



**COLONEL JOHN WHEELER  
MIDDLE SCHOOL  
2016-2017**

**“DO WHAT IS RIGHT AND AVOID WHAT IS WRONG”**

**STUDENT HANDBOOK  
AND PLANNER**

\*Front Cover Artwork by Art Club

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**2880 U.S. Hwy. 231 S. • Lafayette, IN 47909 • (765) 471-8883**  
**<http://www.schooldatebooks.com> • [sdi@schooldatebooks.com](mailto:sdi@schooldatebooks.com)**

# Crown Point Community School Corporation 2016-2017 Student Calendar

## August 2016

S	M	T	W	Th	F	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	<b>16</b>	<b>17</b>	<b>18</b>	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 16 Teacher Work Day-No School
- 17 Teacher Work Day-No School
- 18 First Student Day

## December 2016

S	M	T	W	Th	F	Sat
				<b>1</b>	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	24
25	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	31

- 1 Review Mid-term Progress
- 16 Last Day of School in 2016
- 19-30 Winter Holiday Break – No School

## April 2017

S	M	T	W	Th	F	Sat
						1
2	<b>3</b>	4	5	6	7	8
9	10	11	12	13	<b>14</b>	15
16	17	18	19	20	21	22
23	24	25	26	27	<b>28</b>	29
30						

- 3 School Resume
- 14 Good Friday – No School
- 28 Review Mid-term Progress

## September 2016

S	M	T	W	Th	F	Sat
				1	2	3
4	<b>5</b>	6	7	8	9	10
11	12	13	14	15	16	17
18	<b>19</b>	20	21	22	23	24
25	26	27	<b>28</b>	29	30	

- 5 Labor Day - No School
- 19 Review Mid-term Progress
- 28 Half-day In-service – PM No School

## January 2017

S	M	T	W	Th	F	Sat
1	<b>2</b>	3	4	5	6	7
8	9	10	11	<b>12</b>	<b>13</b>	14
15	<b>16</b>	<b>17</b>	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 2 School Resumes
- 12 Half-day All Students No School PM  
End of 2nd Grading Period (47 days)  
End of 1st Semester (91 days)  
MS Parent/Teacher Conf.
- 13 Teacher Work Day-No School  
MS Parent/Teacher Conf.
- 16 Martin Luther King Day-No School  
*Make-up day, if needed*
- 17 Begin 2<sup>nd</sup> Semester

## May 2017

S	M	T	W	Th	F	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	<b>29</b>	30	<b>31</b>			

- 29 Memorial Day – No School
  - 31 Half-day All Students No School PM  
End of 4<sup>th</sup> Grading Period (44 days)  
End of 2<sup>nd</sup> Semester (89 days)
- \*\*The school year will end later than May 31 if makeup days are needed at the end of the school year.**

## October 2016

S	M	T	W	Th	F	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	<b>14</b>	15
16	<b>17</b>	18	19	20	<b>21</b>	22
23	24	25	<b>26</b>	<b>27</b>	28	29
30	31					

- 14 Fall Break – No School
- 17 Fall Break – No School
- 21 End 1<sup>st</sup> Grading Period (44 days)
- 26-27 ES Parent/Teacher Conf. ES No School PM

## February 2017

S	M	T	W	Th	F	Sat
			1	2	3	4
5	6	7	<b>8</b>	9	10	11
12	13	14	15	16	17	18
19	<b>20</b>	<b>21</b>	22	23	24	25
26	27	28				

- 8 Half-day In-service – PM No School
- 20 Presidents' Day- No School  
*Make-up day, if needed*
- 21 Review Mid-term Progress

## June 2017

S	M	T	W	Th	F	Sat
				<b>1</b>	<b>2</b>	3
4	<b>5</b>	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 1 Teacher Work Day-No School *Make-up day, if needed*
- 2 *Make-up day, if needed*
- 5 *Make-up day, if needed*

## November 2016

S	M	T	W	Th	F	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	<b>24</b>	<b>25</b>	26
27	28	29	30			

- 24-25 Thanksgiving Vacation – No School

## March 2017

S	M	T	W	Th	F	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	<b>21</b>	22	23	24	25
26	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	

- 21 End of 3rd Grading Period (45 days)
- 27-31 Spring Break – No School

## July 2017

S	M	T	W	Th	F	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**Summer School will begin following the end of the regular school year.**

**In the event of school cancellations in the first semester, the first semester may be extended by the number of days equal to the cancellations.**



## 2016-2017 Master Schedule

	1st	2nd	3rd		4th	5th	6th	7th	8th	9th
				LUNCH A						
6th	7:40-8:23	8:27-9:08	9:12-9:53	9:56-10:26	10:29-11:10	11:14-11:55	11:59-12:40	12:44-1:25	1:29-2:10	2:14-2:55
	1st	2nd	3rd	4th	LUNCH B	5th	6th	7th	8th	9th
6th and 7th	7:40-8:23	8:27-9:08	9:12-9:53	9:57-10:38	10:41-11:11	11:14-11:55	11:59-12:40	12:44-1:25	1:29-2:10	2:14-2:55
	1st	2nd	3rd	4th	5th	LUNCH C	6th	7th	8th	9th
7th and 8th	7:40-8:23	8:27-9:08	9:12-9:53	9:57-10:38	10:42-11:23	11:26-11:56	11:59-12:40	12:44-1:25	1:29-2:10	2:14-2:55
	1st	2nd	3rd	4th	5th	6th	LUNCH D	7th	8th	9th
8th	7:40-8:23	8:27-9:08	9:12-9:53	9:57-10:38	10:42-11:23	11:27-12:08	12:11-12:41	12:44-1:25	1:29-2:10	2:14-2:55

## 2 Hour Delay Schedule

	1st	2nd	3rd		4th	5th	6th	7th	8th	9th
				LUNCH A						
6th	9:40-10:09	10:12-10:41	10:44-11:13	11:16-11:46	11:49-12:18	12:21-12:50	12:53-1:22	1:25-1:54	1:57-2:26	2:29-2:55
	1st	2nd	3rd	4th	LUNCH B	5th	6th	7th	8th	9th
6th and 7th	9:40-10:09	10:12-10:41	10:44-11:13	11:16-11:45	11:48-12:18	12:21-12:50	12:53-1:22	1:25-1:54	1:57-2:26	2:29-2:55
	1st	2nd	3rd	4th	5th	LUNCH C	6th	7th	8th	9th
7th and 8th	9:40-10:09	10:12-10:41	10:44-11:13	11:16-11:45	11:48-12:17	12:20-12:50	12:53-1:22	1:25-1:54	1:57-2:26	2:29-2:55
	1st	2nd	3rd	4th	5th	6th	LUNCH D	7th	8th	9th
8th	9:40-10:09	10:12-10:41	10:44-11:13	11:16-11:45	11:48-12:17	12:20-12:49	12:52-1:22	1:25-1:54	1:57-2:26	2:29-2:55

**COLONEL JOHN WHEELER 2016-2017**

Period	QUIZ/TEST/ PROJECT	QUIZ/TEST/ PROJECT	QUIZ/TEST/ PROJECT	QUIZ/TEST/ PROJECT	QUIZ/TEST/ PROJECT	QUIZ/TEST/ PROJECT	QUIZ/TEST/ PROJECT	Mid-Term %	Quarterly Exam %	Final 1 <sup>st</sup> Quarter
1										
2										
3										
4										
5										
6										
7										
8										
9										

Period	QUIZ/TEST/ PROJECT	QUIZ/TEST/ PROJECT	QUIZ/TEST/ PROJECT	QUIZ/TEST/ PROJECT	QUIZ/TEST/ PROJECT	QUIZ/TEST/ PROJECT	QUIZ/TEST/ PROJECT	Mid-Term %	Quarterly Exam %	Final 2 <sup>nd</sup> Quarter
1										
2										
3										
4										
5										
6										
7										
8										
9										

Period	QUIZ/TEST/ PROJECT	QUIZ/TEST/ PROJECT	QUIZ/TEST/ PROJECT	QUIZ/TEST/ PROJECT	QUIZ/TEST/ PROJECT	QUIZ/TEST/ PROJECT	QUIZ/TEST/ PROJECT	Mid-Term %	Quarterly Exam %	Final 3 <sup>rd</sup> Quarter
1										
2										
3										
4										
5										
6										
7										
8										
9										

Period	QUIZ/TEST/ PROJECT	QUIZ/TEST/ PROJECT	QUIZ/TEST/ PROJECT	QUIZ/TEST/ PROJECT	QUIZ/TEST/ PROJECT	QUIZ/TEST/ PROJECT	QUIZ/TEST/ PROJECT	Mid-Term %	Quarterly Exam %	Final 4 <sup>th</sup> Quarter
1										
2										
3										
4										
5										
6										
7										
8										
9										

**\*There are no surprises when you are responsible and take action to keep track of your academic progress.**

**Actively check RDS weekly and ask your teacher questions when you are unsure of your progress.**

-This is **YOUR** educational journey-

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# COLONEL JOHN WHEELER MIDDLE SCHOOL

## MISSION STATEMENT

In cooperation with the entire Crown Point Community School Corporation, Colonel John Wheeler Middle School supports students in their acquisition of skills, knowledge, and attitudes that are necessary for all students to reach their highest potential. We have high expectations and provide a rigorous curriculum while meeting the social and emotional needs of our students so as to nurture the development of life-long learning.

## 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 also be noted that our Director of Security and school resource officers support school personnel in their efforts to maintain safety, order and discipline in the school zone. Please know that these rules are primarily for protection, not punishment.

## LEARNER OUTCOMES

- Students will have an educational foundation to achieve future educational and/or career goals.
- Students will be self-reliant, responsible citizens, able to respect differences of opinion and be tolerant of diversity in our global society.
- Students will utilize reading, writing, listening, speaking, and technology for effective communication.
- Students will possess mathematical skill needed for functioning in life.
- Students will utilize appropriate strategies, information, and technology to solve problems.
- Students will display responsibility, confidence, sociability, self-management, integrity, and honesty.
- Students will be lifelong learners who will continue to grow intellectually, socially, and personally, in order to adapt to a constantly changing world.
- Students will possess an appreciation and respect for life by maintaining a healthy life-style, by developing positive family relations, and by caring for the world around them.
- Students will possess an aesthetic awareness of creative works.

## I. STUDENT EXPECTATIONS

The purpose of our school is to provide the best possible educational environment for the students in our community. A student's prime responsibility is to secure an education in a safe environment conducive to the learning process. Student behavior and discipline polices are in effect at all school-sponsored events.

### STUDENT RESPONSIBILITIES

Disruption, disrespect, insubordination, or noncompliance with other Colonel John Wheeler Middle School rules and/or school personnel will result in appropriate disciplinary action.

1. Each student shall accept the responsibility for his/her own behavior.
2. Each student shall show respect for self, others, and for the campus and building by keeping Colonel John Wheeler Middle School free from vandalism, graffiti, and other personal trash.
3. Each student shall comply with school board policies, rules, and standards designed to protect the rights of all.
4. Each student shall be involved in the educational process to the fullest extent possible.
5. Each student shall contribute to a positive classroom learning environment by
  - a. Being respectful and considerate of your teacher and classmates in both words and actions.
  - b. Remaining awake and avoiding the impression you are asleep.
  - c. Coming prepared for class by bringing:
    1. Pencil or pen.
    2. Notebook or paper as appropriate.
    3. Book(s) as directed.
    4. Other material as assigned.
  - d. Sitting in your assigned seat.
  - e. Working only on assignments from the class he/she is in unless otherwise directed from your teacher.
  - f. Remaining in your seat and working until the end of the class or teacher dismissal.
  - g. Participating in class.
6. Each student shall receive and carry the CJWMS Student Handbook & Planner to class each day.
7. Each student shall take a CJWMS Student Handbook quiz which will be filed with the team and serve as documentation that the student is aware of school policies and procedures.

## **BICYCLES / SKATEBOARDS**

Students may ride bicycles to school. Your bike should be parked and locked in the bike racks at the front or back of the school. We advise you to register your bike with the police. The Crown Point Community School Corporation is not responsible for bicycles which are lost, stolen, or damaged. Students are not permitted to drive or ride motorized personal vehicles to school. Skateboards must be left in the front office until the end of the school day.

## **FOOD/BEVERAGE/GUM**

Sack lunches must be kept in students' lockers from arrival time to lunchtime.

**Food cannot be kept in lockers overnight.**

Beverages/food will not be allowed outside of the Auditoria unless prior approval by a staff member. Beverage containers placed in lockers must be securely sealed; open containers outside of the Auditoria may be confiscated.

**Due to the health concerns for adolescents and teens, energy drinks will not be allowed at school.**

**Gum is not allowed in school.**

## **II. ACADEMICS**

### **GRADES**

Grades convey an evaluation by the teacher of the student's progress in school. The teacher is the judge of the grade given to each student.

<u>GRADE</u>	<u>STANDARD</u>	<u>BASIS</u>
A	90-100	Excellent
B	80-89	Good
C	70-79	Average
D	60-69	Poor
F	50-59	Failing

### **INCOMPLETE GRADES**

Students who have had an extended illness may receive an incomplete grade for a grading period or semester. Incomplete grades are given for other reasons such as projects not finished or reports not turned in. All work must be completed within ten (10) school days following the end of the grading period or semester. Incomplete grades not converted to passing grades within the allotted time may be changed to an F.

### **REPORT CARDS**

Report cards will be available online at the end of each quarter. A hard copy can be requested by contacting the Guidance Department.

### **HONOR ROLL**

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

### **NATIONAL JUNIOR HONOR SOCIETY**

National Junior Honor Society evaluates on four (4) criteria: scholarship, leadership, service, and character. Upon acceptance into NJHS students are expected to maintain their scholarship, leadership, character, and service. Students must maintain their GPA, attend monthly meetings, and be involved with the service projects. Failure to do this will result in participation consequences and could ultimately result in the student's removal from NJHS.

### **HOMEWORK POLICY/MAKE UP WORK**

**Policy** – Homework is a necessary and important three-way communication process among teachers, students, and parents which is assigned to help establish a foundation for learning, to build interest, to help students to apply and internalize mastered skills and concepts, and to develop more responsible individuals.

**Teacher's Role** – Teachers should be as deliberate in making appropriate homework assignments and properly preparing children for those assignments as in shaping any other part of the day's plans. The following guidelines are being suggested to assist the teacher in planning homework assignments.

1. Homework assignments should allow parents to know what their child is doing in school.
2. Homework assignments should be clear and specific. Unfamiliar or unexplained homework assignments will only cause confusion and frustration for the students and their parents.
3. Homework should be assigned to enhance, reinforce or extend what has taken place in the classroom.
4. Homework should be reviewed and results shared with students within a reasonable amount of time.
5. Homework should be an integral part of the classroom activities. It should never be construed as a punishment or assigned for disciplinary reasons.
6. Care should be taken to not overburden a student with excessive daily homework assignments.

**Student's Role** – As students mature, success with homework becomes progressively more dependent on their own efforts. By the time they reach the secondary level, students should be responsible for bridging the gap of communication between home and school. Each student should be responsible for good work and study habits.

1. The student should clarify with the teacher before leaving class any questions pertaining to the instructions – the procedures and due date.
2. The student should use the Student Handbook to organize assignments for completion.
3. The student should take home any materials and information needed to complete the assignment, check completed assignments and return all work as assigned.
4. The student should take advantage of study help offered by a teacher.
5. The student should follow the rules for obtaining and completing missed assignments.

**Parent/Guardian's Role** – Cooperation by parents is a necessary factor in meaningful homework experiences. Parents should encourage their children by showing interest and exhibiting helpful attitudes toward homework by the following:

1. Provide a quiet, well-lighted place to study that is free of excessive distractions.
2. Establish a regular "homework time."
3. Encourage and support efforts of their son or daughter and be available for questions, but remember that homework is the student's responsibility; not the parent's.
4. Encourage their son or daughter to seek help and ask the teacher questions regarding the assignment.

**Make-Up Work** – **It is the student's responsibility to request the assignment from his/her teacher.** Students absent two (2) days or less will receive make-up work upon return to school. Teachers will need a 24-hour notice when requesting homework for pick up in the office. All class work must be completed within the number of days equal to the period of absence but not to exceed ten (10) school days. Extended illnesses will be handled on an individual basis.

Some classroom assignments and activities such as group discussions and labs may not be replicated and a natural loss of learning will occur due to the absence(s).

Students who are truant and/or suspended from school will be encouraged to complete work missed which was covered in class while they were gone; however, credit for this work may not be given.

### **PASS PROCEDURE**

Students in the hall during class time must have a pass dated, timed, and signed by a staff member. Students who are found outside of the classroom during class time and do not have a pass may be subject to disciplinary consequences.

## **III. STUDENT SERVICES**

### **AUDITERIA**

Students may eat the lunch served in the Auditoria or bring their lunches from home. The cost of a school lunch is \$2.30 (subject to change.) Extra items, including milk, may be purchased in addition to the regular menu. Those eligible will pay \$.40 for a reduced lunch price. Forms for a reduced lunch may be picked up in the Main Office.

### **LUNCH ROOM CODE OF CONDUCT**

1. Form two lines in each serving area; keep your hands and feet to yourself; stand quietly.
2. Remain in your seat unless buying food or returning trays.
3. Do not throw any objects in the Auditoria. An In-School Suspension will be the minimum consequence for any act resembling a food fight.
4. Students are responsible for cleaning their tables and the area around their tables. Students will be dismissed by tiers when this is accomplished.
5. Student behavior in the Auditoria should be based on courtesy and cleanliness.

### **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.

### **TEXTBOOK RENTAL AND FEES**

Fees collected by our school pay for textbooks, consumable materials and supplies, and are due upon registration. The total cost for book rental and all class fees for the year are on each student's schedule.

Payments may be made by cash or 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.

### **BOOKSTORE**

The bookstore is open from 7:20 a.m. until 7:30 a.m.

### **COMPUTER LABS**

The school computers and information resources are made available to individuals to assist in the pursuit of educational goals. In order to promote the most effective use of these, it is expected that users will cooperate with each other and respect the ownership of work and information, although it is in electronic form rather than printed form. Individuals and organizations will be held accountable for their actions in situations involving computers and information resources. Though some of them are intangible, these computing resources are the property of Colonel John Wheeler Middle School. Rules prohibiting theft or vandalism apply to software and data as well as to physical equipment. The use of the computer lab is a privilege. When using a computer, whether in a lab environment or as a stand-alone workstation, students are to adhere to the following rules:

Log out/Quit and remove any personal devices before leaving your workstation.

Keep work area neat and free of litter.

No liquids or food (including candy and gum) in the lab.

No game playing on computers.

### **ACCESSIBILITY / USE**

All of the school computer systems require that each user have a unique identity, protected by password to gain access to the system. The computer identity is used to represent a user in various system activities to provide access to certain software and data and to associate his own software and data with his identity. **Never share your password or account with anyone.** You have full responsibility for the use of your account and will be held responsible for any policy violations that are traced to your account.

Do not use another individual's computer identity, even if the individual has neglected to safeguard that identity or has given you permission to use said identity. Do not invade the privacy of an individual.

Students may only use accounts, files, software, and computer resources as authorized by their teacher or computer system administration. Use of the network for illegal activities is prohibited. **Such activity is considered a crime under state and federal law.** Illegal activities include, but are not limited to, tampering with computer hardware or software, unauthorized entry into computers, vandalism or destruction of computer files or attempting to disrupt operation of computing equipment, data communications equipment, or data communications lines. Students are to report to a faculty member or the computer lab supervisor, violations, flaws or other deficiencies in the security of any and all school computer resources.

Data storage may consist of one of two types, personal removable devices and/or space on a file server's hard drive. The system administrators will determine the appropriate allocation and assignment of such disk space. **Student workstations will not be used for storing e-mail, music, games, or executable files other than what is required for classroom assignments and other records of individual users.**

The system administrators reserve the right to monitor all activity on the system and to inspect any files, including e-mail stored on the system. Students should not expect that information is secure and private. No expectation of privacy is affirmed when using the computers.

**See Section VI – Student Discipline, Crown Point Community School Corporation Rules for Computer Use included here.**

### **ELEVATORS**

Elevators are to be used by staff and any students who have secured authorization with medical documentation. Students found misusing the elevators will be subject to disciplinary consequences.

### **HEALTH SERVICES**

The school Health Clinic is located adjacent to the commons area. The Health Clinic is open from 7:20 to 2:46 p.m. If the nurse is not available, students should report to the Main Office. The nurse handles first-aid situations.

The school nurse or office will notify parents to arrange for transportation before a student is sent home due to illness or injury. If an injury requires medical attention, an attempt will be made to contact parents. If a parent cannot be reached, the student will be taken to a doctor or hospital.

**THE SCHOOL DOES NOT ASSUME RESPONSIBILITY FOR PAYMENT OF MEDICAL/TRANSPORTATION EXPENSES.**

Approval from the nurse or administration is required to leave school for medical reasons. Those students who fail to comply and leave school without permission will be considered truant.

Health and immunization records are maintained by the school nurse. For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any non-prescribed (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 and/or non-prescribed medication or treatment may be administered to any student during school hours, the written prescription from the child's physician accompanied by the written authorization of the parent on a school form must be submitted. The form may be obtained in the Main Office or school clinic. Parents/Guardians must file the form/supporting documents annually in the office of the school nurse. They will be 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.

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

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

**Students under this limited exception are responsible for the safe-keeping and proper administration of their medications.**

## LOST & FOUND

The Lost & Found is located in the main office. Unclaimed articles are periodically given to charitable organizations. Announcements are made periodically as a reminder to check the Lost & Found.

## LOCKERS

All lockers and storage areas provided for student use on school premises remain the property of the school. Students have no reasonable expectation of privacy in these areas. Lockers and other school provided storage areas and their contents are subject to inspection and search. Students are not to share lockers. Lockers are to be locked when not in use. Do not share your combination with others. Do not keep money or valuables in your locker. **Food cannot be kept in lockers overnight.** If a student locker needs repair, the student should go to the Main or Guidance Offices for a LOCKER REPAIR form.

## MEDIA CENTER

The Media Center is a centrally organized, readily accessible collection of many kinds of material that support the curriculum. Its resources include books, magazines, newspaper subscriptions and reference materials. Computers are available in the Media Center with current software to support student research.

All books circulate for one month. Magazines may be checked out for two weeks. Reference books do not circulate. Students may check out five Accelerated Reader books at a time. Book returns are located next to the Media Center entrance doors and at the circulation desk.

There are no fines charged for overdue books. Overdue notices are sent via email every Monday to the student's home email address. If a book or magazine becomes lost or damaged, replacement costs will be charged to the student. Replacement fees for materials vary and are based on the publisher's current price.

The Media Center is open from 7:00 a.m. to 2:45 p.m. A student may use the Media Center during regular school hours as a class or with a pass from the classroom teacher. A student using the Media Center should follow instructions as indicated:

1. Students should use agenda book passes to come to the Media Center.
2. Game playing is not allowed.
3. Students misbehaving or misusing the Media Center or its materials will lose use privileges for a period of time to be determined by the administration.

## TELEPHONES

Students are to make necessary arrangements before leaving home for the day's activities. In the case of an emergency, students may use the phone in the Main Office. Students may not use school phones without adult supervision. The use of cell phones during the school day is never allowed.

## STUDENT MESSAGES

Parents should refrain from calling in or sending messages to their students during the school day. In order to reduce disruptions, messages will be delivered only in cases of emergencies. **Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.**

## IV. GUIDANCE

**Statement of Belief:** School counselors are integral to the total educational program, working closely with parents and teachers in a proactive manner that engages all stakeholders in the delivery of programs and services to help students achieve success in school. As professionals, counselors align and work with the school's mission to support the academic achievement of all students as they prepare for the ever-changing world of the 21st century.

### **SERVICES PROVIDED, BUT NOT LIMITED TO, INCLUDE THE FOLLOWING:**

- I. Classroom guidance
  - Academic skills support
  - Coping strategies, peer relationships, and effective social skills
  - Communication, problem-solving, decision-making, conflict resolution, and study skills
  - Multicultural/diversity awareness
- II. Individual Student Planning
  - Goal setting
  - Academic plans
  - Career plans
  - Problem solving
  - Transition plans
- III. Responsive Services
  - Individual and small-group counseling
  - Individual/family/school-crisis intervention
  - Peer facilitation
  - Consultation/collaboration
- IV. System Support
  - Professional development
  - Consultation, collaboration, and teaming
  - Program management and operation

### **STUDENT RECORDS**

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

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School Corporation to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:
  - Family Policy Compliance Office
  - U.S. Department of Education
  - 400 Maryland Avenue, SW
  - Washington, DC 20202-4605

## **PARENT/STUDENT RIGHTS IN IDENTIFICATION, EVALUATION, AND SPECIAL EDUCATION PLACEMENT**

In compliance with the procedural requirements of Section 504 of the Rehabilitation Act of 1973 and Public Law 94-142, the school is compelled to keep parents/guardians fully informed of the law and the rights afforded under this provision. Complete information regarding these provisions as well as procedures outlining identification, evaluation and placement can be obtained from CJWMS administration.

### **DISABILITES AND SECTION 504**

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

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

Director of Personnel  
200 E. North Street  
Crown Point, IN 46307  
219-663-3371  
[cpsweb@cps.k12.in.us](mailto:cpsweb@cps.k12.in.us)

## **V. ATTENDANCE POLICY**

**Parents/Guardians may call the attendance office to excuse their daughter/son five (5) days per semester before a physician's note is required. The physician's certificate must be an original. Once a student is required to have a physician's certificate, only the principal or assistant principal has the authority to remove the requirement.**

The School Corporation enforces regular attendance of students. 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 during the days and hours that the school is in session shall be required of all students, except for reasons exempted by provisions of State law as noted below.

The following are recognized exceptions to compulsory attendance however, appropriate documentation must be provided to the school prior to and/or immediately upon return to school. Absences resulting from these documented reasons 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, special and primary election at which the student works
- C. Appearance in court under subpoena as a witness in a judicial proceeding
- D. Such other good cause as may be permitted by law.

The following circumstances, with appropriate documentation, will be considered 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

Parents/Guardians MAY BE/ARE required to provide a written statement of the cause for each absence. Additional verification may be required.

An out of school suspension is an excused absence. An unexcused absence is an absence from school not authorized by Indiana's compulsory education law or School policy.

Repeated infractions of the attendance policies may result in the suspension or recommendation for expulsion of a student.

## REPORTING STUDENT ABSENCE

The parent of any student has the duty and responsibility to notify the Main Office of each student's absence prior to 9:00 a.m. on the day of the absence. When an illness exceeds the initial time indicated, the parent shall again notify school officials. Parents may call the attendance telephone extensions 24 hours a day to report an absence.

663-2173 ext. 13000 or 13003

When reporting an absence, the parent should give the following information:

1. Name of caller and relationship to student
2. Student's name and grade in school
3. Reason for absence

**Up to five (5) days of absence will be excused per semester providing a parent/guardian calls with acceptable reasons for absences. Days absent in excess of five (5) are unexcused without verification from a doctor.**

**ANY STUDENT ABSENCE WHICH IS NOT VERIFIED BY A PARENT WITHIN 48 HOURS WILL BE CONSIDERED A TRUANCY.**

## CHRONIC MEDICAL CONDITION

Any student who is experiencing a "chronic medical condition," an illness which results in missing a considerable number of school days, will be required to complete a *Certificate of Incapacity* explaining the medical condition and signed by the physician. A new *Certificate* must be on file with the Administrative Assistant in the Main Office at the beginning of each semester, if applicable.

## PRE-ARRANGED ABSENCES

The school discourages students from taking family trips/vacations during the school year. Be advised that negative academic consequences are likely to occur due to absences. Participation in classroom discussions and activities will be missed and the burden will be placed on the student to complete make-up work. Parents should send a note to school as early as possible explaining the reason for this absence. Prior to leaving, it is the student's responsibility to make arrangements with individual teachers for work missed during the absence. **Assignments given by teachers prior to the absence are due when the student returns to school. NO pre-arranged absences are granted during state-mandated or standardized testing periods.** Please check with the main office for dates of these testing periods.

## PERMIT TO LEAVE SCHOOL

Appointments, such as doctor, dentist, orthodontist, or counseling, should be made outside the school day. If a student must leave during the school day, the student should present a written request from the parent or guardian to the Main Office before the first bell in the morning. The parent/guardian must always pick up the student in the Main Office to sign the student out. This procedure is strictly enforced to secure the safety and well-being of your child.

## 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 programs. It is recognized, 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.

Parents/Guardians must notify the school in advance of such absences by written and/or personal request to the principal, which shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the principal.

In situations in which one parent has been awarded primary physical custody of the student by the courts, the parent with primary physical 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.

## TARDY POLICY

Regular and prompt school attendance is necessary both in the development of students' responsibility and in the achievement of academic success. It is further believed that responsibility and self-discipline can be fostered in students through a shared effort among students, teachers, and the family.

**Tardies to class** will be entered by the classroom teacher in the student data system while **tardies to school** will be recorded by the Main Office staff. Tardies will be recorded per class on a nine-week basis.

- 1st and 2nd warning by teacher in agenda
- 3rd tardy e-mail to parent by teacher
- 4th tardy lunch detention/note sent from office
- 5th tardy after-school detentions / parent contacted by administration
- 6th + tardies after-school detentions / guidance referral

## Transportation Delays

1. If a student is late for school due to delays caused by school bus transportation, the student will not be counted tardy.
2. If a student uses private transportation and is late to school, the tardy is handled by the Main Office. A student who arrives to school late three (3) or more times per a nine-week grading period will receive disciplinary consequences.

## TRUANCY

A student who leaves the school building without prior permission, who remains in the school building but who misses class time without permission, or who refuses to attend school in defiance of parental/guardian authority will be considered truant; this includes the student and/or parent fraudulently covering for an absence. Colonel John Wheeler Middle School will be working with the courts and students with truanancies.

A student identified as a habitual truant may have his/her ability to apply for a learner's permit revoked until the age of 18. The student and/or parent/guardian are entitled to a review of the attendance record at least once a year to determine if the attendance has improved so that the student may become eligible for a permit.

## EXTRA-CURRICULAR ATTENDANCE

Daily attendance at school and practice is expected of all students involved in athletics and extra-curricular activities. **Students must be in attendance all day in order to be considered eligible to participate in an event that day or the following day if the event falls on a Saturday.** Attendance at school the day following an evening event is always expected. Students with habitual school absences following an evening event will be subject to disciplinary action.

Exceptions are absences that have been excused by the school administration for such activities as field trips, attendance at funerals, etc.

## EMERGENCY SCHOOL CLOSINGS / DELAYS

If it becomes necessary to cancel or delay school, information will be sent by School Messenger as well as the Corporation website [www.cps.k12.in.us](http://www.cps.k12.in.us)

## VISITORS / VOLUNTEERS

Upon arrival at the school, visitors are to sign in at the counter in the Main Office and obtain a visitor's pass. Other visits by friends or relatives of students at Colonel John Wheeler Middle School are not allowed.

SPECIAL EXCEPTIONS MUST RECEIVE APPROVAL BY THE PRINCIPAL OR DESIGNEE.

Any person(s) found to be in violation of the policy might be subject to trespassing charges.

Volunteers in the school must complete and submit form **Volunteer Criminal Background Form 8120-F1** prior to participating in any school volunteer activities. See front office for further instructions.

# VI. STUDENT CONDUCT AND DISCIPLINE

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 to prevent or address interferences with school purposes and educational functions. These rules support, but do not limit our authority. Each administrator, teacher or any other school personnel, including the Director of Security and school resource officer(s) who support school personnel in their efforts to maintain safety, order and discipline in the school zone, is responsible for enforcing the rules for student conduct. The school administration reserves the right to incorporate rules and policies for the safety and well-being of its staff and students. Please know that these rules are primarily for protection, not punishment. 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.

Students are subject to school rules:

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

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

Examples of expectation for student behavior include, but are not limited to the following. Violation of these expectations may result in discipline, including suspension from school and a recommendation for expulsion as noted.

## CODE OF CONDUCT

Maintaining a friendly, safe school where there is a positive and productive atmosphere is everybody's job. Proper behavior by each of us insures equal educational opportunities for all students. In order to maintain such an atmosphere and insure such opportunities, reasonable rules for student behavior have been established. These rules apply at school, on the way to and from school and at all school related activities.

1. **RESPECT FOR PROPERTY** – this applies to personal property of others as well as school property. Please dispose of gum properly!
2. **RESPECT FOR OTHERS** – be courteous to fellow students, teachers, other school employees, and visitors at all times.
3. **COMPLYING WITH DIRECTIONS** – refusing to do things which are reasonable can cause disruption and interference in the teaching/learning process.

4. **BEING RESPONSIBLE** – it is important in the learning process that students come to school and class with all necessary materials and supplies required by each classroom teacher. Students should not have to call home or go back to their lockers for learning materials. Assignments should be completed and turned in as assigned.
5. **HONESTY** – does not lie, cheat, steal, or cover up for others who do. This also covers acts of forgery and identifying yourself as someone else.
6. **MAINTAINING A SAFE ENVIRONMENT** – inappropriate behavior that could cause injury to another person , i.e. fighting, pushing, kicking, etc. has no place at school.
7. **USING APPROPRIATE LANGUAGE** – profane or obscene language whether spoken, on clothing, in notes, or through gestures has no place in school.
8. **REGULAR SCHOOL ATTENDANCE** – it is against the law to skip school. Also, we live in a society that puts an emphasis on time and schedule. Being on time for school and class is important so that we can account for your whereabouts and provide a classroom environment free of disruption.
9. **BEING WHERE YOU ARE EXPECTED TO BE** – it is very important to your family and the school that we are able to account for where you are during the school day. Always report to your assigned areas on time and do not leave your assigned area/room or the school without permission from school officials and your parents.
10. **APPROPRIATE BEHAVIOR IS EXPECTED OF ALL STUDENTS WHEN RIDING THE BUS** – students are expected to follow all safety rules established by the school with regard to transportation to and from school as well as to and from school-related activities.
11. **USE OF CELL PHONES IS STRICTLY PROHIBITED DURING THE SCHOOL DAY** – students must have their phones “**powered off**” not just placed on vibrate or into silent mode while at school. Students who have inappropriate pictures on their phones will be subject to disciplinary actions as assigned by administration.
12. **WEAPONS HAVE NO PLACE AT SCHOOL** – any item that can be used to cause bodily harm to yourself or others has no place at school. Any student in possession of such an item will be subject to disciplinary action including possible expulsion from school.
13. **ALCOHOL, TOBACCO, AND DRUGS ARE AGAINST THE LAW FOR STUDENT TO HAVE, USE, TRANSMIT OR BE UNDER OF THE INFLUENCE OF** – we have a responsibility to make our school and its students healthy and chemical-free. We ask all students to assist us by reporting students who violate this rule.

## **DISCIPLINARY ACTIONS**

The school can impose a variety of consequences for failure to adhere to these rules. Consequences may include, but not limited to the following:

1. **Conference** – this may be between a teacher and a student, a teacher and a parent/guardian, an administrator and student, or an administrator and a parent/guardian. Conferences will be arranged in an effort to correct behavior when deemed necessary.
2. **Referral to Guidance** – the student will have a conference with his/her counselor to help find ways to correct a problem that is occurring.
3. **Class Suspension** – assigned by teacher or administration. A student can be removed from class by the teacher for up to five (5) days per class period. The student must be assigned the required and/or additional work to be completed in the Alternative Classroom. The classroom teacher will contact the parent/guardian.
4. **Teacher-Assigned Detention** – the location, time and work to be completed will be determined and supervised by each teacher.
5. **Lunch Detention** – assigned by administration for disciplinary referrals and tardies. A student assigned to lunch detention will report directly to the main office with a lunch brought from home or a sandwich, fruit, and milk will be given to the student by the detention supervisor.
6. **After-School Detention** – assigned by administration for disciplinary referrals and tardies. After-school detentions are held on Tuesday, Wednesday, and Thursday from 3:00 – 4:00 p.m. Students must report to the main office no later than 3:00 with study materials for the hour. Students who are disruptive during ASD or fail to serve a scheduled ASD will be assigned to In-School Suspension the following day.
7. **In-School Suspension** – assigned by administration for disciplinary referrals and tardies. Students should report to the main office by 7:25 a.m. with books, pencils, paper, etc. Students will be provided with classroom assignments and receive full credit for this work. Students may bring a lunch from home or they will be provided a sack lunch which consists of a sandwich, fruit, and milk. Students will not be permitted to attend or participate in extracurricular activities for the day(s) assigned to ISS.
8. **Continued Probationary Education Agreement** – prepared by administration for a student who accumulates ten (10) or more disciplinary referrals, or if deemed necessary by administration.
9. **Monetary Reimbursement** – in some cases, damage to school or personal property may result in, but may not be limited to, required monetary reimbursement.
10. **Community Service to School** – under certain circumstances, restitution-based consequences may be more appropriate. The location, time, and work to be completed will be determined by a teacher or administrator and will be under the direct supervision of school personnel.
11. **Loss of Bus Service** – serious or repeated violations of bus conduct rules may result in the loss of bus service for an assigned length of time.

**12. Out-of-School Suspension** – assigned by administration for serious or repeated violations. Students will not be permitted to attend or participate in extracurricular activities or events. Missed assignments may be made up in accordance with the excused absence policy. Ten (10) days per semester or fifteen (15) days for the year will result in the request for expulsion.

**13. Expulsion** – requested by administration for serious or repeated violations.

## **SUSPENSION PROCEDURE**

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

1. A meeting will be held with the student prior to suspension, except where the nature of the misconduct requires immediate removal. In such situations however the meeting will be held as soon as reasonably possible after the issuance of the suspension.
2. At the meeting, the student will be provided with a written or oral statement of the charges. If the student denies the charges, a summary of the evidence against the student will be presented. The student will be provided an opportunity to explain his or her conduct.
3. Following issuance of a suspension, the parent/guardian of the suspended student will be notified in writing. The notification will include the dates of the suspension and will describe the student's misconduct and the action taken by the principal (principal's designee).

## **EXPULSION PROCEDURE**

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

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

## **BUS CODE OF CONDUCT**

Bus conduct and safety rules are designed to promote safety on the school bus, at the bus stop, on the bus, and while entering or leaving the bus. All school conduct rules apply during these times. Because the safety of each student is top priority, all individuals are expected to cooperate fully by obeying bus rules and regulations.

1. Students must cooperate with and follow the directions of the bus driver at all times.
2. Students must board and leave the bus at their designated stop unless prior arrangement has been made with transportation.
3. Students will be seated immediately upon entering the bus.
4. Students are not allowed to stand or move from seat to seat at any time during the trip.
5. Students shall not throw any objects while riding on the bus this includes within the bus or out of the windows.
6. Students should maintain appropriate levels of conversation; loud, boisterous, profane language or indecent conduct will not be tolerated.
7. Students must use the bus to which they are assigned. No change in a bus may be made without prior arrangement with transportation.

School bus transportation is a privilege. School discipline, including the denial of bus transportation, suspension, and expulsion, will be imposed on those who violate safety guidelines or directions of drivers. Busses are equipped with video cameras, and videos may be viewed by transportation personnel and administration to ensure the safety of all students. In the event transportation privileges are denied, parents or guardians will assume the responsibility of transporting their children to and from school.

### **Contact information:**

1151 E Summit Street  
Crown Point, IN 46307  
Office: 219-663-1465  
Fax: 219-662-3635



## BULLYING

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

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. 20-33-8-0.21.C.

20-33-8-13.5

## CELL PHONES AND ELECTRONIC COMMUNICATION DEVICES

Students may possess a cellular telephone or other electronic communication devices (ECD) (e.g., paging devices/beepers, iPad or other tablet, personal digital assistants (PDAs), and other devices designed to receive and send an electronic signal) in school, on school property, at after school activities and at school-related functions, provided that **during school hours** and on school vehicles the cellular telephone or other ECD **remains off (not just placed into vibrate or silent mode)**.

Students may not use cellular telephones or ECDs on school property or at a school-sponsored activity to gain access and/or view Internet web sites that are otherwise blocked to students at school. The use of cellular telephones and other ECDs in locker rooms, classrooms, bathrooms and/or lunch room is prohibited.

**Possession of a cellular telephone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.**

Violations of this policy may result in disciplinary action and/or confiscation of the cellular telephone or ECD. If the cellular telephone or ECD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequence that is imposed. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g., child pornography, sexting).

The student who possesses a cellular telephone or ECD is responsible for its care. CPCSC is not responsible for preventing theft, loss, damage, or vandalism to cellular telephones or ECDs brought onto its property.

**Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.**

## DRESS CODE

Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency.

**In accordance with board policy governing student conduct with regard to bullying, weapons, gangs, and drugs: clothing shall be free of inflammatory, suggestive, racial, or other inappropriate writing, advertisement, or artwork.**

**ALL STUDENTS WILL BE COVERED FROM SHOULDERS TO MID-THIGH.**

- Pants/shorts will be worn at the waist or just below; any holes in jeans will not be above the knee
- Skirts/shorts bottom hem must be to mid-thigh
- Shirts/tops will cover chest, shoulders, stomach, and back
- Pajamas are only to be worn on approved spirit days
- Head coverings must be approved by administration
- Outdoor coats/jackets will remain in locker during the school day

This basic dress code does not infringe on students' rights of freedom of expression, but rather encourages students to **"dress for success," with modesty** and come to school properly prepared to participate in the educational process. Parents will be contacted to bring in the appropriate clothing and **the student will take an absence for each period he/she waits for a change of clothes to be delivered or for each period he/she is without acceptable attire**. Student will be given a Wheeler supplied shirt to wear for the remainder of the day.

Repeat violations of the dress code expectations may result in disciplinary actions.

## DRUGS AND ALCOHOL PREVENTION

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

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

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

Students under this limited exception are responsible for the safe-keeping and proper administration of their medications.

## **GANG ACTIVITY/PREVENTION**

Gang activity includes, but is not limited to the wearing of colors and jackets, use of hand signs, graffiti on folders, books, etc., gang tattoos, jewelry and hair styles.

The penalty for gang activity includes in-school or out-of-school suspension with a possible recommendation for expulsion.

### **BOARD OF EDUCATION**

#### **CROWN POINT COMMUNITY SCHOOL CORPORATION**

#### **REPLACEMENT POLICY - SPECIAL UPDATE FEBRUARY 2016 - ANNOTATED DRAFT**

### **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 20-33-9-14

IC 35-31.5-2-74

IC 20-19-3-12

IC 35-31.5-2-27.

IC 35-31.5-2-264.5

IC 20-26-18-1 et seq.

IC 35-31.5-2-74

IC 35-45-9-1

IC 20-33-9-10.54

IC 35-31.5-2-264.5

IC 35-45-9-3

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#### **LASER POINTERS**

In keeping with safety concerns, laser pointer use will be restricted to teachers and staff. Students using these devices must do so under the direct supervision of staff. The American Optometry Association has issued a statement regarding eye damage associated with laser use. Laser pointers are considered an electronic device and disciplinary action will be taken accordingly.

## **RULES FOR COMPUTER USE**

**Violation of these rules is subject to disciplinary action including suspension, and/or expulsion, and/or restitution, loss of computer privileges or removal from a class. Where conduct which violates these rules may constitute a crime under state and federal law, referral to law enforcement will be made.**

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

**Students who violate the following rules are subject to school discipline including in-school suspension, out-of-school suspension, and/or restricted Internet use. Students who continually violate these rules are subject to suspension with possible recommendation for expulsion.**

1. Students will not access the Internet during class time except when directed by a faculty member.
2. Students will not access personal email accounts during class time except when directed by a faculty member.
3. Students will not lend their network or email passwords or privileges to others.

**System administrators, teachers, or media specialists reserve the right to monitor and inspect all activity on the network system, removable media, files, and e-mails.**

## **VANDALISM**

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

## **HARASSMENT/PROFANITY**

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

## **INTERNET ACCEPTABLE USE POLICY (AUP)**

Students that have on file a signed AUP form have agreed to abide by the school board policy on the use of the Internet. Any student who doesn't have a signed AUP on file will not be allowed access to the Internet.

### **Disciplinary consequences for computer violations:**

Students found to be in violation of computer policies at Colonel John Wheeler Middle School will be subject to any or all of the following consequences:

1. Assignment to detention(s), in-school or out-of-school suspension(s); and/or
2. Revocation of computer privileges (including Internet access);
3. Repayment/replacement for damage;
4. Recommendation for expulsion to the Superintendent.

## **TOBACCO**

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

- a) First violation in a school year – 1) assigned to In-School Suspension for three days and 2) referral to law enforcement which can result in ticket and appearance before city judge.
- b) Second violation in a school year – 1) three to five days Out-of-School Suspension – and 2) referral to law enforcement which can result in ticket and appearance before city judge.
- c) Third violation in a school year – five to ten days Out-of School Suspension with possible recommendation for expulsion to the superintendent and 2) referral to law enforcement which can result in ticket and appearance before city judge.

## WEAPONS/FIREARMS

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

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

- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- the frame or receiver of any weapon described above;
- any firearm muffler or silencer;
- any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any similar device;
- any weapon which will, or which may be readily converted to, expel a projective by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; or
- any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled

b) For purposes of this rule, a destructive device is:

- an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above;
- a type of weapon that may be readily converted to expel a projective by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch; or
- a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety or similar device. However, students are also prohibited from possessing such devices.

c) For purposes of this rule, a deadly weapon is:

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

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

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

### **Other examples of student misconduct or substantial disobedience which interfere with school purposes and/or educational functions violation of which may result in suspension and a recommendation for expulsion include but are not limited to the following:**

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct. The following are only examples and do not limit the type of conduct prohibited by this rule:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of school building or corridor or room therein with intent to deprive others of its use.
  - c. Setting fire to or damaging any school building or property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or any meeting or assembly on school property.
  - e. Continuously and intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or school personnel to conduct the education function under his/her supervision.
2. Causing or attempting to cause damage to school property, stealing, or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
4. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing or other comparable conduct.
5. Causing or attempting to cause physical injury, behaving in such a way as to cause physical injury, or behaving in such a way as could reasonably cause physical injury to any person, including through pranks and other similar activity. Self-defense or reasonable action undertaken with the belief that it was necessary to protect some other person does not, however, constitute a violation of this rule.
6. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
7. Intimidation or threatening (whether specific or general in nature) physical or psychological injury to persons or damage to property, regardless of whether there is a present ability to commit the act. Prohibited conduct includes planning or conspiring with others to engage in such activity.

8. Harassing by using extreme or inappropriate communications (verbal, written, or digital) or expressive acts that are intended to harass, intimidate, or humiliate a person on the basis of race, sex, national origin, religion, alternative lifestyle, disability or physical characteristics.
9. Failing to report to a teacher or administrator the actions, threats or plans of another person which did or could result in harm to another person or damage property.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
11. Failing in a substantial number of instances to comply with directions of teachers or other school personnel
12. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters, including potential violations of the student conduct rules and/or State or Federal law.
13. Falsely accusing any person of sexual harassment, of bullying, of violating a school rule, or of violating State or Federal law.
14. Aiding, assisting, agreeing or conspiring with another person to violate student conduct rules and/or State or Federal law.
15. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test/quiz copies or scores.
16. Taking, recording, displaying and/or distributing pictures (digital or using any media), video or audio recordings without the consent of the student or staff member in a situation not related to school purpose or educational functions.
17. Possessing sexually-related materials which include images displaying uncovered breasts, genitals or buttocks.
18. "Sexting" or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. *[In addition to student disciplinary action, phones/devices will be confiscated and images suspected to violate criminal laws will be referred to law enforcement authorities].*
19. Engaging in any activity forbidden by State or Federal law that constitutes an interference with school purposes.
20. Violating or repeatedly violating any rules that are reasonably necessary to carry out school purposes or educational functions and are validly adopted in accordance with Indiana Law.
21. Being absent or truant from school without the knowledge or consent of the parent or school or absent from school when there is an attempt to evade the School Attendance Law.
22. Possessing, using, transmitting, or being under the influence of caffeine-based substance, substances containing phenylpropylamine (PPA), or stimulants of any kind, be they available with or without a prescription.
23. Violation of the school's technology policy and rules.
24. Violation of the school's discrimination and/or harassment policies.
25. Violation of any student conduct rule established by the building principal of which students have been provided notice.

## SEARCH AND SEIZURE

The School Board recognizes its obligation to balance the privacy rights of its students with its responsibility to provide student, faculty, and authorized visitors with a safe, hygienic, and alcohol/drug-free learning environment.

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

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

### **2. Locker/Storage Area Inspections (IC- 20-33-8-32)**

All lockers and other storage areas provided for student use on school premises remain the property of the school. Both the locker/storage area and their contents are subject to inspection, access for maintenance, and search. **Students have no reasonable expectation of privacy in the locker/storage area or the contents at any time.** No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by School authorities. Unapproved locks shall be removed and destroyed.

**3. Personal Searches** – A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched when a school authority has reasonable suspicion to believe that the student is in possession of illegal, unauthorized or contraband items.

LAW ENFORCEMENT MAY BE REQUESTED BY THE ADMINISTRATION TO ASSIST IN THE INSPECTION OF LOCKERS OR THEIR CONTENTS FOR THE PURPOSES OF ENFORCING SCHOOL POLICIES.

Prior to a search of a student's person and personal items in the student's immediate possession, consent of the student shall be sought by an administrator. If the student does not consent, such a search shall be permitted based only upon the administrator's individualized reasonable suspicion to believe that the search will produce evidence of a violation of a law, school rule, or a condition that endangers the safety or health of the student or others. Searches of the person of a student shall be conducted and witnessed by a person of the same gender as the student and shall be conducted in a private place. The student shall be given the option of selecting the witness from the faculty members on the school premises at the time of the search. A searched student's parent or guardian shall be notified of the search within twenty-four (24) hours if possible.

An administrator may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from an administrator, the search shall be conducted by the law enforcement officers under the supervision of school personnel in accordance with the legal standards applicable to school searches.

Administrators are authorized to arrange for the use of breath-test instruments for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a law or a school rule or which endangers the safety or health of any person shall be seized and utilized as evidence if appropriate. Seized items of value shall be re- turned to the student's parent/guardian if the items may be lawfully possessed by the student. Seized items of no value and seized items that may not lawfully be possessed by the student shall be destroyed or turned over to law enforcement.

## **VII. OTHER POLICIES**

### **ANTI-HARASSMENT**

It is the policy of Crown Point Community School Corporation to maintain learning environment that is free from unlawful harassment. Such conduct includes unwelcome physical, verbal or nonverbal conduct which has the purpose or effect of interfering with your educational performance, of creating an intimidating, hostile or offensive learning environment, or of interfering with your ability to participate in or benefit from a class or educational program or activity and is based on your sex, race or color (for example, racial slurs, nicknames implying stereotypes, epithets or negative references relative to racial customs), national origin (for example, negative comments regarding customs, manner of speaking, language, surnames or ethnic slurs), religion (for instance, negative comments about religious traditions, clothing, surnames or religious slurs), disability (for instance, negative comments about speech pattern, movement, physical impairments or appearances) or any other unlawful basis. This applies to all programs and activities occurring on school property or at another location if the conduct occurs during a school-sponsored activity.

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

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

### **SEXUAL HARASSMENT**

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

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

- Submission to the conduct is made either an explicit or implicit condition of the student's status in class, an educational program or activity.
- Submission to or rejection of the conduct by the student is used as a basis for educational decisions affecting the student; or
- The conduct has the purpose or effect of substantially interfering with the student's educational performance, creating an intimidating, hostile, or offensive learning environment, or of interfering with the student's ability to participate or benefit from a class or an educational program or activity.

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

- Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- Physical assault.
- Threats or insinuations that a student's academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of education may be adversely affected by not submitting to sexual advances.
- Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a student's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls, texts or other electronic forms of communication.



- Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the educational environment, which may embarrass or offend students.
- Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create
- or has the effect of creating discomfort and/or humiliation to the student.
- Remarks speculating about the student's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- Inappropriate boundary invasions by a school employee or volunteer into a student's personal space and personal life.

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

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

For additional information, refer to Board Policy 5517.

### **INDOOR AIR QUALITY**

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

In accordance with applicable State regulations, including 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.

## **VIII. EXTRACURRICULAR ACTIVITIES**

**Statement of Belief:** It is the belief of those concerned with the development of youth that membership and participation in extracurricular activities has a positive effect in the development of constructive attitudes for citizenship and life skills.

It is the position of Crown Point Community Schools that participation in extracurricular activities is a privilege. High standards of conduct are expected for students participating in these activities.

### **GUIDELINES FOR PARTICIPATION**

All student activities are carried out under the basic rules and regulations of school; and those participating are expected to follow the established guidelines, even if the activity takes place after school or on a non-school day.

**Students must be in attendance all day in order to be considered eligible to participate in an extracurricular activity unless permission is granted for unusual circumstances by an administrator.**

It is important that participants and their legal guardians are aware of the philosophy, rules, and regulations under which they will be given the opportunity to participate. It is the responsibility of the sponsor to see that those in the activity stay within the guidelines. Violators will be dealt with by the school administration.

The basic requirement for membership into any organization is desire; however, some activities have requirements such as standards for membership in the National Junior Honor Society.

### **CLUBS AND ORGANIZATIONS**

Colonel John Wheeler Middle School offers a variety of extracurricular clubs and activities. All students are invited and encouraged to participate in extracurricular activities. Your involvement will increase your interest in school and will help you to become a well-rounded person. Clubs and activities are:

**Academic Super Bowl**

**Bulldog Run Club**

**CASS**

**Drama Club**

**Geography Bee**

**National Junior Honor Society**

**Newspaper**

**Science Olympiad**

**Spell Bowl**

**Student Council**

**Yearbook**

## DANCES

All dances must be scheduled and approved by an administrator. Dances will begin immediately after school and are for Colonel John Wheeler Middle School students, only.

## GENERAL RULES

1. All rules and regulations for Colonel John Wheeler Middle School will be in effect.
2. Appropriate school clothing/attire is expected unless the event has a specific theme.
3. Students may not leave the building at any time during the dance. If they do, they will not be allowed to re-enter the building.

## FUNDRAISING PROJECTS

All student fundraising activities must have a staff sponsor and be approved by an administrator using the Fundraising form.

## SCHEDULING EXTRACURRICULAR EVENTS

An administrator must approve all extracurricular activities at least one week in advance of the activity. Once the activity is posted on the school calendar, it becomes an official school function. The school activity calendar is on the school's website. All activities which take an organization or club off school grounds must be properly chaperoned.

## INTERSCHOLASTIC ATHLETICS

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

### Fall

(Boys) 6th-8th grade Cross Country, 8th grade Football  
(Girls) 6th-8th grade Cross County, 7th & 8th grade Volleyball

### Winter

(Boys) 7th & 8th grade Basketball, 6th-8th grade Wrestling  
(Girls) 7th & 8th grade Basketball

### Spring

(Boys) 6th-8th grade Track, 7th grade Football  
(Girls) 6th – 8th grade Track

### Year

Cheerleaders  
Dance Team

## ELIGIBILITY

Regular attendance at school is required of all participants. **Athletes must be in attendance all day in order to be considered to be eligible to participate in a contest or practice that day unless permission is granted for unusual circumstances by an administrator.** Students must be in school on Friday in order to participate in weekend events unless excused by an administrator. Coaches/sponsors should contact the administrator on Friday for approval.

Athletic eligibility will be determined every 4-1/2 weeks. This will include progress reports and report cards. Any athlete receiving two (2) Fs on a progress report or report card will be academically ineligible until the next progress report or report card. Students are not to resume competition until the coach has written notice from the guidance office confirming the improved progress report or report card.

The responsibility of determining athletic eligibility rests with the coach who will submit rosters to the athletic director. The athletic director will verify the eligibility information and place the records on file in the athletic office. Coaches will be informed as to which athletes have had eligibility revoked.

Ineligible athletes may continue to practice with a team but will not dress for games.

A student must meet the guidelines established by the IHSAA to be eligible.

# “IMPORTANT INFORMATION”



**\*Do not list your password\***

RDS



ACUITY



STAR READING / STAR MATH

## **ADDITIONAL ACCESS INFORMATION**

[Redacted]



[Redacted]



[Redacted]

Colonel John Wheeler Middle School 2016-2017

# CHROMEBOOK HANDBOOK

## TAKING CARE OF YOUR CHROMEBOOK

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

### General Precautions

1. No food or drink is allowed next to your Chromebook while it is in use.
2. Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
3. Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
4. Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
5. Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
6. Always bring your laptop to room temperature prior to turning it on.

### Carrying the Chromebook

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

### Screen Care

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

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

## USING YOUR CHROMEBOOK

### At School

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

### At Home

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

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

### Sound

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

### Printing

At School: Students will not be able to print using the Chromebook. Students will need to log on to a school machine to print.

At Home: The Chromebook will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service. A wireless home network is required for this. <http://google.com/cloudprint>

## MANAGING YOUR FILES AND SAVING YOUR WORK

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

## **PERSONALIZING THE CHROMEBOOK**

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

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

### **ORIGINALLY INSTALLED SOFTWARE**

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

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

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

### **Virus Protection**

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

### **Additional Software**

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

### **Inspection**

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

### **Procedure for Restoring the Chrome OS**

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

## **PROTECTING AND STORING YOUR CHROMEBOOK**

### **Chromebook Identification**

- Chromebooks will be labeled in the manner specified by the school.
- Chromebooks can be identified in the following ways:
  - Record of serial number and CPCSC asset tag
  - Individual’s Google Account username

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

### **Storing Your Chromebook**

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

### **Storing Chromebooks at Extra-Curricular Events**

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

### **Chromebooks Left in Unsupervised / Unsecured Areas**

Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is not supervision.

Unsupervised Chromebooks will be confiscated by staff and taken to the office. Disciplinary action will be taken for leaving a Chromebook in an unsupervised location.

## REPAIRING OR REPLACING YOUR CHROMEBOOK:

### Chromebooks Undergoing Repair

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

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

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

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

### Loss or Theft of a Chromebook

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

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

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

### Student Pledge

1. I will take good care of my Chromebook and know that I will be issued the same Chromebook each year.
2. I will never leave my Chromebook unattended in an unsecured or unsupervised location.
3. I will never loan out my Chromebook to other individuals.
4. I will know where my Chromebook is at all times.
5. I will charge my Chromebook's battery to full capacity every night I have it at home.
6. I will keep food and beverages away from my Chromebook since they may cause damage to the device.
7. I will not disassemble any part of my Chromebook or attempt any repairs.
8. I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
9. I will use my Chromebook in ways that are appropriate for education.
10. I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.
11. I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of Crown Point Community School Corporation.
12. I will follow the policies outlined in the Chromebook Handbook and the CPCSC Acceptable Use Policy while at school as well as outside the school day.
13. I will file a police report in case of theft or damage from vandalism.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to pay the full replacement cost of my Chromebook, power cord and charger in the event that any of these items are lost or intentionally damaged.
16. I agree to return the Chromebook, power cord/charger in good working condition at the end of each school year.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

## Crown Point Community School Corporation Bylaws & Policies

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### **7540.03 - STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY**

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

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

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

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

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

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Education Technology, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Technology Manager may temporarily or permanently unblock access to websites or online education services containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be

based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

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

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

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", etc.), cyberbullying, and other unlawful or inappropriate activities by students online
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors

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

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

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

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

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



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

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

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

P.L. 106-554 (2000), Children's Internet Protection Act of 2000  
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)  
18 U.S.C. 1460  
18 U.S.C. 2246  
18 U.S.C. 2256  
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)  
20 U.S.C. 6777, 9134 (2003)  
47 CFR 54.500 - 54.523

Revised 7/23/12

Revised 6/17/13

Revised 6/29/15

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## Crown Point Community School Corporation Bylaws & Policies

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### 7542 - ACCESS TO CORPORATION TECHNOLOGY RESOURCES FROM PERSONAL COMMUNICATION DEVICES

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

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

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

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

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

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

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

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

Adopted 6/17/13

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# Colonel Wheeler is Getting:

**F.I.E.R.C.E.!**

**F**ocused

**I**ntegrity

**E**mpathy

**R**espect

**C**are

**E**ngaging

**Understanding Diversity**

**College and Career Exploration**

**Current Topics of Interest**

**Monitoring Your Progress**

