

# CPCSC Elementary Student Handbook 2016 - 2017

**Dr. Teresa A. Eineman, Superintendent**  
**Crown Point Community School System**  
**200 East North Street**  
**Crown Point, IN 46307**

## School Board Members

Mr. Scott Angel  
12399 Sullivan Ct.  
Crown Point, IN 46307

Mr. Jerry Caravana  
626 E. Brookside Dr.  
Crown Point, IN 46307

Mr. Tom Hoffman  
Hoffman & Stochel  
One Professional Center  
95<sup>th</sup> & Main Street  
Crown Point, IN 46307

Mrs. Karen Schrum  
501 Cardinal Drive  
Crown Point, IN 46307

Mr. David Warne  
3853 W 106<sup>th</sup> Lane  
Crown Point, IN 46307

Approved and Adopted by Crown Point Board of School Trustees

**\* Wherever a conflict exists, School Board Policy or state or federal statute supersedes this handbook.**

**\*The School Board authorizes the individual schools to establish rules, regulations, and procedures as deemed appropriate above and beyond those stated herein.**

## Mission Statement

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

## Administration of Elementary Education

Mary Ann Chapko, Principal,  
Eisenhower Elementary School  
1450 South Main Street  
Crown Point, IN 46307  
(219)663-8800

Cindy Wise, Principal,  
Lake Street Elementary School  
475 Lake Street  
Crown Point, IN 46307  
(219)663-5683

Marian Buchko, Principal,  
MacArthur Elementary School  
12900 Fairbanks Avenue  
Cedar Lake, IN 46303  
(219)662-3600

Jennifer Stolarz, Principal,  
Jerry Ross Elementary School  
11319 Randolph Street  
Crown Point, IN 46307  
(219) 662-4317

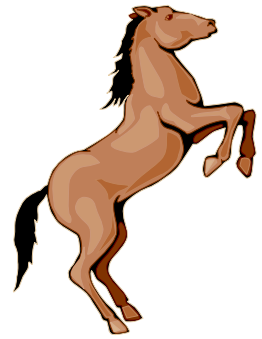
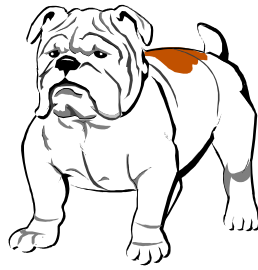
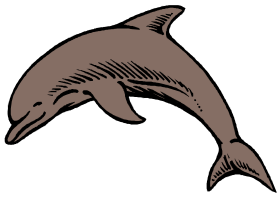
Barbara Merrill, Principal,  
Solon Robinson Elementary School  
601 Pettibone Street  
Crown Point, IN 46307  
(219)663-2525

Arthur Equihua, Principal,  
Timothy Ball Elementary School  
720 West Summit  
Crown Point, IN 46307  
(219)663-0047

Jillian Alonzo, Principal,  
Winfield Elementary School  
13128 Montgomery Street  
Crown Point, IN 46307  
(219)663-2287

## Table of Contents

Foreword	3
School Hours	4
Entrance Requirements	4
Latch-Key Programs	4
Attendance	4
Annual Performance Report	5
Cafeteria	6
Refund for Meal Fees	7
Chewing Gum and Candy	7
Disaster Drill	7
Student Discipline	7
Suspension and Expulsion of Students	8
Weapons	9
Due Process Rights	9
Corporal Punishment	9
Dress and Grooming	9
Proper Attire for Recess	10
Emergency Plans	10
Emergency School Closing Plans	10
Entering and Leaving the Building	10
Nondiscrimination and Equal Employment Opportunity	11
Student Attendance at School Events	11
Family Educational Rights and Privacy Act of 1974	11
Field Trips and Other Corporation Sponsored Trips	12
Fire Drills	13
Gang Symbols, Signs, Colors, Insignia Identifiers	13
Homework	13
ISTEP+	14
Insurance-Accident	14
Intramural Sports	14
Lockers	14
Make-Up Work	14
Use of Medications	15
Self-Administered Medication	15
Care of Students With Diabetes	16
Immunization	16
Outside Recess	16
Parent-Teacher Conferences	17
Playground Behavior	17
Promotion, Placement, and Retention	17
Child Abuse and Neglect	17
Reporting Student Progress	18
School Bus	18
School Bus and Safety Rules	19
Student Conduct on School Buses	19
Anti-Harassment	19
Bullying	23
Use of Tobacco	24
Student Conduct	24
Student Transfers	24
Late Arrival and Early Dismissal	25
Student Network and Internet Acceptable Use and Safety	25
Textbook Rental and Fees	26
Refunds for Textbook Rental and Fees	26
Toys and Electronic Devices	26
Criminal Gangs and Criminal Gang Activity	27

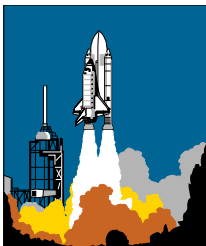


## Foreword

This Student Handbook was developed to answer many of the commonly asked questions that you may have during the school year and to provide specific information about certain Board policies and guidelines. Please take the time to become familiar with the following important information contained in the Handbook and keep the Handbook available for frequent reference by you. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to the principal, the personnel director, and or refer to Board Policy on the Crown Point Community School Corporation website at [www.cps.k12.in.us](http://www.cps.k12.in.us). This Handbook replaces all prior handbooks and other written material on the same subjects. If any policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails.

## LEGAL NOTICE

The rules you are about to read in this student handbook are in addition to our broad, discretionary authority to maintain safety, order, and discipline inside the school zone. These rules support but do not limit our authority. It should be also noted that our Director of Security and any resource officer (police in our schools) have the same rights and duties inside a school zone and are not different from the officer who patrols our neighborhoods. Please know that these rules are primarily for protection, not punishment.



## School Hours

All Schools  
Monday - Friday  
9:05 - 3:44 P.M.

R.603 - CROWN POINT COMMUNITY SCHOOL CORPORATION

## 5112 - ENTRANCE REQUIREMENTS

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

### A. Kindergarten

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

### B. First Grade

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

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

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

I.C. 20-33-2-7

## 2262 - LATCH-KEY PROGRAMS

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

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

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

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

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

I.C. 20-26-5-2

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

## 5200 - ATTENDANCE

The School Board, as an agency of the State, is required to enforce regular attendance of students. The Board recognizes that the presence in the classroom enables the student to participate in instruction, class discussions, and

other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel.

Attendance shall be required of all Corporation students, except those exempted by provisions of State law, during the days and hours that the school is in session.

The following are recognized exceptions to compulsory attendance. Absences resulting from these documented factors will be counted as present.

- A. service as a page for or as an honoree of the Indiana General Assembly
- B. service on the precinct election board or as a helper to a political candidate or to a political party on the date of each general, city, or town primary election.
- C. appearance in court as a witness in a judicial proceeding
- D. active duty with the Indiana National Guard
- E. participating in a civil air patrol program for not more than five (5) days as a member of the Indiana wing of the civil air patrol
- F. such other good cause as may be permitted by law

The Superintendent may require, from the parent of each student or from an adult student who has been absent for any reason, a written statement of the cause for such absence. The Board reserves the right to verify such statements.

Repeated infractions of the Board's policy on attendance may result in the suspension or expulsion of a student.

An out of school suspension is an excused absence. An unexcused absence is an absence from school not authorized by School Corporation I.C. 20-33-2-4 to 17.

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. illness
- B. recovery from accident
- C. professional appointments
- D. death in the immediate family
- E. observation or celebration of a bona fide religious holiday
- F. quarantine

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences, authorized

under Policy [2370](#), to be in regular attendance to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

The Superintendent shall develop administrative guidelines for the attendance of students which ensure a school session which is in conformity with the requirements of the law.

Such guidelines should provide that a student's grade in any course is based on his/her performance in the instructional setting and is not reduced for reasons of conduct. If a student violates the attendance or other rules of the school, s/he should be disciplined appropriately for the misconduct, but his/her grades should be based upon what the student can demonstrate s/he has learned.

The Superintendent shall ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process which:

- A. identifies the habitual truant, that is, a student who is chronically absent by having unexcused absences from school for more than ten (10) school days in one (1) school year;
- B. investigates the cause(s) of his/her truant behavior;
- C. considers, when appropriate, modification of his/her educational program to meet particular needs which may be causing the truancy;
- D. ensures that truant students are disciplined in accordance with the Corporation's policies and administrative guidelines on student discipline;
- E. provides for the reporting to the Bureau of Motor Vehicles those students who have been suspended for the second time during a school year, expelled, or excluded for misconduct.

The Superintendent shall also ensure that the Board's policy on attendance and the Corporation's administrative guidelines are made available to all parents and adult students.

I.C. 20-33-2-4 et seq.  
511 IAC 1-3-1  
511 IAC 6-2-1(c)(12)

## **2700 - ANNUAL** **PERFORMANCE REPORT**

Each year, not earlier than January 15th or later than January 31st the School Board shall publish a

performance report for presentation to the public and may make it available on the Corporation's Internet web site. It shall also provide a copy of the report free of charge to any person who requests it.

The report shall contain the following information, in accordance with State Department guidelines and State and Federal law:

- A. student enrollment;
- B. graduation rate as defined in State law;
- C. attendance rate;
- D. the number and percentage of students meeting academic standards as measured by the ISTEP or GQE, as appropriate, scores for assessments under I.C. 20-18-2-6, if appropriate; for a freeway school, scores on a locally adopted assessment program, if appropriate;
- E. average class size;
- F. the number and percentage of students in alternative education (if offered), vocational education, special education, gifted or talented (if offered), remediation; limited English language proficiency; students receiving free or reduced price lunch under the national school lunch program;
- G.
  - 1. for advanced placement tests, the percentage of students scoring three (3), four (4), or five (5), and the percentage taking the test;
  - 2. test scores of all students taking the Scholastic Aptitude Test; test scores for students completing the academic honors diploma program; and the percentage of students taking the test;
- H. course completion, including the number and percentage of students completing the academic honors diploma, the Core 40 curriculum, and vocational programs;
- I. the percentage of grade eight (8) students enrolled in algebra 1;
- J. the percentage of graduates who pursue higher education;
- K. school safety, including the number of students receiving suspension or expulsion for the possession of alcohol, drugs, or weapons;
- L. financial information and various school cost factors including expenditures per student, average teacher salary, and remediation funding;
- M. technology accessibility and the use of

technology in instruction;

- N. interdistrict and intradistrict student mobility rates if that information is available;
- O. the number and percentage of teachers who are certificated employees; who teach the subject area for which the teacher is certified and holds a license; with national board certification;
- P. the percentage of grade 3 students reading at grade 3 level;
- Q. the number of students expelled, including the number participating in other recognized education programs during their expulsion;
- R. chronic absenteeism, which includes the number of students who have been absent more than ten (10) days from school within a school year without being excused;
- S. other indicators of performance as recommended by the Education Roundtable.

The information concerning each of these benchmarks will relate to the preceding three (3) years of operation and will provide a comparison of graduation rates, attendance rates and ISTEP+/GQE test scores with the Corporation's performance-based accreditation status.

The Superintendent shall ensure that a copy of the report is submitted to the State Department of Education.

Indiana accredits, awards, and measures school performance on the basis of achievement, student conduct, and attendance, 511 IAC 6.2-6-2 and 511 IAC 6.2-6-4. Federal and State regulations establish regular school attendance as an accountability measure. 511 IAC 6.7-8 Join us in supporting this initiative by helping us maintain high standards of achievement, moral conduct and regular attendance

## **CAFETERIA**

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

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

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

### Refunds for Meal Fees

Refunds for withdrawn students will be made within (30) days of the withdrawal date, providing a forwarding address is given. Funds remaining in returning student accounts at the end of the school year will roll forward to the next school year.

Refunds will be made for the amount of \$5.00 and over. Overpayments of less than \$5.00 will remain in the fund in which it was applied unless the parent submits a request for reimbursement.

### CHEWING GUM and CANDY

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

### DISASTER DRILLS

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

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

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

### 5600 - STUDENT DISCIPLINE

The School Board acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and students should learn to assume responsibility for their own behavior and the consequences of their actions.

The Board requires each student of this Corporation to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

- A. conform to reasonable standards of socially-acceptable behavior;

- B. respect the person and property of others;
- C. preserve the degree of order necessary to the educational program in which they are engaged;
- D. respect the rights of others;
- E. obey constituted authority and respond to those who hold that authority.

The Superintendent will promulgate administrative guidelines for student conduct which carry out the purposes of this policy and:

- A. are not arbitrary but bear a reasonable relationship to the need to maintain a school environment conducive to learning;
- B. do not discriminate among students;
- C. do not demean students;
- D. do not violate any individual rights constitutionally guaranteed to students.

The Superintendent will designate sanctions for the infractions of rules, excluding corporal punishment, which:

- A. relate in kind and degree to the infraction;
- B. help the student learn to take responsibility for his/her actions;
- C. are directed, where possible, to reduce the effects of any harm which may have been caused by the student's misconduct.

The Superintendent shall publish to all students and their parents the rules of this Corporation regarding student conduct, the sanctions which may be imposed for breach of those rules, and the due-process procedures that will be followed in administering the Code of Conduct.

The Superintendent will report to the Board periodically the methods of discipline used and the incidents of those types of student misconduct designated by the Board.

The principal shall have the authority to assign discipline to students, subject to Corporation administrative guidelines and the student's due process rights to notice, hearing, and appeal.

Teachers and other employees of this Board having authority over students shall have the authority to take such means as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Board.

I.C. 20-33-8-1 et seq.

# **5610 - SUSPENSION AND EXPULSION OF STUDENTS**

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

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

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

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

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

- A. "Suspension" shall be the temporary removal of a student by the school principal from the Corporation's program for a period not to exceed ten (10) school days (ten (10) is maximum). A student may be suspended for a longer period of time in accordance with the provisions of I.C. 20-33-8-23 pending expulsion.
- B. "Expulsion" shall be the removal of a student from the schools of this Corporation for a period not to exceed the number of school days remaining in the school year in which the incident took effect, if the incident occurs during the first semester. If the incident occurs in the second semester, the Superintendent may expel the student for the

remainder of the current school year, summer school, and the first semester of the next school year in accordance with the provisions of I.C. 20-33-8-26.

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

If the student brings a deadly weapon as defined in I.C. 35-41-1-8 onto Corporation property or is found to possess a deadly weapon on Corporation property or at a school-related activity, s/he may be expelled for a period of not more than one (1) calendar year unless the Superintendent reduces the punishment for reason justified by the particular circumstances of the incident. The Superintendent shall notify the law enforcement agency designated by the Prosecuting Attorney immediately when a student possesses a firearm, destructive device, or deadly weapon on school property or at a school-related activity.

The Superintendent shall ensure that a copy of this policy is sent to the State Department of Education as well as a description of the circumstances surrounding any expulsions for the above-stated firearms or weapons offense together with the name of the school, the number of students so expelled, and the types of firearms or weapons that were brought on Corporation property.  
(20 U.S.C. 3351)

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

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

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

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

I.C. 20-33-8-14 et seq., 35-41-1-4.3, 35-47-1-5, 35-47.5-2-4  
20 U.S.C. 3551, 20 U.S.C. 8922, 20 U.S.C. 7151



## **5772 - WEAPONS**

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

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

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

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

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

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

I.C. 20-33-9-1 et seq.  
I.C. 35-41-1-8  
I.C. 35-47-5-2.5  
I.C. 35-47-9  
I.C. 35-41-1-4.3  
20 U.S.C. 7151

## **5611 - DUE PROCESS RIGHTS**

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

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

I.C. 20-33-8-19

## **5630 - CORPORAL PUNISHMENT**

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

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

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

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

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

I.C. 20-26-5-4  
General Assembly Resolution, March, 1993

## **5511 - DRESS AND GROOMING**

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

choices interfere with the educational program of the schools.

Accordingly, the Superintendent shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- A. present a hazard to the health or safety of the student himself/herself or to others in the school;
- B. interfere with school work, create disorder, or disrupt the educational program;
- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Such guidelines shall establish the dress requirements for members of the athletic teams, bands, and other school groups when representing the Corporation at a public event.

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

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

Students who violate the foregoing rules may:

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

I.C. 20-33-8-12

### **PROPER ATTIRE for RECESS**

1. Proper foot attire will be worn to go out into snow or slush. Inappropriate footwear is not allowed.
2. Coats, Hats, Gloves and/or Mittens will be worn during cold weather.

### **EMERGENCY PLANS**

#### **Plan A - School Closing**

All schools serviced by Crown Point Community School Corporation (public or parochial) and the Special Education Coop will be CLOSED.

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

#### **Plan B – School Closing Delay**

1. All bus drivers and schools will start their day one (1) or more hours later than usual. If there is a delay of two (2) hours or more, morning kindergarten classes will be cancelled. Afternoon kindergarten classes will report at the normal time.
2. School dismissal will be at the regular time.
3. School lunches will be served.

#### **Plan C - Emergency Dismissal**

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

## **EMERGENCY SCHOOL CLOSING PLANS**

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

An Alert Now message will go out for any closings or delays.

School closing or delay information will be announced over the following radio stations by 5:30 a.m.

WJOB (AM)	1230	Hammond
WXR(D)FM	103.9	Crown Point
WGN (AM)	720	Chicago
WAKE (AM)	1500	Valparaiso

You may also call 663-1507 ext. 399 or log on to the corporation website [www.cps.k12.in.us](http://www.cps.k12.in.us).

## **ENTERING and LEAVING the BUILDING**

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

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

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

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

The Indoor Air Quality Coordinator is:

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

Vehicle Idling: In accordance with Indiana code, 410 I.A.C. 33-4-3 all vehicles including school buses and private vehicles driven by parents, students, and/or visitors are prohibited from idling for more than five minutes while on school property.  
(If you would like a philosophical statement to include, "Idling vehicles emit pollutants into the air that can cause various medical issues both on an immediate basis (i.e. asthma attacks) and on a long-term basis (lung cancer and other respiratory diseases.)

## **3122 - NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

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

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

I.C. 20-33-1-6  
I.C. 20-28-10-12  
I.C. 20-28-10-13  
20 U.S.C. 1681 et seq., Title IX  
29 U.S.C. 701 et seq., Rehabilitation Act of 1973  
42 U.S.C. 1981 et seq.  
42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990  
42 U.S.C. 2000 et seq., Civil Rights Act of 1964  
29 U.S.C. 623 et seq., Age Discrimination in Employment Act of 1967  
U.S. Constitution, XIV Amendment

## **5855 - STUDENT ATTENDANCE AT SCHOOL EVENTS**

The School Board encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending as nonparticipants are properly safe-guarded, the Board recommends that all elementary and pre-high school students be accompanied by a parent or adult chaperone when they arrive at the event and throughout its duration. The Board will not be responsible for students if they attend without an adult chaperone.

The Board will continue to provide adequate supervision for all students who are participants in Corporation-sponsored events.

Students who are not in attendance during the regular school day are ineligible to participate in sports, scouting, musicals, PTO sponsored events, etc.

## **FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT of 1974**

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

1. The act concerns the student records of both elementary and secondary schools.
2. The parents' rights under this act extend until the student is 18 years of age, or is enrolled in a post-high school institution; thereafter, only the student himself may exercise the rights.
3. Parents have a right to examine their children's records at reasonable times.
4. The parent has a right to have a record corrected if it "is inaccurate, misleading, or is otherwise in violation of the privacy of other rights of students."
5. A record must be kept with each student's cumulative folder showing who examined it, the date on which it was examined, and the purpose of the examination.
6. Certain persons may examine student records without a parent's consent. Those permitted include school officials, teachers who have "legitimate educational interests", officials of other schools or school systems where a transfer is made; and certain representatives of the state and federal government with various limitations.

7. Any person may receive the records if the parents provide a written consent specifying the records to be released, the reasons for such release, and the person to whom they are to be released. A copy will be sent to the parents in such cases, if requested. The parents may also request and receive a copy of their child's student record forwarded to another school or school system with a transfer.
8. A copy may also be furnished pursuant to a court order or subpoena, but only if the parents are given advance notice.

## **2340 – FIELD TRIPS AND OTHER CORPORATION- SPONSORED TRIPS**

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

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

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

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

The Superintendent shall approve all other such trips.

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

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

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

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

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

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

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

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

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

provide specific information concerning their classroom policy in regards to field trips.

## **FIRE DRILLS**

Fire drills are a means of training children to leave the building quickly and safely in case fire occurs. Because lives may depend on this training, each drill is conducted as for a real fire and requires full cooperation of all students and school personnel. Indiana law prescribes monthly fire drills.

## **GANG SYMBOLS, SIGNS, COLORS, INSIGNIA IDENTIFIERS**

Gang symbols, hand signs, colors, insignia and/or identifiers are NOT permitted on school grounds or at school activities. Students who engage in these activities will be subject to:

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

## **2330 - HOMEWORK**

The School Board acknowledges the educational validity of out-of-school assignments as adjuncts to and extensions of the instructional program of the schools.

"Homework" shall refer to those assignments to be prepared outside of the school by the student.

The Superintendent shall develop administrative guidelines for the assignment of homework according to these guidelines:

- A. Homework should be a properly planned part of the curriculum to extend and reinforce the learning experience of the school or to complete work not completed in class.
- B. Homework should help students learn by providing practice in the mastery of skills, experience in data gathering, and integration of knowledge, and an opportunity to remediate learning problems.
- C. Homework should help develop the student's sense of responsibility by providing an opportunity for the exercise of independent work and judgment.
- D. The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student and take into account other activities which make a legitimate claim on the student's time.

- E. As a valid educational tool, homework should be assigned with clear direction.
- F. The schools should recognize the role of parents by suggesting ways in which parents can assist the school in helping a student carry out assigned responsibilities.
- G. Homework should always serve a valid learning purpose.

511 IAC 6-2-1(c)(9)

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

### **HOME SCHOOL COMPACT**

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

1. Knowing the learning goals and objectives for the day and have a plan to meet them.
2. Pursuing current and effective teaching practices.
3. working collaboratively with faculty and staff
4. Providing an academically rich and nurturing environment.
5. Exemplifying respect for students, parents and staff members.
6. Implementing school and classroom rules consistently and fairly.
7. Encouraging the development of organization and study skills.
8. Facilitating clear, consistent, and open communication with/between students and parent.
9. Assigning purposeful and relevant homework with reasonable and definitive time expectations.
10. Providing meaningful feedback on assignments and assessments in a timely manner.

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

1. Assuring that my child attends school regularly and is on time.
2. Insuring that my child attends school with necessary materials and completed assignments.
3. Utilizing communication routes established by the teacher and school.
4. Talking with my child daily about schoolwork and activities.
5. Encouraging my child to be actively involved in school.
6. Showing respect toward my child, the teacher, the administration and the school.
7. Establishing a time and place for my child to complete homework.
8. Providing a home environment that supports independent learning.

9. Encouraging reading by being a role model and providing opportunities to read.
10. Creating a safe and healthy home environment.

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

1. Going to school and being on time.
2. Making sure I have everything I need for the school day.
3. Staying organized and turning assignments in on time.
4. Listening and participating in class.
5. Reading, studying, and completing my work at school and at home.
6. Asking the teacher for help when I need it.
7. Following school and classroom rules.
8. Showing respect for myself, family, teachers, students, and friends.
9. Being responsible to tell my parents about school and taking notes home.
10. Eating healthy and getting enough sleep.

## **ISTEP**

The state of Indiana requires that students participate in the Indiana Statewide Test of Educational Progress (ISTEP+) program as directed by the State Department of Education. This test measures student achievement and needs in reading, language, and mathematics, in order to determine the progress of students and assist them in attaining school district and State Department goals. The results of these tests help determine which students qualify for remediation and HA.

## **INSURANCE-ACCIDENT**

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

## **INTRAMURAL SPORTS**

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

Players and spectators:

1. Players and student spectators are not to walk home unless they have written permission to do so.
2. Players and spectators are not to return to classrooms after ball games.
3. Fighting and horseplay are not tolerated. Student spectators at games, fourth grade and younger, are to be accompanied by an adult. All students must have notes to attend games. **Spectators - NO Student Spectators at Practices!**
4. Students are not to leave and return to gym during a game.

5. There should be NO gum, food, or drink in the gym.
6. Drinking fountains in gym are reserved for players.
7. Spectators are to remain seated - no running up and down bleachers for safety reasons during games.

## **LOCKERS**

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

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

Elementary students are **not** to have locks on their lockers.

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

Refer to Policy 5771.

## **MAKE-UP WORK**

If a student has been absent, home assignments may be provided upon parental request. A day's notice will be given to the classroom teacher when requesting make-up work. Otherwise, teachers will assign make-up work upon a student's return. Make-up work may be picked up in the school office. No homework or make-up work will be faxed. All class work must be completed within at least the number of days equal to the period of absence or longer at the discretion of the classroom teacher and building administrator. The elementary schools in our school corporation believe that the classroom experience for learners cannot be replaced.

Extended absences from school that are not emergencies are discouraged for this reason. The amount and type of student work provided in advance of these absences will be left up to the discretion of the homeroom teacher.

## **5330 - USE OF MEDICATIONS**

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

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

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

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

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

The Board shall permit the administration by staff of any medication requiring intravenous or intra-muscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a physician and the staff member has completed any necessary training.

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

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

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

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

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

I.C. 20-33-8-12  
I.C. 20-34-3-18  
I.C. 34-30-12  
511 IAC 7-21-8

## **5330.01 -SELF-ADMINISTERED MEDICATION**

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

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

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

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

## **5330.02 - CARE OF STUDENTS WITH DIABETES**

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

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

A diabetes management and treatment plan shall:

- A. identify the health care services or procedures the student should receive at school;
- B. evaluate the student's ability to manage his/her level of understanding of the student's diabetes;
- C. be signed by the student's parent/legal guardian and the licensed health care practitioner responsible for the student's diabetes treatment.

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

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

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

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

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

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

I.C. 20-34-5

## **5320 – IMMUNIZATION**

The School Board requires that all students be properly immunized against communicable diseases as designated by the State Board of Health. The school has a complete list of the current required immunizations.

The Superintendent shall require parents to furnish to their child's school, no later than the first day of school after enrollment, a written statement of the child's immunization accompanied by a physician's certificate or other documentation. Students whose parents do not provide the required documentation by the opening day of school may be admitted to school provided the documentation is received within twenty (20) days and is in accord with the Superintendent's administrative guidelines on immunization. If the student remains unimmunized at the close of the twenty (20) day period, the Superintendent shall commence expulsion proceedings, unless the parents have filed a religious objection or submitted a physician's statement that the needed immunizations are contra-indicated.

Information concerning meningococcal disease (meningitis) and its vaccine shall be provided to students and parents at the beginning of the school year by the Superintendent. The information must include information concerning the causes, symptoms and spread of meningococcal diseases and places where parents may obtain additional information and vaccinations for their children. The Superintendent shall consult with the State Department of Education and the State Board of Health to develop necessary information and needed materials. Exemptions to the immunization requirements shall be granted, in accordance with State law, only for medical or religious reasons. The school nurse has complete information.

The parent of each female student who is entering grade six (6) shall be provided with information prescribed by the State Department of Health concerning cervical cancer and the human papillomavirus (HPV) infection and that an immunization against the HPV infections is available. Within twenty (20) days after the first day of school, the parent shall provide a written statement as prescribed by the State Department of Health regarding the HPV information.

## **OUTSIDE RECESS**

Student safety at recess is a priority in all elementary schools in our school corporation. In order to allow for each school to make determinations based upon their individual environmental conditions, indoor recess may be mandated based upon but not limited to: 15 degree



outdoor temperature, wind chill, unsafe surfaces, ice, standing water, and high winds. All schools recommend proper and safe attire in order to participate in outdoor recess. Flip flops and sandals are not considered safe footwear for recess.

## **PARENT - TEACHER CONFERENCES**

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

## **PLAYGROUND BEHAVIOR**

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

### **Responsible Playground Behavior:**

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

## **5410 - PROMOTION, PLACEMENT, AND RETENTION**

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

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

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

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

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

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

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

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

## **8462 - CHILD ABUSE AND NEGLECT**

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

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

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

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

I.C. 31-33-1 et seq.

## **5420 - REPORTING STUDENT PROGRESS**

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

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

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

- A. ensure that both student and parent receive ample warning of a pending grade of "failure" or one that would adversely affect the student's status;
- B. enable the scheduling of parent-teacher conferences at such times and in such places as will ensure the greatest degree of participation by parents;
- C. specify the issuance of report cards at intervals of not more than quarterly;

- D. ensure a continual review and improvement of methods of reporting student progress to parents.

Parents are encouraged to monitor student progress through Crown Point Community School Corporation Parent Portal.

I.C. 20-26-3-5

I.C. 20-26-5-4

### **What is RTI?**

RTI (Response to Instruction) is a process designed to help schools focus on high quality instruction and interventions that match student needs and on monitoring student progress on a frequent basis. School personnel and parents use the information gained from an RTI process to adapt instruction and to make decisions regarding the student's educational program.

### **What are the benefits of RTI**

Perhaps the greatest benefit of an RTI (Response to Instruction) approach is that it eliminates a "wait to fail" situation because students get help promptly within the general education setting. As soon as assessment data indicate a need for a student or a group of students, educators put into place interventions or extensions to address these concerns.

While the supplemental instruction takes place, school staff monitors any progress that these students are making. These progress-monitoring techniques used within the RTI process provide information that allows the teacher to better evaluate student needs and match instruction, resources and interventions/extensions appropriately.

### **What if my child is referred to the school's RTI Team?**

Attend RTI team meetings.

Ask what interventions the school is using for academic and/or behavioral problems.

Ask your school to provide you with regular progress monitoring reports.

Praise your child for any progress or general improvement in the area(s) of concern.

Always ask questions when things are not clear!

Frequently communicate with your child's teacher(s).

Monitor and assist with your child's homework assignments.

Attend school functions such as parent-teacher conferences.

## **SCHOOL BUS**

### **SCHOOL BUS REGULATIONS**

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

bus rules, their privilege of riding a bus can and will be suspended.

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

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

## **SCHOOL BUS and SAFETY** **RULES**

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

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

School bus transportation is a privilege and is **not** provided for you by law. Transportation is available, however, it can be taken away if students choose to disobey or violate any of the safety and conduct rules. If transportation privileges are denied, the parents or guardians are responsible for getting their children to and from school.

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

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

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

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

1. Always obey the driver promptly and respectfully.
2. Be seated promptly and stay in assigned seat.
3. Keep all books & materials on your lap or contained in a back pack.
4. Be courteous and use no profane language.
5. Speak in low tones.

6. Never push, shove, shuffle, or engage in horseplay; that is always unacceptable and a serious safety hazard.
7. Keep your head, hair, hands, feet, and all belongings inside the bus and to yourself.
8. Never smoke, it is a serious safety hazard.
9. Never fight, it is unacceptable and a serious safety hazard.
10. Never throw objects inside or outside the bus.
11. Do not eat or drink on the bus.
12. Treat bus seats and equipment with respect.
13. Keep the bus clean and orderly. Deposit trash in the containers in the front of the bus upon leaving.
14. Items not pertaining to classroom activities are not allowed on the bus unless pre-approved by the Principal and the Transportation Department.

#### **Leaving the bus:**

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

## **STUDENT CONDUCT on** **SCHOOL BUSES**

The bus driver will, and is authorized to, reasonably maintain orderly behavior of students on school buses. Driver will report misconduct as soon as reasonably possible to the student's principal.

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

## **5517 - ANTI-HARASSMENT**

### **General Policy Statement**

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

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the School Corporation community as well as third parties who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School Corporation community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

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

#### **Other Violations of the Anti-Harassment Policy**

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

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

#### **Definitions**

##### **Sexual Harassment**

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's status in a class, educational program, or activity;

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

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

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

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Physical assault.
- C. Threats or insinuations that a person's academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Consensual sexual relationships where such relationship leads to favoritism of a student with whom the teacher or superior is sexually involved and where such favoritism adversely affects other students.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently

severe, pervasive, and persistent such that it adversely affects an individual's education, or such that it creates a hostile or abusive educational environment.

### **Race/Color Harassment**

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

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

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

### **National Origin Harassment**

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

### **Disability Harassment**

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

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

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

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

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

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

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

### **Privacy/Confidentiality**

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

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

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

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

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

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

After a complaint is filed, the Complaint Coordinator or designee shall conduct a prompt and timely investigation. The investigation may include interviews of the complainant, the individual accused of engaging in harassing behavior, and any other witness who may reasonably be expected to have information relevant to the situation. All interviewed parties and witnesses will be provided an opportunity to present any evidence that they reasonably believe to be relevant to the situation.

At the conclusion of the investigation the Complaint Coordinator or designee will prepare and deliver to the Superintendent a written report summarizing the evidence gathered during the investigation and providing his/her recommendations regarding whether or not the complaint of unlawful harassment has been substantiated. The written report must be based on the totality of the circumstances involved in the complaint, the nature of the alleged conduct, the context in which the alleged conduct occurred, and the ages and maturity of the individuals involved.

Upon review of the written report the Superintendent will either issue a final decision regarding whether or not the complaint of unlawful harassment was substantiated, or request that further investigation be conducted. A copy of Superintendent's action will be delivered to both the Complainant and the individual accused of the harassing conduct.

The decision of the Superintendent shall be final.

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

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

### **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against unlawful harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law. When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

Where the Board becomes aware that a prior remedial action has been taken against a member of the School Corporation community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to eliminate such conduct in the future.

### **Education and Training**

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

I.C. 35-42-4 et seq.  
 42 U.S.C. 2000d et seq.  
 42 U.S.C. 2000e et seq.  
 29 U.S.C. 621 et seq.  
 29 U.S.C. 794  
 42 U.S.C. 12101 et seq.  
 20 U.S.C. 1681 et seq.  
 42 U.S.C. 1983

## **5517.01 - BULLYING**

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.
2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
  - places the targeted student in reasonable fear of harm to the targeted student's person or property;
  - has a substantially detrimental effect on the targeted student's physical or mental health;
  - has the effect of substantially interfering with the targeted student's academic performance; or
  - has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the *[school administrator]* who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the *[school administrator]*. This report may be made anonymously.
5. The *[school administrator]* shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.
6. The *[school administrator]* will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.
7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.
8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
9. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive

climate, and support for victims and others impacted by the bullying.

10. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
11. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.
12. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

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

### **13.5 Confidentiality**

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

### **Safe School Committee**

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

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

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

## **5512 - USE OF TOBACCO**

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

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

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

## **5500 - STUDENT CONDUCT**

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

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

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

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

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

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

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

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

## **STUDENT TRANSFERS**



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

All books, including library books, must be returned prior to withdrawing. Restitution must be made for any damaged materials or those not returned.

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

## **5230 - LATE ARRIVAL AND EARLY DISMISSAL**

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

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

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

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

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

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

## **7540.03 - STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY**

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

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

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

The Corporation has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Corporation utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Corporation has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are

responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

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

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

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

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

H.R. 4577, P.L. 106-554,  
Children's Internet Protection Act of 2000  
47 U.S.C. 254(h), (1),  
Communications Act of 1934, as amended  
20 U.S.C. 6801 et seq., Part F,  
Elementary and Secondary Education Act of 1965,  
as amended  
18 U.S.C. 2256  
18 U.S.C. 1460  
18 U.S.C. 2246

## **Textbook Rental and Fees**

Fees collected by our school pay for textbooks, consumable materials and supplies, and are due upon registration. Payments may be made by cash, check, in the school office, and are also accepted on-line with your Parent Access.

If you have not made arrangements for payment, or paid your account in full by the date designated upon registration, your account will be turned over to a collection agency and fees will be charged.

Assistance with textbook rental is available, pending qualification. Forms are available in the school office.

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

## **Refunds for Textbook Rental and Fees**

Refunds for withdrawn students will be made within 30 days of the withdrawal date, or as soon as staff can confirm that all materials have been returned and are in good condition. A forwarding address must be provided. All other refunds will be processed twice each year, at the end of each semester.

If fees are owed for a prior year, current year refunds will be applied to those fees and the parent will be notified. If fees are owed for a sibling, permission will be requested from the parent to apply the refund to those fees.

Refunds will be made for the amount of \$5.00 and over. Overpayments of less than \$5.00 will remain in the fund in which it was applied unless the parent submits a request for reimbursement.

## **TOYS and ELECTRONIC DEVICES**

1. Toys are not allowed at school except for "Show and Share" or pre-approved classroom/recess activities.
2. Laser Pointers, personal audio devices (such as iPods, but not limited to), and portable electronic devices are not permitted on school grounds.
3. Cellular phones and pagers for students are not to be permitted for use during the school.

# **CRIMINAL GANGS** **AND CRIMINAL GANG** **ACTIVITY**

## **A. Policy Statement**

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

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

## **B. Definitions**

The following definitions apply to this policy:

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

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

## **C. Procedures for reporting and investigating suspected criminal gang activity**

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

A Corporation employee who in good faith reports an incident of suspected criminal gang activity in compliance with the procedures of this policy is immune from a cause

of action for damages arising from any failure to remedy the reported incident.

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

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

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

The principal shall provide the parents of the students who are parties to any investigation with information about the investigation, in accordance with Federal and State laws and regulations. This information includes the nature of the investigation, whether the Corporation found evidence of

criminal gang activity, and whether consequences were imposed or services provided to address the activity.

#### **D. Annual reporting of investigations to the State**

Each school principal or designee shall record the number of investigations of criminal gang activity disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender, and report this information to the Superintendent before May 15 each year. The superintendent shall submit a written report to the Indiana Department of Education, on forms developed by the Department, before June 2 of each year outlining the activities undertaken as part of the Corporation's compliance with IC 20-26-18. This report shall include the number of investigations of criminal gang activity disposed of internally and the number of cases referred to local law enforcement for the entire Corporation in the past year, disaggregated by race, ethnicity, age, and gender.

#### **E. Establishment of education programs**

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

1. Provide training for staff and teachers on criminal gang prevention and intervention resources on a periodic bases.
2. Create collaborative plans between local school administration and community based prevention and intervention providers.
3. Coordinate resources and funding opportunities to support gang prevention and intervention activities.
4. Consider integrating the Gang Resistance Education and Training (G.R.E.A.T.) Program.

#### **F. Information about the types of services, including family support services, for a student suspected of participating in criminal gang activity**

Support Service may include one or more of the following

Gang awareness education for students, parents, faculty/personnel, law enforcement, and community stakeholders that, at a minimum, shows potential for effectiveness based on research, revised and updated regularly to reflect current trends in gang and gang-like activity.  
Culturally and/or linguistically appropriate services/supports for parents and families.  
Counseling coupled with mentoring for students and their families.  
Referral to community and faith-based organizations and civic groups.

Viable, sustainable after-school programs developed in collaboration with other stakeholders.

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

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

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

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

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

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

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

Integration of available School Resource Officer Programs

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

#### **H. Publication of the policy**

This policy shall be annually disseminated to parents who have children enrolled in a school within the school corporation This may be done through distribution of student handbooks and all other Corporation publications that set forth the comprehensive rules, procedures and standards for schools within the Corporation.

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

© NEOLA 2016