapons

The School Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the Corporation for the purpose of school activities approved and authorized by the Corporation including, but not limited to, property leased, owned, or contracted for by the Corporation, a school-sponsored event, or in a Corporation vehicle.

The term "weapon" means any object which, in the manner in which it is used, intended to be used, or represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gaspowered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives. A "knife" is defined as "an instrument that: 1) consists of a sharp edge or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds; and 2) is intended to be used as a weapon." I.C. 35-47-5-2.5(a)

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English

This policy will also encompass such actions as possession of look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

The Superintendent is authorized to establish administrative guidelines on weapons which require students to immediately report knowledge of weapons and threats of violence by students and staff to the building principal. Failure to report such knowledge may subject the student to immediate suspension and potential expulsion from school.

The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student also may be subject to disciplinary action, up to and including expulsion.

Items pre-approved by the building principal as part of a class or individual presentation or a theatrical prop used under adult supervision, if used for the purpose and in the manner approved, would be an exception to this policy. (Working firearms and any ammunition will never be approved as part of a presentation.)

I.C. 20-33-9-1 et seq.

I.C. 35-41-1-8

I.C. 35-47-5-2.5

I.C. 35-47-9

I.C. 35-41-1-4.3

20 U.S.C. 7151

## Student Discipline

### ▼ Corporal Punishment

While recognizing that students may require disciplinary action in various forms, the School Board cannot condone the use of unreasonable force and fear as an appropriate procedure in student discipline.

Professional staff should not find it necessary to resort to physical force or violence to compel obedience. If all other means fail, staff members may always resort to removal of the student from the classroom or school through suspension or expulsion procedures.

Professional staff as well as support staff, within the scope of their employment, may use and apply reasonable force and restraint to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon or within the control of the student, in self-defense, or for the protection of persons or property.

When an employee inflicts unnecessary, unreasonable, irrational, or inappropriate force upon a student, s/he may be subject to discipline by this Board and criminal assault charges as well.

Corporal punishment shall not be permitted. If any employee threatens to inflict, inflicts, or causes to inflict unnecessary, unreasonable, or inappropriate force upon a student, s/he may be subject to discipline by this School Board and possibly criminal assault charges or be reported to authorities for child abuse. This prohibition applies as well to volunteers and those with whom the Corporation contracts for services.

General Assembly Resolution, March, 1993

## ▼ Due Process Rights

The School Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the Corporation's disciplinary procedures.

The Superintendent shall establish administrative guidelines to ensure that all members of the staff follow due process procedures when dealing with students. In addition, a statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

I.C. 20-33-8-19

## ▼ Student Conduct

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this Corporation. It is the responsibility of students, teachers and administrators to maintain a classroom environment that:

- A. allows teachers to communicate effectively with all students in the class;
- B. allows all students in the class the opportunity to learn;
- C. has consequences that are fair, and developmentally appropriate;
- D. considers the student and the circumstances of the situation; and
- E. enforces the Student Code of Conduct/Student Discipline Code accordingly.

The Superintendent shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on Corporation premises, and on school vehicles.

The Superintendent is authorized to establish administrative guidelines on the dangers of dangerous weapons which requires students to report knowledge of dangerous weapons and threats of violence by students to the building principal. Failure to report such knowledge shall/may subject the student to immediate suspension and potential expulsion from school.

Specific building rules are considered policy and will be reviewed and approved annually by the Board.

Student conduct shall be governed by the rules and provisions of the Student Code of Conduct. This Code of Conduct shall be reviewed annually.

I.C. 20-33-8-1 thru 34, 20-27-10-2

## ▼ Suspension & Expulsion of Students

The School Board recognizes that removal from the educational programs of the Corporation, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student in this Corporation and one that cannot be imposed without due process since removal deprives a child of the right to an education.

No student is to be suspended and/or expelled from an activity, program, or a school unless his/her behavior represents misconduct or substantial disobedience while the student is on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; or traveling to or from school or a school activity, function, or event.

In addition to the grounds specified above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property, including any unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

A Student Code of Conduct, approved by the Board, shall specify the procedures to be followed by school officials when administering this policy. In addition to the procedural safeguards and definitions set out in this policy and the student/parent handbook, the procedures set forth in Policy 2461 shall apply to students identified as disabled under IDEA.

For purposes of this policy and the Superintendent's administrative guidelines, the following definitions shall apply:

A. "Suspension" shall be the temporary removal of a student by the school principal from the Corporation's program for a period not to exceed ten (10) school days (ten (10) is maximum). A student may be suspended for a longer period of time in accordance with the provisions of I.C. 20- 33-8-23 pending expulsion.

B. "Expulsion" shall be the removal of a student from the schools of this Corporation for a period not to exceed the number of school days remaining in the school year in which the incident took effect, if the incident occurs during the first semester. If the incident occurs in the second semester, the Superintendent may expel the student for the remainder of the current school year, summer school, and the first semester of the next school year in accordance with the provisions of I.C. 20-33-8-26.

Any student who brings a firearm, as defined in I.C. 35- 47-1-5, or a destructive device, as defined in I.C. 35- 47.5-2-4 to school or onto school property or at a school-related activity or is in possession of a firearm shall be expelled for at least one (1) calendar year unless the Superintendent reduces the punishment for reasons justified by the particular circumstances of the incident.

If the student brings a deadly weapon as defined in I.C. 35-41-1-8 onto Corporation property or is found to possess a deadly weapon on Corporation property or at a school-related activity, s/he may be expelled for a period of not more than one (1) calendar year unless the Superintendent reduces the punishment for reason justified by the particular circumstances of the incident.

The Superintendent shall notify the law enforcement agency designated by the Prosecuting Attorney immediately when a student possesses a firearm, destructive device, or deadly weapon on school property or at a school-related activity. The Superintendent shall ensure that a copy of this policy is sent to the State Department of Education as well as a description of the circumstances surrounding any expulsions for the above-stated firearms or weapons offense together with the name of the school, the number of students so expelled, and the types of firearms or weapons that were brought on Corporation property.

The Board of School Trustees has voted not to hear any expulsion appeals. Instead, appeals of expulsion must be filed with the County Court.

The Superintendent shall develop administrative guidelines which provide appropriate procedures for implementing this policy and comply with applicable statutes.

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The Board authorizes the Superintendent to develop administrative guidelines to provide for a program whereby a student performs community service in lieu of a suspension or an expulsion.

The Superintendent shall report all expulsions and second suspensions to the Bureau of Motor Vehicles in accordance with law and the Bureau's guidelines.

## ▼ Grounds for Suspension and Expulsion

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 or threatening to use physical actions, loud disruptions, or other behavior that causes fear, stops learning, or prevents others from safely participating in school activities. This includes things like yelling to disrupt class, damaging school property, or preventing others from moving safely through the school.
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. Making threats or engaging in intimidating behavior inside or outside of school (electronic, verbal, or written) that disrupts, impacts, or creates a hostile environment within the school setting or interferes with the educational process.
5. Using mean or inappropriate words, actions, or messages (electronic, verbal or written) that are intended to harass, intimidate, or humiliate a person on the basis of how they look, where they are from, or what they believe is 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 the directions of teachers or other school personnel's 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 or sharing photos, videos, or voice recordings without permission is not allowed.
13. Possessing or sharing pictures or materials that are inappropriate for school is not allowed.
14. Using a cellphone or other device to send or receive inappropriate pictures or messages is not allowed. [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.]



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. Violation of the school's technology policy and rules.
19. Violation of the school's discrimination and/or harassment policies.
20. Violation of any student conduct rule established by the building principal, of which students have been provided notice.
21. Being in a bathroom stall with another individual.

## ▼ Search and Seizure

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.

## School Safety and Health

### ▼ Care of Students with Diabetes

A diabetes management and treatment plan shall be prepared and implemented for a student with diabetes for use during school hours or at a school-related event or activity. The plan shall be developed by:

- A. the licensed health care practitioner responsible for the student's diabetes treatment; and
- B. the student's parent/legal guardian.

A diabetes management and treatment plan shall:

- identify the health care services or procedures the student should receive at school;

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English

- evaluate the student's ability to manage his/her level of understanding of the student's diabetes;
- be signed by the student's parent/legal guardian and the licensed health care practitioner responsible for the student's diabetes treatment.

The parent/legal guardian of a student with diabetes shall submit a copy of the student's diabetes management and treatment plan to the school nurse for review:

- A. before or at the beginning of a school year;
- B. at the time the student enrolls, if the student is enrolled in school after the beginning of a school year; or
- C. as soon as practicable following a diagnosis of diabetes for the student.

An individualized health plan shall be developed for each student with diabetes while the student is at school or participating in a school activity. The school's nurse shall develop a student's individualized health plan in collaboration with:

- A. the licensed health care practitioner responsible for the student's diabetes treatment to the extent practicable;
- B. the school principal;
- C. the student's parent/legal guardian;
- D. one (1) or more of the student's teachers.

A student's individualized health plan shall incorporate the components of the student's management and treatment plan.

The 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.

I.C. 20-34-5

## ▼ Child Abuse or Neglect

As an agency of the State, the School Board is concerned with the physical and mental well-being of the children of this Corporation and will cooperate in the identification and reporting of cases of child abuse in accordance with law.

Each staff member employed by this Corporation shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse, abandonment, cruelty, or neglect resulting in physical or mental injury to a student by other than accidental means. The staff member or appropriate administrator, in the presence of the staff member if possible, shall immediately call the local child protection agency or the local law enforcement agency and shall secure prompt medical attention for any such injuries reported.

Information concerning alleged child abuse of a student is confidential information and is not to be shared with anyone other than the administration or the reporting agency. A staff member who violates this policy may be subject to disciplinary action.

Building administrators should be mindful of the possibility of physical or mental abuse inflicted by a staff member. Any such instances, real or alleged, should be dealt with in accordance with the administrative guidelines established by the Superintendent. I.C. 31-33-1 et seq.

## ▼ Safety Drills

Safety drills, two each semester, are conducted to help children know how to take appropriate precautions during disaster warnings.

When a disaster alert is announced by the Lake County Emergency Management Agency, schools are alerted by the National Weather Alert System that is constantly operating in each building.

**STUDENTS WILL FOLLOW THE INSTRUCTIONS GIVEN BY THEIR TEACHER ON ALL 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.

## ▼ Emergency Plans

### Plan A - School Closing

All schools serviced by Crown Point Community School Corporation (public or parochial) will be CLOSED.

1. Schools WILL NOT be open for instruction.
2. Students ARE NOT to report.
3. Building principal(s) will report to their respective schools as soon as safety will allow in order to check building security and to give direction to custodial personnel relative to snow.

### Plan B – School Delay

1. All bus drivers and schools will start their day one (1) or more hours later than usual. School dismissal will be at the regular time.
2. School dismissal will be at the regular time.
3. School lunches will be served.

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English

## Plan C - Emergency Dismissal

1. Weather or mechanical breakdown may sometimes call for early or emergency dismissal. Each parent should be sure that their child is instructed where to go in case it is necessary for the child to arrive home early.
2. Mechanical breakdown in one school need not affect regular dismissal of the remaining schools in the corporation.
3. All school activities will be cancelled if school is cancelled.

## ▼ Emergency School Closings

When it is necessary to close or delay the opening of school, one of the plans listed below will be followed:

A ParentSquare message will go out for any closings or delays.

School closing or delay information will be announced on the district website, and when possible, on district social media. It is posted at [www.emergencyclosingcenter.com](http://www.emergencyclosingcenter.com) (<http://www.emergencyclosingcenter.com>). You may also call 663-3371 or log on to the corporation website [www.cps.k12.in.us](http://www.cps.k12.in.us) (<http://www.cps.k12.in.us>).

## ▼ Gang Symbols, Signs, Colors, Insignia

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:

1. Parent Conference
2. School suspension for one to five days.

## ▼ Indoor Air Quality Coordinator

Director of Building and Grounds 1151 E. Summit Street, Crown Point, IN 46307 219-663-5701

Vehicle Idling: In accordance with Indiana code, 410 I.A.C. 33-4-3 all vehicles including school buses and private vehicles driven by parents, students, and/or visitors are prohibited from idling for more than five minutes while on school property.

## ▼ Insurance - Accident

Information concerning the purchase of student accident insurance is sent home early in the year. If your child is not covered by a family medical plan, you may want to consider this insurance coverage. Schools do not carry general medical or accident insurance on students.

## ▼ Self-Administered Medication

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English

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:

- A. An acute or chronic disease or medical condition exists for which the medication is prescribed.
- B. The student has been given instruction as to how to self-administer the medication.
- C. 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.

I.C. 20-33-8-13

I.C. 34-30-14-6

## ▼ Use of Medications

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 nonprescribed 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.

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 18 individual does not have epinephrine at the school or the individual's prescription is not available:

- A. students at the school
- B. school personnel
- C. visitors at the school

School employees 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 if the following are met:

A. The school employee has voluntarily received training in:

- 1. recognizing anaphylaxis;
- 2. 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.

B. The individual to whom the epinephrine is being administered is:

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

### **Low THC Hemp Extract**

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

- 1. derived from Cannabis sativa L., that meets the definition of industrial hemp;
- 2. that contains not more than three-tenths percent (0.3%) delta-9-THC (including precursors); and
- 3. 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:

1. 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;
2. Product is in the original packaging and is unopened;
3. 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
4. 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.

I.C. 20-33-8-12

I.C. 20-34-3-18

I.C. 20-34-4.5-1 et seq.

I.C. 34-30-12

511 IAC 7-21-8

