

CENTER GROVE COMMUNITY SCHOOL CORPORATION

4800 West Stones Crossing Road Greenwood, Indiana 46143

317.881.9326 · 317.881.0241 (Fax)

www.centergrove.k12.in.us

CENTER GROVE

COMMUNITY SCHOOL CORPORATION



CENTER GROVE
ELEMENTARY



MAPLE GROVE
ELEMENTARY



NORTH GROVE
ELEMENTARY



PLEASANT GROVE
ELEMENTARY



SUGAR GROVE
ELEMENTARY



WALNUT GROVE
ELEMENTARY



Our Vision

All students receive an
Exceptional Educational
Experience.
#E3CG

Our Mission

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



Pictured: First Day of School, Pleasant Grove Elementary School

2025-2026

ELEMENTARY HANDBOOK

Vision

All students receive an exceptional educational experience.

Mission

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

Core Beliefs**College and Career Readiness**

Students should be prepared to meet their future with skills and talents that allow them to achieve their potential in each endeavor that they choose. Creativity, collaboration, communication and innovation are valued commodities that will be celebrated.

Community

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

Curriculum

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

Diversity

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

Instruction

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

Social Emotional

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

Staff

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



Dear Parent and Guardians,

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

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

It is the hope of all staff that you will get to know your school community by becoming involved. By volunteering in your school or classroom, you can help your own student along with many others, while at the same time becoming more familiar with what is happening at your child's school. Other ways for guardians to stay informed are through newsletters and your school's website. Please take time to read each newsletter you receive and become familiar with your school's website. Your school's website is accessible through the district website at centergrove.k12.in.us.

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

Sincerely,
Bill Long, Ed.D.
Superintendent

CENTER GROVE COMMUNITY SCHOOL CORPORATION
Directory of Elementary Schools

Center Grove Elementary

2455 South Morgantown Road
Greenwood, Indiana 46143
Telephone 317-881-1720
Ms. Lori Green, Principal

Pleasant Grove Elementary

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

Maple Grove Elementary

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

Sugar Grove Elementary

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

North Grove Elementary

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

Walnut Grove Elementary

4079 North 500 West
Bargersville, Indiana 46106
Telephone 317-887-4200
Mrs. Heather Gant, Principal

Office of the Superintendent

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

Board of School Trustees

Mr. Rob Daniels, President
Mr. Jack Russell, Vice President
Mr. Scott Alexander, Secretary
Mrs. Jane Dunigan-Smith, Member
Mrs. Amy Counts, Member

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

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Elementary Handbook - The policies and procedures written in our CGCSC Elementary Student Handbook are applicable to all students.

Center Grove Community School Corporation Elementary Expectations

Equal Education Opportunity

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

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

STUDENTS ARE TO EXPECT

- To have the opportunity to learn in a suitable educational environment
- To have access to academic programs and opportunities
- To be treated with respect
- To fulfill the requirements of and take an active part in class
- To work to the best of their abilities
- To develop and exercise self-discipline
- To use technology in a responsible manner in all academic settings
- To respect the rights of others

STAFF MEMBERS ARE TO EXPECT

- Responsible behavior of students
- To be treated with respect
- To plan and conduct effective best practice instruction and to assist students in learning
- To use technology to enhance the educational experience

- To ensure a learning environment by enforcing the rules of the school while recognizing the rights of all individuals
- To ensure that students are respecting themselves, others and the learning environment
- To communicate with students, parents or guardians, and administration regarding student progress

PARENTS AND GUARDIANS ARE TO EXPECT

- That the students are provided with a worthwhile classroom experience and competent instruction
- To receive communication from the school on a regular basis
- To confer with the staff and administration of the school
- To be treated with respect
- To respond to communications from the school in a respectful manner
- To encourage and support the use of technology to enrich the learning experience
- To assist the student in accepting responsibilities
- To work with the school to enhance the academic and social growth of the student.

SCHOOL HOURS

Elementary School Hours

Grades K through 5 – 9:20 a.m. to 3:55 p.m.

Although school starts at 9:20 a.m., students may enter the building at 9:05 a.m. **Students will not be admitted in the buildings before 9:05 a.m. because supervisory personnel are not present.**

VISITORS AND VOLUNTEERS

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

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

There are times when visits are not encouraged (testing, special programs, etc.). Furthermore, uninterrupted instructional time in the classroom is always a high priority. Prior to your visit, please make the appropriate arrangements with your child's teacher at least 24 hours in advance. Volunteers and visitors should stay in their designated areas.

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

Volunteers who would need the broader check include the following:

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

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

All elementary schools will not have lunch time visitors.

More information can be found on our CGCSC website at [Volunteer Information - Center Grove Community School Corporation](#)

ENROLLMENT POLICIES & GUIDELINES

ENROLLMENT FORMS/STUDENT INFORMATION VERIFICATION

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

[New Student Enrollment - Center Grove Community School Corporation](#)

We ask that a parent/guardian complete the forms. Any changes in emergency contacts, telephone numbers or email address should be updated on Skyward. Updated information is critical, so that we can contact parents/guardians.

ENROLLMENT LIMITATIONS

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

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

Early Entrance to First Grade

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

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

ATTENDANCE POLICIES & GUIDELINES

PHILOSOPHY

A student's attendance is essential to learning – learning that includes not only factual subject matter, but also attendance habits, work habits, attitudes, and ideals. Reading the material and performing satisfactorily on tests does not compensate for the loss of insight gained during class discussion or explanation. Furthermore, every student contributes to every other student; therefore, a student who is absent short-changes him/herself. Poor attendance interrupts the process of education. It also

impedes the continuity of the lessons presented, the ability of the students to understand and gain insight from the classroom experiences, and the students' ability to establish proper work habits. Students need to come to school every day and benefit from interaction, discussion, and teacher support available during class time. Every absence, whether excused or not, interrupts the student's understanding of the material being presented and weakens his/her interests in the continuing program.

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

The cooperation of the student, guardians, and the school is essential in providing a firm framework for the student to achieve the fundamental foundation of regular school attendance. **Kindergarten parents or guardians: Once you enroll your child(ren) in Center Grove Schools, students and parents/guardians follow the same attendance expectations as in any other grade-level.**

PROCEDURE TO REPORT AN ABSENCE

- Parent/guardian is to enter a child's absence through the school Pick Up Patrol program. If a parent/guardian cannot access Pick Up Patrol, then they need to contact the school to report an absence. All absences need to be reported by 10:20 am.
- An entry into PickUp Patrol is needed **EACH DAY** a student is absent.

More information about the CGCSC Pickup Patrol program can be found at: [PickUp Patrol - Center Grove Elementary School](#)

MAKE-UP WORK

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

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

CLASSIFICATION OF ABSENCES

LOST INSTRUCTION TIMELINE

Examples of Lost Instructional Time

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

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

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

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

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

UNEXCUSED/UNACCEPTABLE ABSENCE UNTIL ACCEPTABLE VERIFICATION RECEIVED
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- 1. Death of an immediate family member** – obituary or funeral home bereavement card signifying family relationship.
- 2. Hospitalization** – written notification from a competent physician
- 3. Professional Appointments (i.e. Medical, Dental, Vision Appointment)**
 - a. Documentation from the professional appointment must be submitted within the 9 week period that the appointment occurred to be considered excused. Notes submitted after the 9 week period may not be accepted and is up to building discretion.
 - b. Student name must be identified as the one **seen** by the professional. **Notes that do not state the student has**

been seen by a medical official, will not be accepted as an excused absence.

- c. The date and time of the appointment must be documented by the professional.
 - d. The date of return must be documented by the professional.
 - e. Expected limitations and duration must be documented by the professional when applicable.
 - f. Documentation must be presented by a physician not directly related to the student.
- 4. Illness-** A student may have four (4) absences excused due to illness at the discretion of the parent/guardian. Parent/guardian communication must be reported for each day of illness within 24 hours to be excused. Any absence without a doctor's note after four (4) will be considered unexcused.
- 5. Physical or Mental Incapacitation**
- a. A physician's statement certificate of incapacity will only be accepted if the form is filled out in its entirety. A physician's statement certificate of incapacity is only valid for the academic school year in which it is issued. A new physician's statement certificate of incapacity will be required for subsequent academic school years.
 - b. In the interest of student safety, a student who cannot attend school on a regular basis due to a medical condition under a certificate of incapacity may not be permitted to participate in extra- and co-curricular activities. Once a student is deemed healthy enough by his/her physician to attend school on a regular basis, the physician can submit a letter removing the certificate of incapacity and the student will then become eligible to participate in extra- and co-curricular activities. Administrative consideration may be given for participation in some co-curricular activities where physical activity is not involved.
 - c. The certificate must be signed by an Indiana physician; an individual holding a license to practice osteopathy or chiropractic in Indiana; or a Christian Science practitioner who resides in Indiana and is listed in the Christian Science Journal.
 - d. Physicians must indicate the start and projected end

date of the Letter of Incapacity.

- e. Physicians must indicate the student's diagnosed condition.
 - f. Physicians must indicate the reasonable amount of absent days.
 - g. A parent or guardian must enter the absence in PickUp Patrol daily and state the reason for absence. If absence is not related to diagnosis on form, then will be counted as unexcused unless additional documentation is provided.
- 6. **Required Court Attendance**– written court documentation of court appearance
 - 7. **Incarcerations** – written documentation of detainment from a Juvenile Justice Representative
 - 8. **Observance of a Recognized Religious Holiday** – program or physical proof of religious affiliation
 - 9. **Immigration Appointment/Meeting**
 - a. Documentation from the professional appointment must be submitted within the 9 week period that the appointment occurred to be considered excused. Notes submitted after the 9 week period may not be accepted and is up to building discretion.

EXCUSED/ACCEPTABLE ABSENCES

- 1. **Unexcused absences** – in-which acceptable verification has been received (see above).
- 2. **Out-of-School Suspension** – written notice generated by school administration.
- 3. **Military Connected Families'** absences related to deployment and return.
- 4. **Exempt by Statute**
 - a. Service as a Page or as an Honoree of the General Assembly
 - b. Service on Precinct Election Board or for Political Candidate or Parties
 - c. Witness in Judicial Proceeding
 - d. Participation in the Indiana State Fair
 - e. Student(s) who participates in certain events offered by the National FFA Organization, the Indiana FFA Association, or a 4-H club may be marked excused and may not exceed six days in a school year. (I.C. 20-33-2-17.8)

UNEXCUSED/UN-ACCEPTABLE ABSENCES

1. Any absence in which acceptable verification has not been received within the nine weeks of the appointment will be up to building discretion.
2. **Truancy** – A student who has lost instructional time without the knowledge of the parent/guardian.
3. **Pre- Arranged** – Pre-arranged or unreported; i.e.: vacation. Assignments will NOT be provided prior to pre-arranged absences
4. **National Competitions** - Participation in non-school sponsored State or National Competition - A student who competes in a non-school sponsored state or national competition will be marked as an unexcused absence. This is a pre-arranged absence, so assignments and homework will not be provided prior to the absence. It is the responsibility of the parent to report this absence in PickUp Patrol.

STUDENTS RELEASED FROM SCHOOL CLINIC

If a student is sent home from the school clinic, it is the discretion of the clinic staff to determine if the absence is excused or unexcused. If parent/guardian requests dismissal from the clinic, the absence will be unexcused.

Outside Telehealth Services on School Property

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

Services from Outside Agencies

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

school team, this request needs to be made with the Director of Elementary or Secondary Special Education and building administration.

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

CONSEQUENCES (UPDATED JULY 1, 2025 BASED ON INDIANA SENATE BILL 482)

5 DAYS OF UNEXCUSED ABSENCES IN 10 WEEKS

WARNING LETTER

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

School Conference and Attendance Plan - A conference with school representatives, parent/guardian and student will be held no later than 10 instructional days after 5th unexcused absence to discuss absences and develop a plan to ensure the student is in attendance at school.

10 Days of School Year Accumulated Absences

WARNING LETTER

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

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

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

15+ Days of School Year Accumulated Absences

REFERRAL LETTER

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

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

FRP ACTION Family Resource Officer will meet with the parent/guardian to complete a needs assessment, read and sign compulsory attendance laws and school attendance policies, and sign an action plan.

FAILED ACTION The Family Resource Officer will send notice to the parent/guardian to report to an Attendance Review Hearing, and/or Parent Project or Parenting Wisely program, when and if the following has occurred:

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

18+ Days of School Year Accumulated Absences

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

LONG FORM PCA WRITTEN Written by Juvenile CC when a student has missed an accumulation of 18+ days of unexcused instructional time.

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

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

EXCESSIVE ABSENCES DUE TO CHRONIC OR PROLONGED ILLNESS

At 15 absences (excused or unexcused), the school and parents/guardians will work with available school resources to help with

student chronic absenteeism. This could involve our health coordinator, school counselor, or school administration. Students with chronic absenteeism may still be referred for truancy.

EXTRACURRICULAR ACTIVITIES

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

PERFECT ATTENDANCE

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

ACADEMIC POLICIES & GUIDELINES

GRADES AND REPORT CARDS

Report cards are not printed for students to bring home. Guardians have access to grades, mid-term/ nine week reports and semester grades through our student information system, Skyward. This is for grades K-5. Currently, our Kindergarten and First Grade student work is graded through a standards-based report card. It is important to note that a report card is only one method used to evaluate your child's progress. Guardians are also encouraged to access Skyward to check your child's grades. More information about elementary academics can be found at [Academics - Center Grove Community School Corporation](#)

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

CGCSC Elementary Grading Scale

93-100	A
92-90	A-
89-87	B+
86-83	B
82-80	B-
79-77	C+

76-73	C
72-70	C-
69-67	D+
66-63	D
62-60	D-
59	or F
Below	

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

HOMEWORK

CGCSC Board Policy 2300 and Center Grove Elementary School Guidelines

Definition

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

HOMEWORK POLICY STATEMENT

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

RESPONSIBILITIES OF THE STUDENT

Each student has the responsibility to develop good work and study habits. The student should clarify with the teacher any questions pertaining to the instructions for homework at the appropriate time. The student should take home any materials and information needed to complete the assignment. The student should learn to budget his/her time. When study time is provided during the day, the student should take advantage of it. Long-term assignments should be planned so they

do not have to be done all at once. With the assistance of their guardians, students should do the following: set aside a special time in which to do the assignment; find a special place free from excessive noise and other distractions in which to work; organize their time so assignments can be completed in a reasonable length of time; and carefully check the completed assignments. It is the student's responsibility to return all work completed to the teacher by the date requested. Students should also make-up work missed during an absence.

RESPONSIBILITIES OF THE PARENT/GUARDIAN

Cooperation by parents/guardians is a necessary factor for homework to be meaningful. It is important for parents/guardians to support the teacher and to instill in the child an attitude that homework is an important and necessary part of the learning process. Parents/guardians should encourage and support their child's efforts and be available for questions, being careful to remember that homework is the child's responsibility, not the parent/guardian. Parents/guardians should set aside time to review their child's homework and to check it for accuracy and neatness.

Parents/guardians also should communicate with the teacher whenever their child has consistent difficulty with homework assignments.

Parents/guardians should encourage their child to seek help and ask questions of the teacher when in doubt about an assignment.

Finally, it is the responsibility of the parent/guardian to arrange for the prompt pickup of their child when requested by the school due to illness, injury, disciplinary reasons, or other concerns. If a student is not picked up in a timely manner, the school may notify the Department of Child Services (DCS).

REMINDER:

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

HATCH AMENDMENT

Right to Inspect Certain Instructional Materials. In addition to any other rights with respect to the inspection of instructional materials, the

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

Notification on rights concerning Student Surveys

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

1. A school corporation shall make available for inspection by the parents or guardians of a student any instructional materials, including:
 - a. teachers' manuals;
 - b. student texts;
 - c. films or other video materials;
 - d. tapes; and
 - e. other materials used in connection with a personal analysis, an evaluation, or a survey described in subsection (b).
2. A student shall not be required to participate in a personal analysis, an evaluation, or a survey that is not directly related to academic instruction and that reveals or attempts to affect the student's attitudes, habits, traits, opinions, beliefs, or feelings concerning:
 - a. political affiliations;
 - b. religious beliefs or practices;
 - c. mental or psychological conditions that may embarrass the student or the student's family;
 - d. sexual behavior or attitudes;
 - e. illegal, antisocial, self-incriminating, or demeaning behavior;
 - f. critical appraisals of other individuals with whom the student has a close family relationship;
 - g. legally recognized privileged or confidential relationships, including a relationship with a lawyer, minister, or physician; or
 - h. income (except as required by law to determine eligibility for participation in a program or for receiving financial assistance under a program); without the prior consent of the student (if the student is an adult or

emancipated minor) or the prior written consent of the student's parent or guardian (if the student is an unemancipated minor). A parental consent form for such a personal analysis, evaluation, or survey shall accurately reflect the contents and nature of the personal analysis, evaluation, or survey.

3. The department and the governing body shall give parents and students notice of their rights under this section.
4. The governing body shall enforce this section.

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

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

CENTER GROVE POLICE DEPARTMENT

The Center Grove Police Department serves as law enforcement and a school resource officer within all of our Center Grove Community Schools. A school resource officer (SRO) is defined as a sworn officer assigned to a school on a long-term basis trained to perform three major roles: law enforcement officer; law- related counselor; and law-related educator. Please visit the school's website for current trends, tips, services, duties, and CGPD policies. The website is:

[Center Grove Police Department](#)

Center Grove Police Department duties include the following:

1. Provide law enforcement and police services to the school, school grounds and areas adjacent to the school. Investigate allegations of criminal incidents per police department policies and procedures. Enforce state and local laws and ordinances. Make appropriate referrals to juvenile authorities or other governmental agencies.
2. Work to prevent juvenile delinquency through close contact and positive relationships with students. In addition, the SRO may monitor crime statistics and work with local patrol officers to design crime prevention strategies and develop crime prevention programs.
3. Conduct security inspections to deter criminal or delinquent activities. These may include assisting in random searches.
4. Establish and maintain a close partnership with school

administrators in order to provide for a safe school environment. Assist school officials with their efforts to enforce Board of Education policies and procedures. It is important to note that SROs are not school disciplinarians and should not be the lead investigator for school rule violations. If an SRO observes a rules violation, they may request the assistance from an appropriate corporation administrator, to further educationally related goals. If a violation of a school rule is also a criminal offense, the SRO may conduct a concurrent investigation and take the appropriate action under the policies and procedures set forth by the department.

5. Ensure school administrator safety by being present during school searches, which may involve weapons, controlled dangerous substances or in such cases that the student's emotional state may present a risk to the administrator. If school administrators possess reasonable suspicion to suspect that the search will provide evidence that the student violated a school policy or rule, they may request an SRO to conduct a search on their behalf, if there is substantial risk to the safety of the administrator.
6. Assist school administrators in emergency crisis planning and building security matters. Provide a course of training for school personnel in handling crisis situations, which may arise at the school.
7. Be visible and accessible within the school community. Attend and participate in school functions. Build working relationships with the school's staff as well as with student and parent/guardian groups. Initiate interaction with students in the classroom and general areas of the school building. Promote the profession of police officer and be a positive role model.
8. Develop and implement classes in law related education to support the educational efforts of the faculty. Work closely with teachers in designing and presenting law-related topics and the role of police in our society.
9. Work with school counselors and other student support staff. Assist students and staff involved in situations where referrals to social services or outside law enforcement agencies are necessary. Assist in conflict resolution efforts.
10. Handle and care for police canines specialized in duties odor detection such as narcotics detection, weapons, or

explosives Police canines may assist the administrators in searches of the building, vehicles, and lockers.

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

APPEARANCE POLICIES & GUIDELINES

Student clothing and appearance should not draw undue attention from other students or faculty or disrupt the normal routine. If there is doubt about the appropriateness of a garment, it should not be worn. Attire typically worn at the beach is not appropriate for school. Clothing and/or any adornment displaying messages or images not appropriate for school, and examples would be messages containing profanity; sexual innuendo; references to drugs, alcoholic beverages, tobacco products, or violence; or messages that incite hate towards other students or student groups. Hats, hoods, and sweatbands are not to be worn during the school day, unless it has been determined to be a spirit day and/or is a requirement of a religious observation. Bare midriff, backless

halters, and mesh shirts are not to be worn. Attire that may damage school property (such as chains) or pose a danger to the safety of students and staff members (such as “heelies”) shall not be worn.

OTHER EXAMPLES OF INAPPROPRIATE DRESS MIGHT INCLUDE:

1. Shorts, skirts, and dresses (less than thumb length)
2. Ripped pants that show skin (less than thumb length)
3. Strapless Attire
4. Pants worn below the waistline.
5. Any other attire which the administration determines to be unacceptable.

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

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

ELECTRONIC EQUIPMENT POLICY

Non-school appropriate electronic equipment that should not be on school property include: radios, I-Pods, Smart Watches, MP3 players, DVD players, electronic toys, hand-held video games, video cameras, and cameras.

**CELLULAR PHONES/ELECTRONIC DEVICES
(Senate Enrolled Act 185)**

Cellular telephones are not permitted to be heard, seen, or used and need to be turned off and secured in the student's backpack during school hours, unless determined to be a reward from a school official.

Students who fail to comply with a staff member's directive to put electronic devices away will be issued disciplinary consequences for insubordination. Students who need to make transportation arrangements should come to the office to do so. Cellphones are not to be out for any reason in any facility locker room, restroom, or area where there is an expectation of privacy.

At no time are students to take a picture or video of an individual during the school day without the permission of that individual or the school,

unless directed to do so by a teacher as part of the curriculum or for use in a school publication.

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

Artificial Intelligence Responsibility and Ethical Use Guidelines for Students

Introduction:

Our school system recognizes that AI is a tool that can help us achieve our educational goals and responsible use of AI will vary depending on the context, such as the classroom activity or assignment. **Students may not use AI to violate school rules or district policies.** Teachers will clarify if, when, and how AI tools will be used. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited and constitutes cheating or plagiarism.

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

Avoid Discrimination and Bias:

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

Critical Thinking and Validation:

- Verify information: Be skeptical of information generated by AI systems and validate it through multiple sources.
- Question results: Analyze and question the results provided by AI

systems to ensure their accuracy and reliability.

- Exercise critical thinking: Use AI outputs as a starting point for investigation, analysis, and critical thinking rather than relying solely on their conclusions.

Responsible Use of AI Tools:

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

Respect for Privacy and Consent:

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

Online Etiquette and Cybersecurity:

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

Digital Well-being:

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

Report Issues:

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

AUDIO, VIDEO AND DIGITAL RECORDING OF MEETINGS

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

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

DISCIPLINE POLICIES & GUIDELINES

This student code of conduct has been established in accordance with Indiana State Law (I.C.20-33.8). Students will not be allowed to engage in any activity forbidden by the laws of Indiana that constitute an interference with school purposes or an educational function. Those activities could include but are not inclusive of possessing explosives, detonating devices, and fireworks and/or possession or being under the influence of tobacco, harmful drugs, alcoholic beverage, non-alcoholic beer, stimulant, caffeine-based drug, or intoxicant or inhalants of any kind. Indiana law authorizes the school board to prohibit unlawful activity by a student on or off school grounds. This includes before, during, and after school hours. It also includes any school activity or function (including summer school) or traveling to or from school or any school activity or function. If the unlawful activity may reasonably be considered

to be an interference with school purposes or an educational function or the student's removal is necessary to restore order or protect persons on school property, a student may be expelled or suspended.

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

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

1. Disciplined under IC 20-33-8-25, including short-term removal by a teacher or assignment by the principal;
2. Removed from school in accordance with IC 20-34-3-9 for illness; or
3. Removed from school for failure to comply with the immunization requirements of IC 20-34-4-5

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

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

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

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

The term does not include situations when a student is:

1. Disciplined under IC 20-33-8-25 including short-term removal by a teacher or assignment by the principal;
2. Removed from school in accordance with IC 20-34-3-9 for illness; or
3. Removed from school for failure to comply with the immunization requirements of IC 20-34-4-5.

Grounds for Suspension or Expulsion

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

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

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

1. Behavior that injures, endangers, or presents a substantial risk of injury to the student or another person.

2. Damaging or stealing school property or the property of another person or organization.
3. Disrupting a class or other school activity.
4. Disrespectful behavior toward staff.
5. Fighting.
6. Harassing, threatening or intimidating another person. "Harassing" behavior is behavior directed toward another person without a legitimate purpose after that person has clearly stated or shown that the behavior is unwelcome. All threats, both verbal and written, will be considered serious and potentially dangerous. Inappropriate touching can be considered under these guidelines.
7. Possessing a knife, bullets, a dangerous device, or something that appears to be a dangerous device. "Dangerous device" means something that is readily capable of causing injury to a person and is not essential in performing a task that must be performed by a student during school or a school activity. The term includes all weapons, fireworks, a smoke or noise bomb, a handgun, a rifle, a shotgun, a stun gun, chemical mace, pepper gas, and all personal protection devices other than those that emit only sound.
8. Consuming, possessing, offering, providing, facilitating, arranging, requesting, or being under the influence of alcohol or an alcoholic beverage, an illegal drug, a prescription drug except as authorized in a prescription by a licensed healthcare provider, any over-the-counter medication, any medication containing a stimulant such as preparations containing caffeine, ephedrine, pseudoephedrine, or phenylpropanolamine as an ingredient except as authorized in a prescription by a licensed healthcare provider, or any substance represented to be or thought by the intended recipient to be an illegal or prescription drug except as authorized above.
9. Consuming, possessing, offering, providing, or being under the influence of a substance such as an inhalant, a solvent, or other volatile substances, contrary to safety instructions provided on labeling, a sign, or by school personnel.
10. Possessing alcohol or drug consumption paraphernalia such as rolling papers, clips, or displaying materials that promote or encourage alcohol or drug use.
11. Possessing cigarettes, e-cigarettes, vaporizers, tobacco paraphernalia, smokeless tobacco, snuff, or other tobacco product

or a device such as a lighter designed primarily for use in consuming tobacco products.

12. Engaging in sexual behavior and/or public display of affection.
13. Wearing clothing, jewelry, or a hairstyle that is dangerous to the student, indecent, vulgar, profane, presents a message that is inconsistent with the educational mission of the school district, or results in disruption of an educational function.
14. Possessing, creating or distributing information in written or other form that causes a disruption of an educational function, advocates a violation of law or a student conduct rule, is obscene or sexually explicit, is slanderous or defamatory, or invades the privacy of an identified or identifiable person.
15. Sending, sharing, possessing, or knowingly viewing pictures, text messages, emails, or other material of a sexual, violent, or obscene nature in electronic or hard copy form.
16. Possessing—a cellular phone during the school day without prior approval of the principal, (providing that possession of a cellular phone at a school activity after the normal school day shall not violate this rule.)
17. Refusing or failing to follow a directive from a school employee, including a directive to respond truthfully and completely when questioned about a school-related matter.
18. Violating a building level student conduct rule.
19. Violating the School District Policy on technology usage.
20. Violating Indiana or Federal Law
21. Not having legal settlement in the School District.
22. Attempting to commit an act that is a ground for suspension or expulsion.
23. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
24. Failing to report the actions or plans for action of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons, property damage, or unlawful acts.
25. Continually and habitually truant.
26. Continually and habitually violating school rules and disrupting the educational environment for themselves and /or others.

- 27. Violation of any board policy
- 28. Compromising safety within the school setting

Off School Property Weapons

FIREARMS/DESTRUCTIVE DEVICES

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

DEADLY WEAPONS

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

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

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

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

EXPULSION PROCEDURES

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

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

EXPULSION CONTINUED THROUGH THE NEXT SCHOOL YEAR

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

Waive of Rights -

State Law allows student and parent/guardian to waive rights

- Voluntarily Given

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

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

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

DUE PROCESS RIGHTS

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

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

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

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

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

STUDENT DUE PROCESS - PARENT/GUARDIAN PARTICIPATION

A parent, guardian, or custodian of a student less than 18 years old shall be required to participate in any disciplinary action authorized under the

Student Due Process Code, I.C. 20-33-8, as well as the student discipline handbook of this school corporation, at the request of a school official.

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

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

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

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

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

Disciplining Students with an Individualized Education Plan

In disciplinary matters, it is the policy of the Board to treat students with disabilities no differently than students without disabilities except in cases where the misconduct is caused by the student's disability. Students with disabilities are subject to the discipline rules adopted by the Board of School Trustees and may be suspended or expelled for violation(s) of student conduct rules in accordance with I.C. 20-33-8 and 511 IAC 7-15. Federal and state law sets forth the due process rights of students with disabilities who are recommended for suspension or expulsion. These

rights are fully explained in the document, Navigating the Course: Finding Your Way Through Indiana's Special Education Law. [DOE: Laws and Resources](#)

Disciplining Students with a 504 Plan

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

DELIVERIES TO STUDENTS

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

Our elementary schools will not accept deliveries including and not limited to; singing telegrams, floral arrangements, gifts, balloons, candy, etc. on behalf of students.

FOOD FREE BIRTHDAY CELEBRATIONS

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

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

restrictions include food allergies, diabetes, and other medical conditions (e.g. obesity, celiac, etc.) that make it difficult for them to participate in celebrations involving food.

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

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

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

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

NATIONAL SCHOOL BREAKFAST & LUNCH PROGRAM

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

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

HEALTHY SNACK RECOMMENDATIONS AND FAST FOOD

At times, students may be allowed to bring a healthy snack to school. Examples might include; fruit, vegetables, granola bars, cheese sticks, crackers, etc. Students should not bring chips, soda, or candy.

Parents/guardians are not permitted to bring or arrange delivery of "fast food" for their child during the school day.

EMERGENCY CLOSINGS AND NOTIFICATION OF ELEARNING FOR INCLEMENT WEATHER DAYS

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

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

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

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

AHERA NOTIFICATION

AHERA Notification: In accordance with the US EPA's AHERA Standard (ref: 40 CFR 763.80), all information concerning asbestos-containing materials in the schools of the Center Grove

Community School Corporation is available for review and copying by students, staff and guardians during normal business hours.

EMERGENCY DRILLS

FIRE DRILLS

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

SEVERE WEATHER DRILLS

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

LOCKDOWN/EVACUATION DRILLS

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

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

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

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and verbal or physical contacts of a sexual nature.

Sexual Harassment

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

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

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

1. Bullying/Cyber-Bullying

- a. Bullying is prohibited and is a violation of the Student Code of Conduct. The State of Indiana defines "bullying"

as overt, repeated acts or gestures, including **(I.C. 20-33-8-0.2)**:

- b. Verbal or written communications transmitted (including digitally and electronically)
- c. Physical acts committed; or
- d. Aggression and other behaviors committed; by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student and create for the targeted student an objectively hostile environment that:
 - 1. places the targeted student in reasonable fear of harm to the targeted student's person or property;
 - 2. has a substantially detrimental effect on the targeted student's physical or mental health;
 - 3. has the effect of substantially interfering with the targeted student's academic performance; or
 - 4. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

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

Senate Enrolled Act 255 states the school should make a reasonable attempt to notify both the parent of a targeted student and the parent of an alleged perpetrator that the school is investigating a possible incident of bullying or similar misconduct before the end of the next school day after the school becomes aware of the possible incident.

The guardians of both the alleged perpetrator and the targeted student(s) will be informed of the findings from the bullying investigation no later than the end of the next school day following the conclusion of the investigation.

The school and/or district will determine the severity of the bullying and whether the incident merits the transfer of the victim or perpetrator to a different school within the district for the victim's safety.

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

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

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

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

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

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

42 USC 2000d et seq

41 USC 2000e et seq

29 USC 621 et seq

29 USC Section 794

42 USC Section 12101 et seq

20 USC 1681 et seq

NOTIFICATION OF RIGHTS UNDER FERPA

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

1. The right to inspect and review the student’s education record within 45 days after the day the “School” receives a request for access. Parents or eligible students who wish to inspect their child’s or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent/guardian or eligible student believes are inaccurate, misleading or otherwise in violation of the student’s privacy rights under FERPA. Parents/Guardians or eligible students who wish to ask the [School] to amend their child’s or their education should write the principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent/guardian or eligible student, the school will notify the parent/guardian or eligible student of the decision and their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardians or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school’s or school

district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

RELEASE OF DIRECTORY INFORMATION

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

Parents/guardians of a student less than 18 years of age or of a student who is at least 18 years of age desiring to object to disclosure of any or

certain parts of the categories of directory information should request Form DP-1 (Denial of Permission to Release Certain Directory Information Without Prior Written Consent) from the principal's office. An objecting parent/guardian or student may use Form DP-1 to deny consent for release of all directory information, or he/she may selectively deny consent by circling those categories of directory information he/she does not wish released.

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

HEALTH SERVICES POLICIES & GUIDELINES

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

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

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

If a student has a chronic illness and needs an emergency care plan followed at school, it is the parent/guardian's responsibility to get these plans filled out by a doctor and returned to school. An updated plan is required for each school year. Some examples of chronic illnesses are asthma, seizure, diabetes, and life-threatening allergies. Any other health-related accommodations for the school day will be initiated after

the nurse receives written doctor's orders. This includes, but is not limited to: open bathroom passes, physical restrictions, PE restrictions, and concussion accommodations. If a student needs a procedure during the school day, the nurse must also have a doctor's written orders and the parent/guardian must complete a "Consent to Treat" form. This includes, but is not limited to: gastrostomy tube feedings, in and out catheterizations, wound dressing, and diabetes care.

ILLNESS GUIDELINES

Please do NOT send a student to school if one or more of the following symptoms are present: diarrhea*, vomiting*, skin sores*, undiagnosed body rash, sore throat with swollen lymph nodes, severe coughing, eye discharge or redness*, or temperature of 100.4° F or above. Please do NOT send a child back to school until they have been fever-free (without fever-reducing medications) and without vomiting/diarrhea for 24 hours from last episode. Antibiotics that have been prescribed for eye or throat infections must have been given for 24 hours before the student returns to school. This will help prevent the spread of infection to others and ensure that the student is feeling well enough to learn. Students who have had a surgery or hospital stay may be asked to provide a doctor's note to return to school.

*Diarrhea – A student with diarrhea that causes "accidents," is bloody, or results in greater than two bowel movements above what the student normally experiences in a 24-hour period.

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

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

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

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

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

HEAD LICE GUIDELINES

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

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

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

INJURY

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

GUIDELINES FOR MEDICATION ADMINISTRATION

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

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

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

- **Prescription medication**

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

physician's statement or new prescription bottle reflecting changes.

- If a medication is to be terminated before the date on the prescription, the written and dated consent of the parent/guardian is required.

- **Non-prescription medication**

- The school nurse, clinic assistant, or designee can dispense NON-PRESCRIPTION MEDICATION with written parent/guardian permission. A parent/guardian must complete a **“Request to Administer Medication”** form for each medication to be administered as well as a **“Consent to Treat”** form. ALL medication must be sent in the original, unexpired container and labeled with the student's name. All over-the-counter medication brought to school should be unopened prior to the nurse receiving it. No medication can be given to a student unless it is brought from home with written parent/guardians permission (“Request to Administer Medication” and “Consent to Treat” forms). This includes cough drops, throat sprays, most eye drops, and most sprays, creams and ointments for burning or itching. Any dosage amount requested in excess of the manufacturer's recommended dosage will not be given without a physician's written approval.
- The clinics have limited storage space so please be mindful of the size of bottles that are being brought into the clinic.

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

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

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

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

- **Controlled Drugs**

Parents/guardians assume responsibility for delivering controlled substances (e.g., Ritalin) to and from school. Controlled substances should be delivered to the school clinic by a parent/guardian.

Students cannot bring in controlled substances and controlled substances will not be sent home with students.

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

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

IMMUNIZATION POLICIES

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

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

K-5th Grade:

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

6th-11th Grade:

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

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

12th Grade:

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

2 Hepatitis A, 2 MCV4 and 1 Tdap

The parent/guardian is required to furnish the school on or before the first day of school proof of immunization. The statement of immunization must include the student name, date of birth and the month/date/year of each

immunization. If the student has a history of chickenpox, the parent/guardian must provide a written statement that indicates the child has had the disease.

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

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

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

HEARING AND VISION SCREENINGS

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

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

MISCELLANEOUS

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

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

TECHNOLOGY POLICIES & GUIDELINES

ACCEPTABLE USE POLICY

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

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

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

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

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

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

TERMS AND CONDITIONS

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

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

educational and school business-related purposes only. Any media produced and/or transmitted by electronic communication must comply with Federal and State laws, as well as school policy. Product advertising, political lobbying, purchasing personal items or services, and solicitation while using the technology system is prohibited.

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

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

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

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

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

inspect and monitor the technology system and the media produced, transmitted, and/or stored as deemed appropriate to ensure compliance with this policy.

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

In consideration for the Center Grove Community School Corporation providing access to the technology system, the user and parents or guardians will agree to accept all liability, loss or damages as a result of claims, demands, attorney's fees, costs, or judgments arising out of the user's violation of these terms and conditions. Center Grove Community School Corporation will make no warranties of any kind, whether expressed or implied for the service it is providing.

Intentional Damage to Technology Equipment

When it is determined that a student has caused intentional damage to technology equipment, the Center Grove Community School Corporation reserves the right to charge the student's guardian for this damage. Below is a partial list of charges that may be imposed for intentional damage. The school corporation reserves the right to add to or modify this list as costs change and new forms of intentional damage take place.

Lost or Stolen Chromebook	\$275
Lost or Stolen Chromebook Charger	\$35
Damaged Chromebook Keyboard	\$55
Damaged Chromebook Screen	\$25

Damaged or Lost iPad Charger	\$38
Lost or Stolen iPad	\$299
Damaged iPad Screen	\$160
Damaged or Lost iPad Case	\$25

LOST OR DAMAGED CURRICULAR MATERIALS (FORMERLY TEXTBOOK RENTAL)

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

TRANSPORTATION POLICIES & GUIDELINES

FOREWORD

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

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

It is important to remember that Center Grove Community School Corporation is responsible for transporting approximately 9,000 students.

Bus stops are designed for safety and efficiency. Center Grove Community School Corporation cannot provide door to door service.

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

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

Have a safe school year.

Sarah Pitts
Director of Transportation
317-881-0555

Transportation Guidelines:

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

Eligibility:

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

Riding Rules:

- Students are only allowed to ride the bus to/from school on their assigned bus from their assigned bus stop.
- Kindergarten and Preschool students will only be released from the bus in the presence of a parent, guardian, sibling, or appropriate adult caretaker at the bus stop. **This is for the entire school calendar year.**

- Students shall be seated immediately upon entering the bus. If assigned seating is used by the driver, the student must sit in his or her assigned seat.
- Students shall not stand or move from place to place while the bus is in motion.
- Loud, boisterous, or profane language shall not be tolerated. Indecent conduct, verbal abuse, use of racial/ethnic remarks, or derogatory names is also not acceptable.
- Students shall not tease, scuffle, trip, hold, hit, or use their hands, feet, or body in any objectionable manner.
- Students should stay in their seat until the bus has come to a full stop and the door is opened by the driver.
- Students need permission to open windows and doors. Windows will only be opened halfway.
- The school bus driver has the same authority and responsibility as a teacher.
- Safety is the primary concern in student transportation; thus, the driver and school authorities shall maintain discipline on the school bus. Students disobeying safety rules will be denied riding privileges.
- The aisle of a school bus must be kept free of objects that could obstruct an emergency evacuation of the bus. Any large object that cannot be held on a student's lap is not permitted on the school bus. Examples of such large objects include but are not necessarily limited to certain musical instruments, science fair and other types of projects, athletic and PE equipment, bags, flagpoles, flowers, balloons and other such items that could pose a safety problem.
- Students are not allowed to bring food, drinks, or chewing gum on school buses. Only water is allowed on the bus and must be in a spill-proof bottle.
- Use of technology is permitted at the driver's discretion. If the use of technology is allowed on the bus, the driver may withdraw that privilege if it is being abused. **Taking pictures and/or video is strictly forbidden on the bus, a violation of this policy will result in an immediate loss of all electronic privileges and the student will be written up for a major offense which is at minimum a 1 day suspension from the bus.**
- Students must keep their head, hands and feet inside the bus at all times.

- Smoking, vaping or the use of any tobacco product is not allowed at any time.
- Bus drivers will prepare and practice emergency unloading with the students at least two times per school year.

Video Surveillance

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

Property Damage

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

Personal Belongings

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

Discipline/Tickets

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

Driver Consequence

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

School Consequence

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

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

****Walking or biking to school is not permitted, except for students who live in neighborhoods with a designated walking path that connects directly to the school. In those cases, schools will communicate directly with families if walking or biking is allowed.**

SAY SOMETHING

ANONYMOUS REPORTING SYSTEM

1. LOOK *for* WARNING SIGNS & THREATS
2. ACT IMMEDIATELY *take it seriously.*
3. SAY SOMETHING *to a TRUSTED ADULT*
OR SUBMIT AN ANONYMOUS TIP

Scan this QR code



or Text TIP to 79775



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