

Clark-Pleasant Middle School



2023-2024

Student Handbook

2023-2024 CPMS STUDENT HANDBOOK

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CLARK-PLEASANT SCHOOL BOARD OF EDUCATION

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CPCSC MISSION

Our mission at CPCSC is to provide learning experiences that ensure ALL students reach their potential.



THE WARRIOR WAY

Be Respectful, Be Responsible, and Be Safe.

To ensure all students reach their potential, we are a PBIS School District. Positive behavioral interventions and supports (PBIS) is a schoolwide systems approach for students and staff aimed at establishing positive culture and individualized behavior supports necessary to create a safe and effective learning environment for all students.

CPCSC has developed a set of expectations to create a positive learning environment. We will teach these expectations to all of our students and staff, and we will recognize those who meet them.

- **Be Respectful** - Treat others as they want to be treated; respecting other's personal space and property, listening to understand, and appreciating cultural differences.

- **Be Responsible** - Work to meet expectations and goals you set for yourself. Learn from your experiences, and accept responsibility for your actions.
- **Be Safe** - Act in a way in which everyone can be included, authentically participate, learn, and move safely.

CPMS MISSION

The mission of Clark-Pleasant Middle School is to...

- Develop the full potential for all learners in the school
- Support students as they acquire the skills necessary for academic success and lifelong learning
- Assist students in the development of key personal attributes such as positive self-esteem, self-discipline, and compassion for others
- Provide challenging, comprehensive instruction in each discipline
- Prepare students for transitions into high school and post-secondary opportunities
- Provide adult role models who exhibit exceptional professional skills, guidance, and character

CPMS MOTTO

Exploring . . . Excellence

WELCOME

Dear Students:

It is with great pleasure that we welcome you to Clark-Pleasant Middle School. Our motto of exploring excellence supports our "A" and Four Star School status. Our continued success relies on your positive attitude, effort, and cooperation each school day. We hope and expect that CPMS will be a source of great pride for you, your parents/guardians, and your community.

Your CPMS years should be a time to be academically challenged, to grow, explore, and enrich your lives with new opportunities. The best way to enjoy your middle school experience and learning opportunities are to follow school rules and The Warrior Way. Our positive approach will help you meet these achievable goals.

- Follow the Warrior Way: Be Responsible, Be Respectful, Be Safe
- Set high standards for yourself
- Show growth in all you do
- Give 100% effort

There is no substitute for high expectations and achievement. It is important that you set challenging goals and push yourself to reach them. Building a strong foundation of skills in communication, reading, writing, critical thinking, collaboration, problem-solving, and creativity are critical for life long success.

Please maintain a copy of this handbook and become familiar with its contents. It is designed to help students and parents understand the opportunities, services, and policies at Clark-Pleasant Middle School. **Parents/guardians are responsible for completing and updating all registration information each school year. During this process, parents acknowledge that they and their student have read and understand the handbook and discipline policy at CPMS.**

We believe that by working together we can assist your student in having a successful school year. Please do not hesitate to contact CPMS staff if you ever need assistance.

Tim Rinehold
Proud CPMS Principal

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BELL TIMES

Arrival Bell:	7:15 am
Tardy Bell:	7:40 am
Dismissal:	2:40 pm Monday, Tuesday, Thursday, Friday
Early Dismissal:	2:10 pm Wednesday only

CORPORATION ADMINISTRATION

Dr. Patrick Spray, Superintendent
 Cassandra Shipp, Assistant Superintendent
 Samuel Arnes, Director of Operations
 Austin Fruits, Director of Finance and Budget
 John Schilawski, Director of Human Resources
 Brain Lovell, Director of Curriculum and Instruction
 Julie Wolfe, Director of Special Services
 Connie Poston, Director of Behavioral Health
 Lauren Jones, Director of Food Service
 Michael Akers, Director of Transportation
 Chad Pryce, Chief of Police

Please read this handbook!

Each student and parent/guardian should read this handbook and be knowledgeable of its content. This handbook provides the key provisions of CPCSC Board Policy. The Board Policy Manual should be consulted for the full text of a particular policy. If any provision in this handbook contradicts CPCSC Board Policy, the Board Policy prevails. In addition, CPMS administration reserves the right and authority to supersede any policy listed within the handbook. Any changes or updates to the policies or procedures noted in the 2023-2024 CPMS Student Handbook will be distributed to students and/or parents via newsletter and website. Please contact the office with questions regarding the information in the handbook.

ACADEMICS

6th CORE AND RELATED ARTS CURRICULUM

Students will participate in science and social studies and one English and math block each day. Intervention classes are offered to support students as needed. In addition, students may choose to participate in Related Arts (Digital Communications, Wellness/PE, Explorations), Band, or Choir during their 6th grade year.

Related arts classes will run on a 9 week rotation. Band or Choir are year long commitments.

During the school year, the Principal or designee must approve any schedule changes.

7th & 8th CORE AND RELATED ARTS CURRICULUM

Students will participate in math, science, and social studies and one English block each day. Intervention classes are offered to support students as needed. In addition, students may participate in Related Arts (Digital Communications, Wellness/PE, Media Arts, STEM, Visual Arts, Spanish, and Advanced Physical Condition), Band, or Choir.

Advanced Digital Communications and Advanced Visual Arts are yearlong courses in which students must be selected to participate through an application process.

Students may elect to attend Band or Choir. If the student takes Band or Choir he/she must remain in the class for the entire school year. There are few exceptions to this rule. CPMS administration reserves the right to reassign a student from Band or Choir based on academic need.

All students will be assigned to a homeroom/Warrior Way period. This class provides prosocial opportunities and structure to help students be successful at school.

Students will have opportunities to attend F.I.T. (Focused Instructional Time) based on their academic needs. Teachers will assign students to specific learning opportunities as needed while some students will choose to attend enrichment activities.

In the rare event that a schedule change must occur during the school year, changes must be approved by one of the guidance counselors and principal.

Above Grade Level (AGL)

It is our goal to enroll students in classes that are appropriately challenging for individual skill and ability levels. We offer each student the opportunity to grow and learn while achieving academic success and building confidence. Our programming creates a culture of exposure for our students – as they begin making choices to accelerate academically they may at times repeat advanced coursework to achieve proficiency, maintain strong course High Priority Standards (HPS) scores and gain access to as many Advanced Placement and Dual Credit courses as they can in high school. CPMS uses data-driven decision-making when identifying the appropriate academic placements for all students. The following information is reviewed prior to all academic placement recommendations:

- ILEARN/ISTEP scores (previous 2 school years) – for remediation and advanced placement
- Cognitive Skills Index (CSI) – for advanced placement
- Algebra Readiness
- Student High Priority Standards (HPS) scores or grades (previous 2 school years)
- Reading Inventory (Lexile score) and Math Inventory (Quantile score)
- Teacher feedback and recommendations (previous school year)

Students have the opportunity to take honors/advanced classes in math, ELA, science, Spanish, wellness, and visual arts. Students enrolled in these classes must qualify based on their academic data and achievement. High school credit can be earned for the following courses: Algebra I Hon. (7/8), Geometry Hon. (8), Biology 1 (8), Advanced Art (8) and Spanish 1 (8).

FOCUSED INSTRUCTIONAL TIME (FIT)

FIT is held 3-5 times a week for all students that need extra time and support to learn essential information if they don't get it the first time in class. It's our goal to ensure that regardless of which teacher your student has at CPMS, we guarantee he or she will receive extra time and support needed to learn at high levels!

ONLINE GRADEBOOK

CPMS offers an online gradebook through ParentVUE/StudentVUE that allows students and parents to view a wealth of information including High Priority Standards (HPS), grades, and attendance. Please visit www.cpcsc.k12.in.us or call 535-7121 to set up an online account.

REPORT CARDS

We no longer print and distribute report cards. All data and information is available in ParentVUE and StudentVUE. Students receiving services in special education will receive quarterly feedback throughout the year. Midterm reports are distributed to all parents at parent-teacher conferences midway through the 1st semester.

SEMESTER GRADES

CPMS/WCHS use semester grading periods - except related arts classes in 6th grade, which are 9 weeks each. Semester grades are reported out on a student's permanent record at CPMS and WCHS.

GRADING, ASSESSING and REPORTING OUT

Students will be assessed on High Priority Standards (HPS) [found here](#). In the classroom, teachers provide meaningful feedback to all students using the following vocabulary (which aligns with ILEARN) to help students understand their progress:

- “Below Proficiency”
- “Approaching Proficiency”
- “At Proficiency”
- “Above Proficiency”

Students may have multiple opportunities to demonstrate understanding for each skill. When applicable, students will be offered retake opportunities defined by each grade level department to show proficiency and growth on each High Priority Standard (HPS).

CPMS will report grades using points and percentages. 60% of a student's grade will be derived from assessments/major projects/labs/etc., 30% are minor and will be derived from quizzes/projects/etc., and 10% will be derived from homework/practice. The course grade consists of High Priority Standards (HPS), and each High Priority Standard (HPS) has a weighted percentage of influence that counts towards the calculation of the course grade. For more information on a course's High Priority Standard (HPS), a syllabus will be offered for each course providing additional detail.

CPMS staff will report out on Behaviors that Impact Learning at the end of each semester. This score is not included in your student's grade.

Grading Scale:

93 - 100	A	77 - 79	C+	60 - 62	D-
90 - 92	A-	73 - 76	C	59 - 0	F
87 - 89	B+	70 - 72	C-		
83 - 86	B	67 - 69	D+		
80 - 82	B-	63 - 66	D		

HOMEBOUND INSTRUCTION

Please notify the school in the event of an extended illness or hospital care. We then can investigate the possible need for homebound instruction for your child.

HOMEWORK/PRACTICE

Homework refers to an assignment to be completed during a period of supervised study in class, independently while in attendance at school, or prepared outside of the school by the student, at home. Homework is one of the criteria used for reporting student progress. It is the student's responsibility to return all work completed to the teacher by the date requested. **If there is a concern regarding homework, please communicate this concern to your child's teacher.**

Attendance-makeup Classwork

It is the student's responsibility to make arrangements with their teachers on the day of their return to school to make up missed assignments. Teachers are required to give students a minimum of the number of days that they were absent to make up the work that was missed. However, assignments, including tests, which were assigned prior to the absence and were due on or before the day the student returns, will be due on the date the student returns to school.

Students are expected to make up work missed during an absence. Caregivers/Students can check the teachers' Google Classroom or email teachers for the first three (3) class periods missed. If a student has missed three (3) or more consecutive class periods of school, caregivers should call or email the main office. When communicating

with the school staff you should indicate the class periods for which your child will need assignments. Whatever homework/practice is not electronically accessible will be sent to the office. Caregivers should make arrangements through the office to pick up assigned work.

Students will be permitted one day to make up missed homework/practice for each day of an excused absence. (i.e., students missing 2 days of school will have 2 days to turn in all missed classroom assignments).

HONOR ROLL

The "A" Honor Roll requires all A's on the report card.

The "A/B" Honor Roll requires all A's or B's on the report card. We recognized students at the end of 1st semester and at the end of the year Honors Program.

ATHLETICS / EXTRACURRICULAR

Extra-curricular activities help to broaden the students' middle school experiences. Research says that students involved in school activities perform better in school and develop a sense of community to their school and classmates. CPMS wants to encourage students to become involved citizens. The following is a list of some of the activities available at CPMS.

ACTIVITIES

Boys and Girls Basketball 7 & 8:

7-8 Boys: Oct. –Feb.; 7-8 Girls: Dec.-March

Cheerleading 7 & 8: 6th, 7th, 8th grade students are selected to cheer for Football and Basketball teams. Tryouts – football cheerleading –Spring, basketball cheerleading - Fall

Boys and Girls Cross Country 6, 7 & 8: August - October.

There is a "no cut" policy.

Football 7 & 8: August (before school starts) - October. There is a "no cut" policy.

Girls Golf 6, 7 & 8: August - October.

Boys and Girls Soccer 6, 7 & 8: August – October.

Boys and Girls Swimming 6, 7 & 8: January – March. There is a "no cut" policy.

Boys and Girls Tennis 6, 7 & 8: August - October.

Boys and Girls Track 6, 7 & 8: March - May.

Boys Golf 6, 7 & 8: March - May.

Girls Volleyball 7 & 8: August - October.

Wrestling 6, 7 & 8: January – March. There is a "no cut" policy.

Academic Team: The team participates in a competition that takes the form of two meets and is made up of four subject matter rounds and a fifth interdisciplinary round based on a specific topic and time period in history. This team is open to all students who are in good academic standing.

Art Club: Interested students meet after school to create and learn more about art and the world around them.

Best Buddies: While we promote inclusion for all, Best Buddies is a nonprofit 501(c)(3) organization dedicated to creating opportunities for one-to-one friendships and leadership development for students with intellectual and developmental disabilities (IDD). This club also participates in the annual Friendship Walk in Indianapolis.

CPN News: Clark-Pleasant News broadcasting staff create weekly shows. Students learn to operate video cameras, audio mixing and video mixing boards, and character generators. The staff of CPN is selected by an application process during the spring of each year.

Drama Club: The Drama Club provides students with the opportunity to participate, learn, and enjoy the varied aspects of theatrical performance. This group is also an extension of our plays and musicals.

FCA: Fellowship of Christian Athletes is open to all students. Student led meetings are held before school and activities are planned throughout the year.

National Junior Honor Society: The CPMS chapter of NJHS is an 8th grade opportunity centered on service. Students strive to help others in the school and community. Student selections are based on a high standard of scholarship, leadership, service, character, citizenship, and grades during the 1st semester of their 7th grade school year. Please see the sponsor of NJHS for the complete information on NJHS guidelines.

Robotics Club: The robotics team is selected by an application process. They meet after school and compete in several competitions throughout the year.

Student Council: The members gather students' viewpoints and help communicate these opinions and suggestions to school administrators. The Student Council sponsors various activities throughout the year. Students interested in participating in Student Council must complete an application process.

Yearbook: The staff will be responsible for the publication of the middle school yearbook. Selected members must be willing to work after school.

Young Hoosier Book Award (YHBA): Encourages recreational reading among middle school students and to encourage cooperation between administrators, school media specialists, teachers, public libraries, and the community in providing reading experiences for CPMS students.

AFTER SCHOOL EVENTS

Only CPMS students in good academic standing may attend extra-curricular events. Students are expected to arrive at the beginning and to remain until the end of the event. If students need to leave early, for security purposes, parents are required to come inside to meet their children. **In an effort to keep the drop-off and pick-up procedure operating smoothly. 6th, 7th and 8th grade students may be dismissed from separate exits. Parents are requested to pick their student up promptly at the designated time and location.**

The goal is to make every dance/event an enjoyable experience for all students, free from the financial stress and personal pressures associated with a formal event. Limousines will not be allowed on the school premises. All school dress code expectations apply. Students will not be allowed to attend dances wearing formal attire (no tuxedos, spaghetti straps, low-cut, or backless dresses, etc). Each event is chaperoned by the administration, faculty and parents.

ATHLETIC ELIGIBILITY GUIDELINES

The following academic eligibility requirements are for students participating in interscholastic activities.

1. Participation in athletics is a privilege earned by meeting the standards set by Clark-Pleasant Middle School, the Johnson County Middle School Association, and the Junior Mid-State Conference.

2. Scholastic achievement is the primary goal of Clark-Pleasant Middle School. Student's eligibility status for trying-out or participation will be determined by the following:

All students are academically eligible at the beginning of the school year. Student-athletes will receive mandatory grade checks every 4.5 weeks. Students who are failing 2 or more classes will be placed on a two-week academic probation program. The student may continue to practice, however they will not be allowed to participate in or travel to any contests. At the conclusion of the two-week probation, the Athletic Director and the student's teacher will assess the academic progress of the student. If sufficient progress is made the student will be removed from academic probation. If academic progress isn't achieved, the student will remain on probation for additional two-week intervals.

EXTRACURRICULAR EXPECTATIONS

All CPMS rules, regulations, policies, and general information will apply during school, at all school or extracurricular activities, on the buses, on or off of school grounds.

At no time will students be allowed to participate, practice, or congregate, in preparation for an event without the school sponsor being physically present to supervise. If a student's activity/practice is not immediately after school, then the student must leave the building and return for the activity/practice at the designated time.

To participate or attend a school-related activity the student MUST have been in attendance at school the day of the event or the Friday preceding a weekend event, unless prior arrangements with school administration have been made.

Students who have been assigned ASD, Thursday School, ISS or OSS may not attend any extracurricular events on the assigned dates.

Failure to follow school rules or specific instructions may result in a student being asked to leave, possibly losing the privilege to attend future events and/or receiving additional school consequences.

Students are not allowed to leave the building or assigned area during extra-curricular events unless arrangements are made with a coach, supervisor, athletic director, or administrator.

Students who receive two (2) or more F's on a semester report card will be prohibited from attending any athletic or extracurricular event during the following semester.

SPORTSMANSHIP

CPMS students are expected to exhibit qualities of good sportsmanship. Competition is an opportunity to develop athletic abilities, and participants, as well as spectators, should conduct themselves in a manner that will show everyone the high standard of sportsmanship at CPMS. The following suggestions will serve as guides to demonstrate good sportsmanship.

Students and parents should:

- Consider opponents and officials as guests and show respect to all.
- Accept all official decisions.
- Respect school property and the authority of school officials.
- Cheer an injured player who has to be removed from the contest.
- Show self-control during and after every game.

Students and parents should never:

- Boo officials or players.
- Applaud mistakes or penalties by opponents.
- Use profane language at any time.
- Be rude to players or spectators or exhibit rowdy behavior.
- Criticize players or coaches.

At all athletic events students are to remain in their seats during the playing of the games. Students should not run or play in the hallways or sidelines during middle school events.

ATTENDANCE POLICY FOR CLARK-PLEASANT SCHOOLS

Clark-Pleasant Community School Corporation (CPCSC) endorses the belief that regular attendance is essential to the academic growth and well-being of a child. Active participation in classroom activities, interaction with staff and participation in other school programs are asset-building opportunities for children. Consistent daily attendance of students is not only desirable due to its impact on student achievement; it is also a requirement under the laws of Indiana as expressed in the Compulsory Attendance Statute I.C. 20-8.1-3-17. It is the duty of a parent or guardian, and state law, for children to be in school and on time. Any parent or guardian, who willfully allows unexcused absences or does not follow the compulsory attendance law, is violating state statute and is subject to the appropriate consequences, at that point, CPCSC shall file attendance reports with the Family Resource Coordinator from Johnson County Community Corrections for further action. We also recognize that illness, family emergencies, and learning opportunities outside of school arise from time to time. With these issues in mind we have adopted the following policies and procedures regarding school attendance.

- All student absences require contact with the school. Absences should be submitted in ParentVUE or called into the school office on each day of the absence.
- Excused absences do not count towards allowable days and are listed below. In order to be counted as excused, they must meet one of the listed requirements and supporting documentation must be returned to the school after the absence.
- Any absence without a physician or medical note is unexcused. Excessive unexcused absences could result in a formal referral mandated by Johnson County Juvenile Community Corrections. Please see the "School-Based Intervention Strategies" section below for details.
- If the school nurse sends a child home due to an illness that meets State Department of Health Guidelines, the nurse and/or school administrator may excuse the absence for that day and the next day.
- Pre-arranged absences are strongly discouraged and are counted as an unexcused absence. An example of this is a family vacation. Since homework is not typically assigned ahead of time, families are encouraged to read and keep journals of their travels.
- Absences due to head lice are unexcused.
- An absence occurring as a result of a suspension shall be an excused absence.

Excused Absences (Not Counted toward Allowable Days)

1. Healthcare, legal, and social services appointments that cannot be scheduled at non-school times (*Verification from the doctor or agency is required—see requirements below)
2. Recognized religious holidays
3. Death in the immediate family
4. Juvenile or criminal justice system detention
5. Absences occurring as result of a suspension
6. Absences governed by laws of the state of Indiana (20-8.1-3-18)

*Professional Appointment Requirements

Notice of appointment will be required upon return to school. The documentation must contain the following information in order to be considered an excused absence:

- Name of student
- Date and time of appointment

- Return date of school
 - Any limitations and their durations
- This documentation must be in the original form from the agency or office. Failure to produce documentation within 30 days of the absence will result in violation of this policy.

School-Based Intervention Strategies: Excessive Unexcused Absences

Ten (10) Days: When a student has been absent for ten (10) unexcused days in one school year, the school will notify the Parent/Guardian with a mailed Warning Letter.

Fifteen (15) Days: When a student has been absent for fifteen (15) unexcused days in one school year, the school will notify the Parent/Guardian with a mailed Official Notice. A Family Resource Officer with Johnson County Juvenile Community Corrections will be notified, and will reach out to the Parent/Guardian to discuss next steps.

Twenty (20) Days: When a student has been absent for twenty (20) unexcused days in one school year, a Family Resource Officer with Johnson County Juvenile Community Corrections will be notified and will reach out to the Parent/Guardian to discuss next steps.

Twenty-Five (25) Days: Further actions will be taken by the Johnson County Juvenile Communications Department when families fail to comply with the previous attempts to reconcile students' attendance.

Tardy/Leave Early: Students are expected to arrive at school each day on time and are expected to remain at school all day. If your child arrives after the tardy bell, they are to sign in at the office before going to their classroom. Tardy counts include occasions during which students leave school early. In cases where a student is tardy to class for reasons beyond the student's control, such as a late bus, the student shall be admitted to class without penalty.

• Perfect Attendance

A child must be at school all day, every day, to earn perfect attendance for the school year. There may be no tardies, no misses for doctor and/or dentist appointments, and no leaving early.

• Habitual Truant

A student is a habitual truant when "chronically absent" by having unexcused absences from school for more than fifteen (15) days of school in one (1) school year.

• Make-Up Work

The completion of work that is missed due to absences is at the discretion of the teacher. All students will be given the opportunity to complete any work that is missed.

• Participation in Events

To participate in an evening school function, a child must attend school that day.

• Promotion/ Retention Based on Attendance

The Clark-Pleasant Community School Corporation reserves the right to consider retention of a student at the present grade level based on Administrative review.

Attendance Intervention

When a student has accumulated seven (7) unexcused absences, the building stakeholder will give a courtesy call to the caregiver/guardian. When a student accumulates ten (10) unexcused absences, a letter and attendance policy are mailed home. When a student accumulates fifteen (15) unexcused absences, a letter is mailed home and a referral will be sent to the Family Resource Officer (Community Corrections) for elementary students and Prevention Services Coordinator (Juvenile Probation) for middle and high school students. When a student

accumulates twenty (20) and twenty-five (25) unexcused absences, a letter will be mailed home and the Family Resource Officer and/or Prevention Services Coordinator will be notified. The Family Resource Officer and/or Prevention Services Coordinator will collaborate with school staff, student, family and outside providers, when appropriate, to determine an Action Plan.

ARRIVAL TO SCHOOL

Students who ride in cars **MUST** enter and leave through **DOOR 1S** outside of the Main Office.

All buses load and unload at the EAST side of the building through doors 13, 15, and 17.

7:15-7:25 a.m. – Doors open for students who eat breakfast and car riders

7:30 a.m. - Students from buses not eating breakfast may enter the building.

7:30-7:40 a.m.- Students prepare for the day by visiting lockers, restrooms, etc.

7:40 a.m.– 1st period begins

All visitors must report to the main office through door IS.

ARRIVING TO SCHOOL LATE

Report to the Main Office and sign in indicating the time and reason for your tardiness.

Any student that arrives at school after 7:40 a.m., or is not in his/her 1st period class by 7:40 a.m. is considered tardy to school. The following steps will occur for students that are tardy to school.

Per semester:

3rd – Lunch Detention

4th – Lunch Detention

5th – After School Detention

6th – After School Detention

7th – Thursday School

8th+ - Additional tardies to school will result in daily lunch detentions

If tardies continue after all of the above procedures, further disciplinary action will be taken.

TARDY TO CLASS

Students have 4 minutes to pass from class to class. To prevent tardiness between classes, students should report to the teacher of their next class on time and then receive permission to take care of any needs such as visiting the clinic, special passes, telephone, guidance, restroom, etc.

All tardies are cumulative until the last day of each semester. Teachers will log the tardies. Tardies to class (other than late-to-school tardies) will be handled by the individual classroom teacher with the following recommendations:

3rd – Lunch Detention

4th – Lunch Detention

5th – After School Detention

If tardies continue, further disciplinary action will be taken by the administration.

Reporting to the first period after the 7:45 bell is considered late to school.

Students arrive at school...

before 11:00 a.m. - Full Day Present - (Tardy only)

after 11:00 a.m. - Half Day Absent AM

DEPARTURE FROM SCHOOL

Students riding buses are dismissed from class at 2:40 p.m. and 2:10 p.m. on Wednesdays. Students who ride in a car are dismissed at approximately 2:47 p.m. and 2:17 p.m. respectively. Parents need to have a contingency plan in the event that their child misses the school bus home. Students may use the phone in the front office.

EARLY DEPARTURE FROM SCHOOL

Parent(s) or guardian(s) must report to the Main Office to sign their child out indicating the reason for leaving...such as doctor's appointments, etc. **For security purposes, parents/guardians may be requested to show a picture I.D. If someone other than the legal guardian or parent is signing out a student, that person's name must be listed on the student emergency information in ParentVUE.** The middle school requests that parents/guardians keep their demographic records updated. If a student continually leaves school early then additional action may be taken.

Students leaving school...

before 11:00 a.m. – Half Day Absent p.m.

after 11:00 a.m. – Full Day Present – (Early Leave only)

NOTIFYING THE SCHOOL OF ABSENCE(S)

When a student is absent, his/her parent or guardian **must** call the CPMS attendance hotline number or document in ParentVUE on a desktop or mobile app. For parent convenience, both are available 24 hours a day. The phone number is **317-535-2025, ext. 6500.**

SCHOOL CLOSING

During inclement weather, it is possible that school might be closed or delayed in opening. Parents may be notified by email, text, voicemail, and social media. Please check the CPCSC website (www.cpsc.k12.in.us), ParentSquare and/or listen to local television and radio stations for announcements concerning the CLARK-PLEASANT COMMUNITY SCHOOL CORPORATION. Please **DO NOT** call the school or school officials. It is very important that all school lines and administrator phone lines be kept open for emergencies.

Announcements are made as early as possible. In the event that school is closed, all evening activities will be canceled.

CAFETERIA

Good nutrition is critical to student achievement. CPMS cafeteria offers nutritious options for breakfast and lunch each day. Student meals are designed to meet student preferences and provide key nutrients for growing children at a reasonable price. Eligible students may qualify for free or reduced-price meals. Applications for financial assistance are available on-line or in the school's main office.

Menus, meal prices, online financial assistance application, online payment (RevTrak) and other important information regarding our meal programs can be found at: www.cpsc.k12.in.us click on Food Service at the top of the page. CPMS offers a breakfast program for all students. The breakfast will be available for students from 7:25 am-7:40 am. Sixth grade students should exit the bus at 7:25 and enter Door 13. ~~or~~ Car riders should enter Door 1 and proceed to the gym and wait until 7:25 am to be dismissed to the cafeteria. Seventh and eighth grade students should enter the cafeteria at 7:30 am. Only students

eating breakfast should enter at this time. **Students are expected to be in Homeroom/first period at 7:40 a.m. or a tardy to school will be issued. Students must purchase the full breakfast in order to participate in the breakfast program.** All cafeteria rules and expectations apply.

CAFETERIA EXPECTATIONS

1. Students will choose a seat based on supervisor directives.
2. The table and floor should be clean prior to leaving the cafeteria
3. Students are to return their trays/trash to the designated areas when finished eating and then return to their seat. **(No food or drink may be taken out of the cafeteria.)**
4. When students forget part of the lunch, they should report to a supervisor for assistance.
5. A student must use the restrooms adjacent to the cafeteria during lunch (math hallway). Students must have permission and a pass to leave the cafeteria.
6. Throwing food or touching someone else's food is strictly forbidden.
7. Students are to remain seated unless given permission. Students must also receive permission to leave the cafeteria during lunch. Students are not permitted in the academic areas during lunch.
8. Any violation of cafeteria rules may result in an isolated lunch, change of seating, or other disciplinary action.

CHARGE POLICY

Parents/Guardians may pay for meals online through the CPCSC Webstore:

<https://clarkpleasant.revtrak.net/food-service/student-food-service/#/list>

Meal account balances can be seen in ParentVUE or by logging in to the [CPCSC Web Store](#). If you need an account set up, please call the Clark-Pleasant Corporation Information Services Help Desk at 317-535-3446.

MEAL DEFERMENT & NEGATIVE ACCOUNT BALANCES

Clark-Pleasant recognizes that circumstances may result in a student's need to defer payment for lunch or breakfast and shall permit deferments on occasion. CPCSC strives to handle negative meal accounts consistently. New funds that are deposited into a student meal account will first be applied to a negative balance (should one exist). All accounts must be settled by the end of the school year. Negative balances of more than \$10.00 will result in the attempt to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by Clark-Pleasant Community School Corporation. Additional fees may apply.

Significant negative meal account balances shall not be permitted at any grade level. However, students will always be given a meal. Furthermore, if a student has a negative meal balance, the purchase of à la carte food and beverage items will be prohibited. Parents/Guardians, staff members, and adult community members shall not be permitted to defer payment of meals or à la carte items.

If a student repeatedly comes to school with no lunch and no money, Food Service employees must report this to the building principal, as this may be a sign of abuse or neglect and the proper authorities should be contacted.

It is anticipated that there will be special instances where provisions can be made regarding charges. Parents/guardians must make special arrangements for those charges with the Food Service Department.

PAYMENT PROCEDURES

CPMS uses a computerized meal payment system. This system creates and maintains an account for each student using his or her student ID number. Parents may prepay for lunches by the week, by the semester, by the school year, or in any dollar amount. Checks

should be made payable to Clark-Pleasant Middle School Cafeteria (CPMS Café). Meal money should be sent separate from other fees (i.e. field trips, pictures). If sending a check, please write the student's **first** and **last** name on the memo line of the check. One check may be used to pay for brothers and sisters as long as they attend the same school. Please be aware that there will be a \$25.00 fee on all returned checks.

Add money to your child's meal account (MasterCard/Visa) from the comfort of your home. Visit our corporation home page: www.cpcsc.k12.in.us and click on click on Food Service at the top of the page.

LUNCH VISITATION POLICY

If you plan to have lunch with your child, please check in the school office. For safety and security purposes, your child will be called to the office to meet you during his/her lunch period. You may have lunch in one of the conference rooms in the office. Only visitors listed on the student contact list are allowed to visit with the student. In addition, other students may not be invited to lunch. Food brought from outside sources, with the exception of food students bring in the morning from home, may only be consumed in the office conference rooms. "Pizza Party" type lunches involving other students will not be permitted.

Please contact the office with any questions or concerns regarding this policy. We sincerely appreciate everyone's cooperation.

COMMUNICATION

ASSISTANCE DIRECTORY

The list below indicates the most frequent questions encountered by students and parents and the places where help may be obtained. The school secretary will receive all incoming calls. The school number is **317-535-7121**.

Attendance/Tardies.....	Dean/Clerk
Athletics.....	Athletic Director
Bus Misconduct.....	Driver/Dean
Change of Address/Telephone.....	Office Personnel
Chromebook.....	eLearning Coach
Discipline.....	Assistant Principal/ Dean
Free and Reduced Lunch.....	Office Personnel
Food Service.....	Cafeteria
Grades/Student Records.....	Student Services
Health Services.....	School Nurse
Locker Problems.....	Dean
Lost and Found.....	Office Personnel
Parent-Teacher Conference.....	Student Services
Personal Problems.....	Student Services
Personnel.....	Principal
Schedule Changes.....	Student Services
School Pictures.....	Office Personnel
Academic Needs.....	Teacher/ Student Services
Curricular Material Rental & Other Fees.....	Office Personnel
Withdrawals.....	Student Services
Work Permits.....	Student Services

STUDENT SERVICES

The guidance office provides counseling service in careers, academics, scheduling, and personal problems to all students.

Personal and school-related problems can and should be discussed with the counselors in an atmosphere of confidence and assistance. Students may be referred to counselors by themselves, parents, teachers, other students, or administrators. Counselors may also request conferences with students about matters of general interest.

Students are encouraged to become acquainted with their counselors. They are trained to listen and assist with students' concerns.

TELEPHONES

Students are permitted to use the office and classroom phones to contact parents when necessary. However, phone calls should be kept to a minimum and should involve only important and necessary information. Cell phones may not be used without permission. If false 911 calls are made, disciplinary action will be taken and prosecution may occur.

VOICE MAIL

Staff members check their voicemail daily during the school week. Messages may be left 24 hours a day at 317-535-2025 plus the extension number.

WEBSITE

Clark-Pleasant Community School Corporation has a comprehensive web site at: www.cpcsc.k12.in.us that offers valuable information.

YEARBOOK

The CPMS school yearbook is published and distributed in the spring of each school year. Yearbook orders are taken during the first semester. If any extra yearbooks are available, they are sold individually during the time of distribution.

GENERAL INFORMATION

CONVOCATIONS

Convocations of various kinds will be held during the school year. These programs are designed to give students an opportunity to enjoy additional educational experience outside the classroom. The assemblies may be educational, enriching, or inspirational. Assemblies are held during the school day and are considered a part of the total school program. Unless specified, all students will attend all assemblies.

Proper conduct of the entire student body is important at each grading program. Textbooks and other materials are not to be taken to the program. Any student who is removed from an assembly for inappropriate behavior may be prohibited from attending future assemblies and may receive additional school consequences.

CRIMINAL GANGS & CRIMINAL GANG ACTIVITY

Pursuant to State law in order to address the detrimental effects of criminal gangs and criminal gang activity on its students, CPCSC adopted policy #5840 demonstrating its commitment to preventing and reducing criminal gang membership and eliminating criminal gang activity, educating Corporation students, employees, and parents about criminal gangs and criminal gang activity, and to 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.

COURSE FEES

Each student is provided access to appropriate books and materials for classes for which there is a fee. The curricular material rental fee is calculated according to accepted State Board of Account guidelines.

Payment for the curricular material rental is due when posted and communicated. Financial assistance is available for book rental by completing the required form to determine eligibility. However, parents are still responsible for the fees portion of curricular material rental. This form may be picked up in the main office or downloaded from our website. **Failure to make curricular material rental payment in full or establish payment arrangements will result in the account being turned over to a collection agency and subject to collection fees being added to the account balance.** Refunds will be made only to those students transferring to another school and prorated by the grading period. Each student is charged with the responsibility to care for books and eLearning materials in a reasonable manner. Fees will be charged to the student at the end of the school year for damages or loss.

BOOKSTORE

Gym clothing may be purchased from the main office from 7:30 a.m. - 7:40 a.m.

DELIVERIES

Special gifts, such as balloons or flowers, may not be delivered to school. They will not be sent to the student's classroom.

DRILLS

TORNADO: Every classroom displays a sign directing students to designated shelter areas. Students and teachers are to go quickly and quietly to their designated areas when the tornado warning is activated. Students should sit/kneel (tucked into a ball) facing the wall with hands covering their heads. If there is no time to move to a protective shelter area, students and teachers should try to protect themselves by getting under a table or chair and covering their heads. These drills will be held two (2) times a school year. The tornado drill warning will be announced over the intercom. **For student safety, CPMS reserves the right to hold students during a time of emergency.**

FIRE: During the school year, a fire drill is held once each month. Every classroom displays a sign directing students to safely exit the building. Students and teachers should move quickly and quietly to the designated exit. Students and teachers will remain outside the building until the signal for return is given. The fire warning is a continuous sound.

LOCKDOWN: During the school year, at least one lockdown drill is conducted during each semester. Additional and important information is shared with students and staff.

EARLY RELEASE

Bus riders will be released every Wednesday at 2:10 p.m. and car riders at approximately 2:17 p.m. The early release time will be utilized by teachers for professional development and collaboration to be great for kids.

ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA

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. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make the arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write to the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent 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 as its agent to provide a service instead of using its own employees or officials (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.

(4) Directory information is "personally identifiable information" schools are permitted to disclose without the consent of the parent or eligible student. Directory information is defined as information in an education record "which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance degrees and awards received, and the most recent previous educational agency institution attended." Eligible students and parents have the right to refuse the release of any or all of the information described above. Notice of student or parent refusal must be given to the school corporation within two (2) weeks of the student's enrollment, or the beginning of the school year, whichever is later. The notice must specify which types of information are not to be released by the school corporation.

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

(6) When requested, the high school is required to release student directory information to military recruiters unless the eligible student or parent has opted out of providing such information by signing a written request or the Denial of Permission form by the end of the student's sophomore year in high school.

(7) Schools will notify parents of students who are scheduled to participate in surveys or other activities that would request protected information of students. Parents have the right to opt his/her child out of participation in the specific activity or survey upon written notification within a reasonable time to the school principal.

(8) Anyone who wishes to challenge instructional material should contact the school principal where the instructional material is being used and he/she will inform the individual of the procedure for challenging instructional material.

(9) The right to file a complaint with the U. S. Department of Education concerning alleged failures by the School District 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 20202-5920.

FOOD, DRINKS, CANDY & GUM

The vending machines are for after school events and turned off for students each day until after 3:00 p.m.

Eating of food of any type is to be confined to the cafeteria unless permissible by a classroom teacher. Candy, suckers, and drinks, etc. are not to be consumed in the halls. Gum may be permitted in class at the discretion of the individual teacher (Some teachers may allow gum, some may not).

Caffeinated drinks (including energy, coffee, and soda) are not permitted at school.

FUND RAISING & SELLING OF ITEMS AT SCHOOL

CPMS sponsors fundraisers each year with voluntary participation for the individual students. For safety reasons, CPMS does not condone door-to-door sales.

Students participating in the school-sponsored fund raiser and/or any other group's fundraiser, will not be permitted to sell any item during the school day, between 7:25 a.m. to 2:45 p.m. Any exception must be given administrative approval. Non-approved or personal items are not permitted to be sold on school property/buses. Non-approved items will be confiscated and consequences may be applied.

SCHOOL LOCKERS

Each student is provided with a school locker for storage of book bags, school supplies, athletic bags, and coats. Lockers are loaned to students and remain the property of the school. Students should not share lockers or keep personal items in anyone else's locker unless approved by administration. Locker use will only be at designated times of the day. The school assumes no responsibility for articles lost or stolen.

Each student is responsible for the appearance and upkeep of his/her assigned lockers. Only school issued items may be displayed on the outside of lockers. Students can decorate the inside of their locker, but nothing should be used that will leave permanent issues like writing, paint, sticky residues, etc....

Lockers are provided for the storage of clothing and personal items during P.E. classes. It is the student's responsibility to see that the lockers are properly maintained and properly used. Items of value should not be kept in any P.E. locker.

LOST AND FOUND

Students are responsible for their textbooks, Chromebooks, chargers, library books, and other personal belongings. Students are advised to

put their names in books, coats, glass cases, and gym clothing. Please do not bring valuables to school.

Books, school materials, Chromebooks, chargers, and other student items that are found are to be turned into the office. Any student who loses an item should inquire at the office to see if it has been found and look through the lost and found rack near the cafeteria. Items remaining in the lost and found will be discarded or donated to charities at the end of each month.

NON-CUSTODIAL PARENTS

Non-custodial parents have equal access to records, grades, teacher meetings, and school events unless the custodial parent produces a court order that limits the non-custodial parent's right to access records and participate in school activities or terminates the parental rights of the non-custodial parent.

Access to the child at school: Non-custodial parents **do not** have a right of access to the child at school unless they produce a court order specifically allowing for visitation at school. This presumption would cover having lunch with the child, visiting the child's class, and taking the child from school.

PESTICIDES

The Clark-Pleasant Community School Corporation practices integrated pest management, a program which combines preventive techniques, non-chemical pest control methods and the appropriate use of pesticides with a preference for products that are the least harmful to human health and the environment. Applications of pesticides are made only when deemed necessary to control a pest problem and after trying other means to control the problem. The term "pesticide" includes insecticides, herbicides, rodenticides and fungicides. We are establishing a registry of persons who wish to be notified 48 hours prior to pesticide applications. To be included in this registry, please complete the attached form and return it to your child's school.

PICTURE DAY

Students will have an opportunity to have individual pictures taken during registration. The purchase of these pictures is voluntary; however, the picture must be taken for the yearbook, ID and student records. Spring pictures will also be offered in the second semester and only students who would like to purchase pictures will participate.

STUDENT SAFETY

CPCSC Police Department Information

Our Clark-Pleasant Community School Corporation Police Department is led by Chief Chad Pryce. The school resource officers serving our schools are a combination of Clark-Pleasant police department and local police department personnel. The police presence is to not only promote safety and security but to help build relationships with students and staff. Our police department is located at the WCHS North Building and can be reached at 317-535-3226.

SAFETY PROCEDURES AND SECURITY

The middle school is monitored by surveillance cameras during the day. All doors are locked all day. Everyone entering the building must ring the buzzer at door 1 to contact the office for entry. Visitors sign in and out in the main office and wear a visitor's badge or name tag. Staff members are prohibited from opening a locked door to individuals not wearing visitor identification. Staff members are required to report to the main office any individual(s) not wearing visitor identification. All parents/guardians must pick students up from the office. Only parent(s), guardian(s), or other appropriate adults will be allowed to visit the school. Friends from out of town or other schools will not be allowed to visit classes. The staff has been trained in emergency

response and is familiar with Clark-Pleasant's Crisis Intervention Guidelines.

VISITORS

In order to ensure safety, all visitors must show a driver's license or valid ID and obtain a visitor sticker or badge. Only parents, guardians or other approved adults will be allowed to visit the school. If parents want to talk to a teacher regarding their child, they are asked to call or email to schedule a conference. Only parents, guardians, or other approved adults will be allowed to visit the school. Friends from out-of-town or other schools are not allowed to visit classes. **Class visitations, if approved, require a 24-hour notice to administration.**

WITHDRAWAL OR TRANSFER FROM CPMS

Any student who is moving into another school district should notify the Student Services of this intent at least two (2) days in advance. On your last day at CPMS the proper withdrawal forms will be provided. If a refund is due from curricular material rental, it will be mailed after the next school board meeting. Any debts should be paid immediately upon withdrawal.

CPCSC STUDENT AND HEALTH SERVICES

Parents/guardians have primary responsibility for the health care their children receive, but school clinics are available for emergencies, injuries, and illnesses that arise while the child is at school, in addition to management of chronic illnesses and special needs. Clark-Pleasant Community School Corporation is proud to partner with Community Health Network to provide nursing services to our district. **Students must have a "Consent to Treat" form on file in order to be seen in the clinic.** Students without permission will be seen for emergencies only. Your consent is made during re-enrollment in ParentVUE. Please speak with the nurse at your school if you have questions about the permission form.

CLINICS: The clinics are open daily during school hours. Students must have a pass to enter the clinic. Those without a pass will be sent back to class to obtain a pass. It is essential that phone numbers be updated if contact information changes during the school year. If the nurse is unable to reach a contact, the student will be sent back to class, unless there are signs of a contagious illness. If the student has an emergent or urgent health need and/or the parent or other contact cannot be reached, EMS may be contacted.

ILLNESS

Nursing staff will follow the guidelines, laws and recommendations of the Indiana State Department of Health to prevent the spread of communicable diseases.

Please do **NOT** send your child to school if one or more of the following symptoms are present:

- **Temperature above 100.4 degrees.** Indiana Department of Health Guidelines recommend that a student may return after 24 hours of being fever-free without the use of medication.
- **Conjunctivitis (pink eye), if considered contagious.** Students must be examined by a health care provider and approved for readmission to school. With bacterial conjunctivitis, exclusion is recommended until 24 hours after starting topical antibiotic therapy.
- **Impetigo, until treatment has begun.** Parents should be advised to keep contagious children home until 24 hours after starting topical or oral antibiotic therapy.
- **Scabies, until treated.** Students may return the day after treatment.
- **Head lice (Pediculosis)** Students will be sent home from school if they are found to have live lice or nits closer than 1/2 inch from the scalp. Upon return to school, the student must report to the school nurse and be cleared before returning to the classroom.

- **Uncontrollable vomiting or diarrhea with or without fever.** Students must be symptom-free for 24 hours without use of medication.
- **Ringworm, until treatment has begun.**
- **Undiagnosed rash if fever is present.**
- **Viral eye infection.** May return to school after a health healthcare provider states students are allowed to go to school.
- **Chicken Pox (Varicella).** Students must be excluded for six days from appearance of vesicles or until all vesicles have scabbed.
- **Strep Throat (A positive culture for Streptococcal throat infection)** The student must be excluded from school until he/she has had at least 24 hours of appropriate treatment and is without fever.
- **Pertussis (Whooping Cough).** Students must be excluded for 5 days while receiving appropriate antibiotic therapy.

The school nurse may request a doctor's note to return to school if there are symptoms of communicable disease. This will help prevent the spread of infection to others. Students who have had surgery may be asked to provide a physician's release to return to school.

Please be aware bus transportation should not be utilized if the child exhibits symptoms of a contagious illness.

MEDICATIONS

Physician-prescribed medication must be in the original, correctly-labeled, prescription bottle. All over-the-counter medication brought to school should be unopened prior to the nurse receiving it. Medication should not be transported by students in grades K-8. Medication for students in grades 9-12 may be transported by the student if the nurse has signed parent permission. For student safety purposes, all controlled medication should be transported to and from school by a parent/guardian. A physician's order is required for a student to carry emergency medication (i.e. EpiPen or inhaler) with them during the school day. All other medication must be stored in the clinic. Medication that can be given before and after school will not be administered during school hours by the nurse.

SUPPLIES: It is the parent's responsibility to provide any student-specific supplies that are needed on a regular basis at school. This includes clothing, hygiene items, equipment, food, etc.

The clinics possess wheelchairs for emergency response by school staff only. CPCSC cannot provide a wheelchair or any other medical supplies or devices, which are necessary for student injuries or recuperation from surgeries, including crutches, dressing supplies, wraps, splints, etc. Parents should contact their healthcare provider or insurance carrier if these devices are needed beyond the school's initial response.

IMMUNIZATIONS

Immunization records are reviewed at the time of enrollment, or whenever a change in the law requires additional immunizations for current students. Parents will be informed about changes in state laws pertaining to immunizations when it becomes available. New students may enroll but may not attend if the immunization record is not up-to-date with the current state requirements. Parents may contact the school nurse for further information.

STUDENT CODE OF CONDUCT

AUTHORITY OF ADULT SCHOOL EMPLOYEES

All of the adult employees of CPMS have certain responsibilities to the school; and in order to carry out these responsibilities, they have certain authority to correct students when the need arises. If any adult employee, whether the employee is faculty, office staff, cafeteria staff,

custodial or bus driver corrects any student, the student is expected to accept such correction.

1. Each teacher and any of the other school personnel shall, when pupils are under his/her charge, have the right to take any action, which is then reasonably necessary to carry out, or to prevent an interference with, the educational function of which he/she is then in charge.
2. Each principal may take any action concerning his/her school or any school activity within his jurisdiction, which is reasonably necessary to carry out or prevent interference with an educational function or school purposes. Such action may include establishing written rules and standards to govern student conduct. Similarly, the superintendent or his/her administrative staff with his/her approval may take any action with respect to all schools within the superintendent's jurisdiction, which is reasonably necessary to carry out or prevent interference with an educational function or school purposes

BUILDING / CLASSROOM RULES AND REGULATIONS

The classroom teachers and instructional assistants are expected to handle most typical classroom discipline issues. Parents will be contacted to solicit their help and support when classroom behaviors become a problem. A meeting with the student, parents and teachers may be scheduled to communicate problems and determine possible solutions. Minor disruptive behaviors will be dealt with by appropriate discipline interventions by individual teachers or instructional assistants. A classroom teacher may assign a lunch detention, after school detention or an office referral in an attempt to change unwanted behaviors.

CONSEQUENCES FOR MISBEHAVIOR

Examples of some of the consequences for misbehavior:

Warning	Lunch Detention
Time Out	Bus Suspension
Change of Seating	After School Detention
Work Assignment	Thursday School
Community Service	In-School Suspension
Denial of Privileges	Out-of-School Suspension
Parent/Team Conference	Discipline Plan
Classroom Suspension	Expulsion
No-Contact Agreements	Suspension of passing period
Restorative Justice	Reach for Youth Counseling
Alternative to Out-of School Suspension	
Teen Court	

AFTER SCHOOL DETENTION: Teachers and administrators may assign a student to an after school detention. After school detention will be held on Monday, Tuesday and Thursday from 3:00 to 4:00 pm. Students will be expected to bring work and make productive use of this time. Parents will be notified by phone if the child is assigned the detention on the same day of the infraction, otherwise students will receive a 24 hour advance email or phone call. The parents must provide transportation. *Failure to serve on the assigned date, or causing any disruption while serving this detention, will result in reassigning two after school detentions or three lunch detentions.

BASE: In lieu of out-of-school suspension, building administrators may assign students to BASE. BASE is a program in which students will continue to complete school work in a more restrictive environment. While in BASE students will also be required to answer questions and determine ways in which he/she could have handled a situation more appropriately. Students may be in the BASE Program for one or more periods or days. Students who are in BASE are expected to complete

all classroom assignments for credit. Any student who fails to complete all assigned work is expected to complete it as homework or continue to work in BASE until all assignments are complete. Causing disruptions may result in an after school detention, Thursday School, or an Out-of-School Suspension. **Any student who is serving BASE will be prohibited from participating in or attending any extracurricular events on the day or days of the suspension. Students assigned to BASE will also not be permitted to use cell phones. If cell phones are brought to school, they will be collected and returned at the beginning and end of each day.**

LUNCH DETENTION: Teachers and administrators may assign a student to lunch detention for minor misconduct issues. The detention will be served in a designated area away from other students. The student may be required to complete an assignment during the lunch period.

MISCONDUCT REPORT: A misconduct report is any written documentation of misbehavior and actions taken, such as: after school detentions, bus misconducts and/ or behavior referrals to the office.

OUT-OF-SCHOOL SUSPENSION (OSS): Out-of-school suspension occurs when a student is denied the privilege of attending school. Parents and students may request classroom work during the suspension by contacting the teachers. Credit will be given for academic work during OSS. However, all work must be completed and turned in the day the student returns to school. Offering a later or extended due date is at the discretion of the individual teacher. OSS could range from one day to ten days depending on circumstances. **Any student who is serving OSS will be prohibited from participating in or attending any extracurricular events on the day or days of the suspension.**

THURSDAY SCHOOL: The administration may assign a student to a Thursday School which is an extended after school detention. Thursday School will be held one night during the week (typically on Thursday) from 2:55-4:55p.m. Students will be expected to bring work and make productive use of this time. Parents will be notified by phone if the child is assigned the detention on the same day of the infraction, otherwise students will receive a 24 hour advance email or phone call. The parents must provide transportation. *Failure to serve on the assigned date, or causing any disruption while serving this detention, will result in additional consequences.

STUDENT DISCIPLINE PLAN: Any student who receives a substantial number of misconducts in one year or cumulative of all their middle school years may be placed on a discipline plan. Discipline issues from a previous school will transfer with new students. This plan has severe consequences, which may lead to suspension or expulsion. **Any student that has been placed on a Discipline Plan will not be permitted to participate in or attend any athletic or extra curricular event for the remainder of the school year unless approved by the administration.**

NO CONTACT AGREEMENT: Students who have been involved in repeated interpersonal conflicts and disciplinary incidents may be placed on a "No-Contact" agreement. The primary goal of the agreement is to eliminate contact between students for the purpose of promoting a positive learning environment in which all students can safely learn.

USE OF SECLUSION AND RESTRAINT

The School Board believes that maintaining an orderly, safe environment is conducive to learning and is an appropriate expectation of all school employees and school resource officers within the school corporation. The Board recognizes that there are times when it becomes necessary for employees or school resource officers to use reasonable restraint and/or seclusion to protect a student from causing harm to themselves or to others.

Seclusion and physical restraint as defined in this policy shall be used

only as a last resort as a means of maintaining a safe and orderly environment for learning and only to the extent necessary to preserve the imminent safety of students and others. Positive behavior interventions and supports and conflict de-escalation methods shall be used regularly to minimize the need for use of restraints and seclusion. The use of these methods must be done before the use of restraints and seclusion. School employees and school resource officers must make every effort to prevent the need for use of restraints and seclusion on students.

Use of seclusion or physical restraint may also be a component of a behavioral intervention plan (BIP) and/or an Individualized Education Program (IEP). If such is the case, the terms of the BIP or the IEP will control the use of these measures.

Seclusion or physical restraint shall never be used as a form of punishment, as a disciplinary measure, as a means of coercion or retaliation, or as a convenience.

The superintendent shall determine the appropriate training program of physical restraint and seclusion to be used in the corporation. The training program must include positive behavioral interventions and supports, prevention, de-escalation and crisis response techniques. Training shall be done on an annual basis and given to the appropriate employees and school resource officers in each building as determined by the superintendent and the building principal.

Except in the case of an emergency, only school employees and school resource officers who are currently in the corporation-designated training program may implement physical restraints or seclusion with a student. An individual who applies physical restraint shall use only techniques in which he or she has received such training within the preceding two years, as indicated by written evidence of participation.

Physical restraints and/or seclusion should be used only when a student's physical behavior poses an imminent risk of injury to the student or to other persons present or damage to school property.

Seclusion

"Seclusion" means the confinement of a student alone in a room or area from which the student is physically prevented from leaving.

Any area used for seclusion shall be subject to the following requirements:

1. Have the same ceiling height as the surrounding room or rooms and be large enough to accommodate not only the student being isolated but also any other individual who is required to accompany that student;
2. Be constructed of materials or objects that cannot be used by students to harm themselves or others, and be designed so that students cannot climb up the walls;
3. Be designed to allow continuous visual monitoring of and communication with the student; and
4. Comply with all applicable health and safety requirements.

Any device that requires the use of a key or special code on any exit from the area enclosure is prohibited.

An adult must supervise the student while confined and must be able to see the student at all times.

A student shall be kept in seclusion for a short period of time and shall be discontinued as soon as the imminent risk of injury to the student or others has dissipated. If a student is placed in seclusion pursuant to a BIP or an IEP, any time limitations identified in the BIP or IEP will control.

Physical Restraint

"Physical restraint" means physical contact between a school employee and a student in which the student unwillingly participates and involves the use of a manual hold to restrict freedom of movement of all or part of a student's body or to restrict normal access to the student's body.

Physical restraint should be employed only when:

1. The student poses a physical risk to himself, herself, or others;
2. There is no medical contraindication to its use;

3. Other less restrictive intervention were used and were ineffective; and
4. The employee using the restraint has been trained in its safe application.

Mechanical or chemical restraints are not authorized to be used in school.

Prone or Supine forms of restraint are not authorized to be used in school and shall be avoided.

Students shall not be subjected to physical restraint for using profanity or other verbal displays of disrespect for themselves or others.

A verbal threat shall not be considered as constituting a physical danger unless a student also demonstrates a means of or intent to carry out the threat.

Any application of physical restraint shall take into consideration the safety and security of the student. Further, physical restraint shall not rely upon pain as an intentional method of control.

In determining whether a student who is being physically restrained should be removed from the area where such restraint was initiated, the supervising employee shall consider the potential for injury to the student, the educational and emotional well-being of other students in the vicinity, and if applicable, any requirements pursuant to a BIP or an IEP.

If physical restraint is imposed upon a student whose primary mode of communication is sign language, the student shall be permitted to have his or her hands free of restraint for brief periods, unless the supervising employee determines that such freedom appears likely to result in harm to the student or to others.

A student shall be released from physical restraint immediately upon a determination by the supervising employee administering the restraint that the student is no longer in imminent danger of causing physical harm to themselves or to others.

Reporting and Reviewing of Incidents

Any school employee or school resource officer using restraint and/or seclusion shall report such to the building principal, their supervisor, or other designated administrator. A written report of each incident shall be completed by the employee who used such techniques or by the designated administrator. The written report is required to contain the information required by the school corporation's restraint and seclusion plan. Parents of the student involved in the restraint or seclusion incident shall receive a copy of the written report of the incident.

The parent or guardian must be notified verbally of the use of the physical restraint and/or seclusion with their student as soon as possible, preferably by the end of the school day.

An annual review of the use of physical restraint and seclusion including a review of all individual corporation cases involving the use of physical restraint and seclusion shall be completed and documented to ensure compliance with the school's policy and procedures. In addition, this information and other related data will be used to implement modifications to the school corporation's restraint and seclusion plan.

When reviewing individual cases, it is recommended that when a student has experienced three instances of seclusion or physical restraint, the school personnel who initiated, monitored and/or supervised the incidents shall review the effectiveness of the procedure(s) used and consider preparing or revising an individual behavior plan.

Training Requirements

Physical restraint should be applied only by individuals who have received systematic training through the corporation designated program and who have obtained written evidence of successful participation in such training.

Training with respect to physical restraint should include but need not be limited to the following:

1. Appropriate procedures for preventing the need for physical restraint, including the deescalation of problematic behavior, and the use of alternatives to restraint;
2. A description and identification of dangerous behaviors on

the part of students that may indicate the need for physical restraint and methods for evaluating the risk of harm in individual situations in order to determine whether the use of restraint is warranted, including compliance with any BIP or IEP requirements;

3. The simulated experience of administering and receiving a variety of physical restraint techniques, ranging from minimal physical involvement to very controlling interventions;
4. Instruction regarding the effects of physical restraint on the person restrained, including instruction on monitoring physical signs of distress and obtaining medical assistance;
5. Instruction regarding documentation and reporting requirements and investigation of injuries and complaints; and
6. Demonstration by participants of proficiency in administering physical restraint.

Nothing in this policy should be construed to limit the rights and abilities of school employees to keep order and administer necessary discipline in their classrooms and on school grounds as set out in state law and school board policy.

All complaints regarding the use of physical restraints and seclusion will be investigated according to the provisions of board policy on public complaints.

The school board shall adopt a restraint and seclusion plan as developed by the superintendent.

This policy and the corporation's plan shall be distributed to all parents whose children are enrolled in the school corporation.

The Superintendent is authorized to issue administrative guidelines, directives, and forms, including but not limited to, the Seclusion and Restraint Incident Report and Visitor Documents, as needed to fully implement this policy and document compliance. LEGAL REFERENCE: IC 20-20-40

DIGITAL DEVICES

Personal Communication Device Guidelines(PCDG)

CPMS acknowledges and respects that many parents expect their students to keep and use a cell phone for various reasons. These devices are a part of daily life, especially in popularity with middle school students. Students must turn the devices off during the school day and keep them in lockers. Use of a Digital Device at CPMS is a violation and should only be used in the case of an emergency.

It is also true that digital devices can negatively impact schools. As a responsible steward of the educational process, CPMS acknowledges the misuse of personal communications device can:

1. undermine the learning environment;
2. disrupt academic instruction and distract students;
3. compromise the integrity of student testing;
4. increase disciplinary problems;
5. violate privacy rights of students and school staff; and,
6. increase the school corporation's exposure to opportunistic litigation and potential legal liability.

In an effort to prevent the above mentioned negative educational impact, students are expected to meet the CPMS Personal Communication Device Guidelines (PCDG).

1. Devices must remain turned off during regular school hours.
2. Personal communication devices should not be used in a way that interferes with learning or school procedures. Devices are not allowed to be used in class or the hallways unless given permission by staff. Teacher and administrative discretion will determine appropriate use.
3. Students may not take or share pictures or videos without CPMS staff permission.
4. Exchanging messages that disrupt the educational process. These may include but are not limited to:

- Texting that creates conflict or what is sometimes referred to as "drama"
- Texting threats or harassing messages
- Texting any message that impairs or prevents the learning process
- Texting or sharing anything that in any way that violates a CPMS Student Handbook Guideline or Indiana law

Potential consequences for most violations of PCDG:

Step One

Loss of device for one school day. The Acknowledgment of Further Consequence Form must be signed by a parent or guardian and returned the following school day.

Step Two

The device is dropped off with the BASE teacher before 1st period, and retrieved after school for one week. During that week, any use of electronic devices (including that of another student's device) may result in an office referral and further consequences, possibly for both students. The Acknowledgment of Further Consequence Form must be signed by a parent or guardian and returned the following school day.

Step Three

Loss of personal communication device privilege for the remainder of the semester or length of time determined by administration.

All personal communication devices are left at home. On step three, possession of any personal communication devices on school property may result in an office referral with appropriate consequences as determined by the administration. The Acknowledgment of Further Consequence Form must be signed by a parent or guardian and returned the following school day.

Step Four

Any student who continues to bring/misuse a device after Step 3 will receive additional consequences for each violation.

Thursday School
Parent picks up device

Step Five and Beyond

In School Suspension
Out of School Suspension
or Expulsion

A personal communication device is the responsibility of the student and Clark-Pleasant Middle School will not be responsible for damage, theft or loss of the device or the investigation of such issues.

CPMS administration reserves the right to investigate and address violations of additional school district policies, guidelines, rules, or procedures, as well as local, state and federal laws, whether civil or criminal. Appropriate consequences to individual cases may vary from the above steps and law enforcement could be contacted if warranted due to the nature of misuse.

STUDENT DRESS AND APPEARANCE

Students will dress in a way that shows self-respect and respect for others to limit disruptions and establish safety within the instructional environment. Some styles of clothing and the manner in which the clothing is worn may be considered inappropriate and may be prohibited. Compliance of the student dress and appearance guidelines will be checked daily during 1st period. Students who have questions about particular types or items of dress should speak with a teacher, counselor or administrator.

If a student violates the dress and appearance guidelines, every attempt will be made to rectify the violation immediately so the student can return to class. The administration or counselors may recommend that the clothing be changed. If necessary, the student may call home to rectify the situation. If this contact is not possible, the student will be loaned appropriate clothing or will be required to work in the BASE room for the remainder of the day. Dress and appearance violations will be documented and repeated occurrences will result in appropriate disciplinary action.

Students will follow these guidelines:

1. Clothing with suggestive or obscene printing, defamatory language, sexual or double meanings, advertisement of alcohol, cigarettes/tobacco products, drugs, violence, racial/religious slurs, or advocating secret organizations are not permitted.
2. Holes, cuts, or tears must be covered or below the thigh. Skin should not be visible in pants above the thigh, skirts at the knee.
3. Tops may not be low-cut, see-through, or sleeveless. Bare midriffs, exposed cleavage, or exposed backs are not permitted, no sheer lace shirts. Clothing must cover the shoulder from the neck to the tip of the shoulder. Bra straps should not be exposed.
4. Short shorts and short skirts are not permitted. Shorts above mid-thigh are not permitted.
5. Pants may not be worn below the waistline and undergarments must not be visible. This includes exposed basketball-type shorts worn under pants. Sagging pants are not allowed. Sheer ~~lights and~~ pants are not allowed.
6. Shoes must be worn. Slippers are not permitted Soccer-like shoes/slides are permitted with socks.
7. No face paint or spray-on temporary hair coloring.
8. Hats, hoods, bandanas or sunglasses are not to be worn inside the building. Exceptions to this rule due to cultural or religious beliefs will be considered.
9. Chains, straps, spikes, or studded apparel are not permitted.
10. Appearance or dress that is associated with gangs or gang-like activity will not be permitted.-
11. Coats, purses, bags, drawstring style backpacks, and backpacks must be kept in lockers during the school day, or in designated areas.

DUE PROCESS

The CPMS discipline policy provides a procedure for establishing a positive environment in which students can learn. It is the responsibility of the staff and administration to enforce the discipline policy. CPMS students are afforded the due process rights in discipline proceedings as follows: an oral statement of charges, a summary of evidence, and an opportunity to explain his/her behavior.

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to discipline a student. In this event and in accordance with the provisions of Indiana Code, Title 20, Article 8.1, Chapter 5, which covers Due Process and Pupil Discipline as enacted by the General Assembly of the State of Indiana, administrators and staff members may take the following actions.

1. A teacher has the right to remove a student from his/her class or activity for a period up to one class period if the student is assigned regular or additional work.
2. A school administrator may deny a student the right to attend or take part in any school function for a period up to ten (10) days.
3. A student may be expelled from school for a period of no

longer than the remainder of the current semester plus the following semester and summer school, with the exception of possession of a firearm or a deadly weapon listed under the Grounds for Suspension and Expulsion.

GROUND FORSUSPENSION OR EXPULSION

The grounds for suspension or expulsion apply when a student is:

- A. On school grounds immediately before, during, and 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;
- C. Traveling to or from school or a school activity, function, or event.
- D. During summer school.

Students are "in possession" of an item for purposes of these rules when the item is on their person, in their immediate possession such as in their hand, a pocket, a purse, or a backpack, or is in a place under their exclusive control such as a locker.

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

Student Misconduct and/or Substantial Disobedience

Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

#1 Alcohol Violations:

- A. Consuming, possessing, offering, providing, or being under the influence of alcohol or an alcoholic beverage.
- B. Possessing or consumption paraphernalia such as bottles, containers, flasks, shot glasses or displaying materials that promote or encourage alcohol use.
- C. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.

#2 Drug Violations:

- A. Consuming, possessing, offering, providing, or being under the influence of an illegal drug, a prescription drug [except as authorized in a prescription by a licensed healthcare provider], an over-the-counter medication containing a stimulant such as preparations containing caffeine, ephedrine, pseudoephedrine, or phenylpropanolamine as an ingredient [except as authorized in a prescription by a licensed healthcare provider], or any substance represented to be or thought by the intended recipient to be an illegal or prescription drug.
- B. Consuming, possessing, offering, providing, or being under the influence of an inhalant, a solvent, or other volatile substance or combination of volatile substances, contrary to safety instructions provided on *the product's* labeling, or *the direction of* school personnel. Possessing drug *preparation* or consumption paraphernalia such as rolling papers, clips, or displaying materials that promote or encourage drug use.
- C. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.

#3 Deadly Weapons (Other than Firearms)

- A. This includes but is not limited to the act of possessing, handling, transmitting, selling, or threatening to use a deadly weapon, a look-alike weapon, or any object that can reasonably be considered a weapon or threatening to bring a weapon to school. Social media posts or messaging involving discussion/pictures of shooting, killing, weapons, etc. will result in potential school consequences and a report to law enforcement.
- B. Possessing a knife, firearm, bullets, a destructive device, gasses, fireworks, or *other item that is or appears to be a destructive device*. "Destructive device" means an item that is readily capable of causing injury to a person and is not essential in performing a task that must be performed by a student at the direction of a teacher during school or a school activity.

The superintendent shall immediately notify the appropriate law enforcement agency when a student is expelled under this rule.

#4 Handguns:

Includes BB/Pellet & Airsoft Guns.

#5 Rifles or Shotguns:

Does not include BB, Gas, Spring-loaded guns.

#6 Other Firearms:

All other firearms not specifically listed by type, make or model.

#7 Tobacco, Nicotine and Vapor Inhaling Products

- A. Consuming, possessing, offering, providing, or being under the influence of any item related to tobacco products, nicotine or vapor products including paraphernalia. This includes any device that is capable of creating a spark or flame. Any device that is related to "vaping" or "vape" products (including e-cigarettes, other electronic vaporizing devices, flavoring or nicotine, Juul, Juul chargers or like products, Juul pods or like products, refill liquids used for vaping and CBD products) HB 1225
- B. Possessing or consumption paraphernalia such as lighters, pods (full or empty), chargers, batteries, oils or refill liquids used for vaping and CBD products or displaying materials that promote or encourage tobacco/nicotine use.
- C. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.

#9 Legal Settlement - IC 20-33-8-17

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is Enrolled.

- A. If a student is chronically absent.
- B. If a student is chronically tardy to school.
- C. If a student is chronically late getting picked up from school.
- D. Out of district student with a significant discipline situation or history.

#10 Interfering with School Purposes and other reasons not covered by (1-7, 9-21, 30-34):

Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:

- A. Gang related activity: Forming organizations, using signals related to membership, writing or having symbols, signs and attire related to the organization is prohibited.
- B. Police actions: Arrests/criminal offense, tickets and citations
- C. False Alarms or 911 Calls: IC 43-44-2-2: Indiana Code states that false alarms or the pulling of an alarm, as a prank is a criminal act. Charges against the student can be made to local authorities. Students will be suspended or expelled from school based on the individual circumstances. Students may be held responsible for payment if any fire apparatus is sent to the school.
- D. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room. OR Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
- E. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
- F. Disruptive behavior: Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
- G. Running, loud boisterous activity or playing around.
- H. Engaging in speech or conduct, including clothing, or jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes
- I. Students involved in provocation or promoting a fight could receive similar consequences.
- J. Students that engage in conversations about bringing weapons/illegal items to school. Telling others they are in possession of a weapon/illegal item. Showing or posting pictures of weapons/illegal items with the school as part of the background.
- K. Withholding or falsifying Information:
 - Failing to report the actions or plans of another person to a teacher or Administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
 - False reporting of alleged bullying incidents could result in serious consequences at school and with law enforcement. Consequences and appropriate remedial action for a student could range from positive behavior interventions up to and including suspension or expulsion from school (P.L. 285-2013)
- L. Dishonesty:
 - Providing false information to a school staff member.
 - Forging another person's signature or name.
 - False reporting of bullying incidents
 - Failing to tell the truth about any matter under investigation by school personnel.
- M. Cheating:
 - Cheating: Unless specifically exempted, all assignments, quizzes, tests, and other graded work are to be the product of the individual student being evaluated. If, in the judgment of the instructor, a student uses another person's work (i.e. copying) and presents it as his or her own, the student has committed plagiarism.
 - Copying: A student who allows another student to copy their work for purposes of the deception outlined above will be held accountable for

cheating as well. This policy includes use of an electronic device to share information.

- N. Repeat Offender:
- A student on a Behavior Contract or Behavior Plan.
 - A student on a Classroom specific Behavior Contract
 - A student that violates a 'No Contact Order' with one or multiple individuals
 - Any student that continues to violate school rules or school attendance policies. This would include any student that has accumulated a substantial number of misconducts either in one school year or accumulative of all their middle school years. Including transfer students' attendance and discipline history at previous school(s).
- O. Abuse of Substitute Teacher: Misconduct or misbehavior for a substitute teacher will result in the same consequences normally reserved for the regular classroom teacher.
- P. Throwing Objects: Throwing any object at any time during, before, or immediately after school. This could include but is not limited to: rocks, dirt, snowballs, crayons, pencils, pens, books, folders, chromebooks, food, change, desks, chairs, etc. Spitting saliva or objects will also not be tolerated.
- Q. Aiding, assisting, or conspiring with another person To violate these student conduct rules or state or federal law.
- R. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
- S. Engaging in pranks, including slamming locker, touching/turning off/ slamming another student's school device or other activities that could result in harm to another person.
- T. Other activities, events or situations that fall under a forecast for disruption.

#11 Fighting/Altercation:

Incident does not rise to the level of Battery

- A. 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, hazing, or other comparable conduct.

#12 Battery:

A Student knowingly or intentionally touches another person in a rude, insolent, or angry manner causing or intent to cause bodily injury (IC 35-42-2-1). CPMS must report battery on staff members to local police in addition to assigning appropriate school discipline.

Fights, Battery, Combative Acts: Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any Person. At no time is a student permitted to place his/her hands, feet or other objects onto another student. The CPMS Staff and Administration has a no tolerance rule for fighting. Administration reserves the right to assign any necessary consequences for fighting at school. This includes but is not limited to:

- 1st Offense - 3 days OSS
- 2nd Offense - 5 days OSS
- 3rd Offense - recommendation for expulsion

In addition, local law enforcement will be contacted at the discretion of the administration. Mutual combat (All individuals participating) falls under Fighting/Battery/Combative Acts.

A person who knowingly or intentionally touches another person in a rude, insolent, or angry manner commits battery, a class B misdemeanor. However, the offense is a class A misdemeanor if it results in bodily injury to another person. For purposes of the statute, the infliction of pain constitutes "bodily injury."

#13 Intimidation:

Communicating a threat with the intent that the other person engage in conduct against their will or be placed in fear of retaliation (IC 35-45-2-1)

- A. Harassment/Violation of Respect: Any physical, spoken, or written act of abuse, violence, hazing, harassment, threats, extortion, destruction of property, vandalism, use of vulgarity, cursing, confrontation or making remarks of personally destructive nature toward another person, or any restriction or prevention of free movement of an individual constitutes a violation of human respect. This includes the use of social media (Facebook, Twitter, Instagram, Vine, Snapchat, etc.) and texting. A violation of respect occurs whether the act is deliberate, intentional, unintentional, or is directed toward an individual or group regarding race, color, creed, national origin, sex, sexual orientation, physical or mental disability, political or religious ideology.
- B. Threats outside of school via social media or electronic devices that involve school locations or students at CPMS.
- C. Abuse of a Staff Member: Engaging in conduct that constitutes a substantial step toward touching a staff member or another adult in a rude, insolent or angry manner. Treating an adult in a disrespectful manner. Emailing, texting or using social media to make inappropriate comments or contact staff for anything other than academic reasons. Using threatening, offensive, rude, obscene language or gestures or falsely accusing a staff member could result in immediate out-of-school suspension.

#14 Profanity or Verbal Aggression:

Any gestures or actions, physical, written, spoken or electronic that can be considered offensive, obscene, or derogatory. Students may not use profanity at any time. Words that sound similar to profanity will not be tolerated and could result in the same consequences.

- A. Conversation between students
- B. Directed from one student towards another student.
- C. Used in front of a group of students
- D. Hand gestures that carry common meanings for cuss words.
- E. Directed at a staff member.
- F. Racial slurs
- G. Statements, writing or drawings of hate symbols.

#15 Defiance:

- A. Academic Refusal: Failure to participate in class, on a field trip, or to complete assigned work.
- B. Dress Code: Wearing clothing that is considered unacceptable in an educational setting or doesn't adhere to the school dress guidelines. This includes but is not limited to clothing that promotes drugs, sex, alcohol, profanity, violence, or obscenity. Refer to the section titled Student Dress and Appearance.
- C. Insubordination: Failing in a number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
- D. Disobedience of staff/adult authority.

#16 Attendance:

- A. Willful absence, excessive absence or tardiness of students.
- B. Skipping Class
- C. Leaving the building without permission - elopement
- D. Leaving School Property
- E. Out of assigned area, incorrect FIT, fleeing, hiding out in restroom or being in the halls without permission.

#17 Destruction of Property:

- A. Setting fire to or damaging any school building or property.
- B. Causing or attempting to cause damage to school owned or personal property and/or electronic devices. If damage results from the misuse of school property, the student will be charged for the damage or destruction. School property includes books, supplies, equipment or the school building. Causing or attempting to cause damage to private property

#18 Theft (Unlawful taking of property):

- A. Stealing or attempting to steal school property.
- B. Stealing or attempting to steal private property.
- C. Possession of stolen property

#19 Sexual Misconduct:

- A. Behavior used to obtain sexual gratification at the expense of another.
- B. Consensual behavior(s) used to obtain sexual gratification.
- C. Nonconsensual behaviors that involves one or more individuals touching or attempting to touch private areas without permission.
- D. Intentionally going into the wrong restroom.
- E. Exposing oneself or attempting to/or exposing another individual.
- F. Sexual harassment is conduct of a repeated sexual nature that may include verbal or physical advances and/or comments about physical or personality characteristics of a sexual nature. Once a sexually harassed person has told someone these are unwelcome behaviors, and the behaviors continue, sexual harassment charges may be filed.
- G. Conversation about sexualized topics.
- H. Drawings sexual in nature
- I. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.

#20 Technology Misuse

- A. To use technology or internet in a fashion that does not benefit educational goals; may include (cell phone usage)
- B. Slamming chromebook/device or damaging school chromebook/devices
- C. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such a device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule. This includes "texting" and possession, use, and/or distribution of pictures or video with an electronic device. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
- D. "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. Possessing sexually-related

materials which include images displaying uncovered breasts, genitals or buttocks. In addition to taking any disciplinary action, phones could be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.

- E. The use of other's usernames and passwords with or without their knowledge. Giving other students usernames or passwords. Being offline or attempting to circumvent firewalls, safety or schoolwide monitoring programs.

#21 Non-Deadly Weapons:

- A. Ammunition/Bullets, Paintball/Airsoft & Non-Projectile Stun Gun
- B. The term includes all weapons, fireworks, a smoke or noise bomb, chemical mace, pepper gas, a *laser pointer or other laser light device (possession or use)*, and all personal protection devices *including* those that emit only sound.
- C. Pencils, scissors or any other ordinary object used with the intent to harm oneself or another individual.

#22 Physical Bullying:

Hurting a person's body or possessions; includes: spitting/ hitting/ kicking/ punching/ tripping/ or pushing, taking or breaking someone's things and making mean or rude hand gestures.

#23 Verbal Bullying:

Saying mean things, can include teasing, name calling, taunting, inappropriate sexual comments or threatening to cause harm.

#24 Social/Relational Bullying:

Hurting a person's reputation or relationship, telling other students not to be friends with another student, leaving a student out on purpose.

#25 Written Communication/ Electronic Bullying:

Use of a device, social media or other forms of written communication to threaten, tease or harm another student.

#26 Combination Bullying

- A. (More than one type of bullying #30-33).
- B. Repeated Harassment/Violation of Respect: Any physical, spoken, or written act of abuse, violence, hazing, harassment, threats, extortion, destruction of property, vandalism, use of vulgarity, cursing, confrontation or making remarks of personally destructive nature toward another person, or any restriction or prevention of free movement of an individual constitutes a violation of human respect. This includes the use of social media (Facebook, Twitter, Instagram, Vine, Snapchat, etc.) and texting. A violation of respect occurs whether the act is deliberate, intentional, unintentional, or is directed toward an individual or group regarding race, color, creed, national origin, sex, sexual orientation, physical or mental disability, political or religious ideology.

BULLYING/HARASSMENT

Safety

Safety is a priority in our District. To report an injury, accident, or a safety concern, go to the school corporation website, www.cpcsc.k12.in.us, and click on Safety and Security & Report a Safety Concern, then follow the steps outlined.

You have the option to leave your personal contact information. If provided, you may be contacted for more information if necessary.

Bullying

Clark-Pleasant Community Schools Corporation is committed to maintaining a positive learning environment that is free from bullying. Bullying appears in many forms, including: physical, verbal, relational, emotional, and /or written/cyber. Examples include, but are not limited to: hitting, pushing, fighting, teasing, name-calling, intimidation, social exclusion, and writing or sending insulting or intimidating messages. As defined by IC 20-33-8-.2, bullying means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other 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. Indiana law exempts the following from the definition of bullying:
 - Participating in a religious event
 - Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger
 - Participating in an activity consistent of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article 1 Section 31 of the Constitution of the State of Indiana, or both
 - Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one or more adults
 - Participating in an activity undertaken at the prior written direction of the student's parent
 - Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana
- Where Prohibited Students may not engage in bullying/harassment on school grounds, or while traveling to or from a school or a school activity, function, or event. In accordance with IC 20-33-8-13.5(b),

Discipline rules that apply regardless of location in which the bullying/harassment behavior occurred when:

- The bully and any of the intended targets are students at a school within the school corporation; or
- Disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.

Reporting Bullying

If a student is bullied, or witnesses a bullying incident, he or she should report the incident(s) to a teacher, school counselor, or administrator IMMEDIATELY so that the situation is appropriately addressed. Bullying may also be reported through the District website. To report bullying, submit a tip, go to the school corporation website, www.cpcsc.k12.in.us, and click on the yellow sign "[Report a Safety Concern](#)", then follow the steps outlined.

Harassment

Types of Harassment as indicated in Board Policy 4006

- Sexual Harassment
 - Race/Color/Nationality /Religion /Ability Harassment
- Bullying rises to the level of unlawful harassment when one (1) or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students with the intent to harass, ridicule, humiliate, intimidate or harm that/those student(s), and that bullying is based upon sex, race, color, national origin, religion, or disability, that is, characteristics that are protected by Federal Civil Rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or

pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or Participation.

Reporting Harassment

If a student is harassed, he or she should report the incident(s) to a teacher, school counselor, or administrator IMMEDIATELY so that the situation is appropriately addressed. Harassment may also be reported through the District website. To report harassment, go to the school corporation website, www.cpcsc.k12.in.us, and click on the yellow sign "[Report a Safety Concern](#)", then follow the steps outlined.

Sexual Harassment

Sexual harassment: Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, Sexual harassment, a form of sex -based discrimination, is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a District employee or peer that creates an intimidating, hostile, or abusive environment that is so severe or pervasive it prevents a student from fully participating in an educational program or activity. Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender. There does not need to be intent to harm nor does the activity need to be directed at a specific person to be considered harassment. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the harassment is physical. In addition, harassment based on gender stereotypes is sexual harassment.

Sexual Violence: Sexual harassment is also defined to include sexual violence, which is defined as physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual may also be unable to consent due to an intellectual or other disability. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion. All such acts are forms of sexual harassment covered under Title IX. Examples of sexual harassment that would violate this policy include, but are not limited to, the following:

- Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- Physical and/or sexual assault.
- Threats or insinuations that a person's academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of education may be adversely affected by not submitting to sexual advances.
- Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the educational environment, which may embarrass or offend individuals.
- 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 another.
- Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- Spreading rumors about or rating other students as to sexual activity or performance.
- Inappropriate boundary invasions by a corporation employee or other adult member of the School Corporation community into a student's personal space and personal life.
- Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.
- In the context of employees, consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment.

SEARCHES

Pursuant to board policy, the following guidelines shall be used when school administrators have reason to suspect that an illegal or dangerous substance or object or stolen property may be in the possession of a student:

- A. All requests or suggestions or the search of a student or his/her possessions shall be directed to the principal or the person in charge of the students while out of the Corporation.
- B. Wherever possible, before conducting the search, the building administrator shall notify the student, request his/her consent to the inspection if other than his/her locker, and inform the student that s/he may withhold consent. Such consent, if offered, shall be given voluntarily and with the knowledge that it could have been withheld. The principal may conduct the search with or without the consent.
- C. Whenever possible an adult third party shall be present at any search of a student or his/her possessions.
- D. The principal may conduct a student search upon reasonable suspicion to suspect the presence of an illegal or dangerous substance or object, or anything contraband under school rules.
- E. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student, whether during a student search or otherwise.
- F. Wherever possible the student shall be present at any search of his/her possessions.
- G. The principal shall be responsible for the prompt recording of each student search. The record shall be in writing and shall include the reasons for the search, the persons present, the disposition made of them, and shall be kept in a secure location in his/her office.
- H. Whenever the search is prompted by the reasonable suspicion that possession of a substance or object immediately threatens the safety and health of the student or others, the principal shall act with as much speed and dispatch as is required to protect persons and property in the school while keeping clearly in mind the student's rights and the potential consequences of inappropriate or hasty action.

REASONABLE SUSPICION

As used in this section, "reasonable suspicion for a search" means grounds sufficient to cause an adult to believe that the search of a particular person, place, or thing will lead to the discovery of evidence that the student:

- A. Has violated or is violating a rule or behavioral norm contained in the student handbook; or
- B. Has violated or is violating a particular law; or
- C. Possesses an item or substance which presents an immediate danger of physical harm or illness to students and staff or Corporation property.

Lockers and Other Storage Areas Provided for Student Use

- A. All lockers and other storage areas provided for student use remain the property of the Corporation. These lockers and storage areas are subject to inspection, access for maintenance, and search pursuant to these guidelines. A student using the locker or storage area has, by statute, no expectation of privacy in that locker or storage area or the contents contained therein. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal. Unapproved locks will be removed and destroyed.
- B. The principal may search student lockers and storage areas and the contents contained therein at any time for any justifiable reason.
- C. The principal may, at any time, request assistance of the Police Department having jurisdiction over the facilities of the Corporation.

Limitation:

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex- based or gender based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment. Reporting Harassment:

A student who believes s/he has been unlawfully harassed or sexually harassed may either:

- Make an informal complaint, either orally or in writing to a teacher, other employee, or building administrator; directly to a Title IX Coordinators and/or to the Superintendent or other Corporation-level employee or
- File a formal complaint either orally or in writing with a teacher, principal, the Title IX Coordinators, Superintendent, or other Corporation-level employee Inquiries regarding compliance with Title IX and Sexual Harassment/Racial Harassment should be made to:

Title IX Coordinator
Ms. Ruby Butler (317) 535-7579 x3182
Diversity Equity Inclusion Coordinator
50 Center Street
Whiteland, IN 46184

Administrative Regulations and Procedures for Sexual Harassment, Racial Harassment, and Board Policy are available upon request.

Title IX Sexual/Racial Harassment may also be reported through the District website. To report Title IX Sexual/Racial Harassment, go to the school corporation website, www.cpcsc.k12.in.us, and click on the yellow sign "[Report a Safety Concern](#)", then follow the steps outlined.

ANTI-HARASSMENT

General Policy Statement

It is the policy of the Board of School Trustees to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment, occurring in the Corporation's employment opportunities, programs, and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs, and activities, affecting the Corporation environment (hereinafter referred to collectively as "unlawful harassment"). This commitment applies to all Corporation operations, employment opportunities, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment occurring in the Corporation's employment opportunities, programs, and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs, and activities, affecting the Corporation environment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct affects the Corporation environment.

Inquiries regarding compliance with Title IX and Sexual Harassment/Racial Harassment should be made to:

Title IX Coordinator
Ms. Ruby Butler (317) 535-7579 x3182
Diversity Equity Inclusion Coordinator
50 Center Street
Whiteland, IN 46184

Administrative Regulations and Procedures for Sexual Harassment, Racial Harassment, and Board Policy are available upon request.

DESKS AND OTHER STORAGE

A desk or any other storage area in the school provided for student use as well as the contents contained therein, may be searched when the principal has reasonable suspicion for a search.

STUDENT

A. The personal search of a student may be conducted by the principal or designated building administrator who has reasonable suspicion for a search of that student.

In addition to their lockers, and according to applicable judicial standards, students may be subject to reasonable searches of their vehicles, jackets, pockets, shoes, socks, electronic devices, book bags, purses, or other similar or related items that they possess at school

Authorized searches of the student's person are:

1. searches of the pockets of the student;
2. purses, briefcases, or any other object in the possession of the student;
3. removal of an article of exterior clothing such as a jacket.

B. Personal searches shall be conducted in a private room by a person of the same gender designated by the principal. At least one (1) but not more than three (3) additional staff members of the same gender as the student being searched shall witness but not participate in the search. At the request of the student to be searched, an additional person of the same gender as the student designated by the student and reasonably available on school premises, shall witness the search. The student's parents shall be notified of the search as soon as reasonably possible.

C. Strip searches are to be conducted only by law enforcement personnel.

METHOD OF SEARCH

The scope of any search should be limited by the reasonable suspicion that motivated the search. Searches can be conducted via metal detection device/wand, if necessary. If an item is found that leads to reasonable suspicion that additional, correlated items may also exist, the search may be extended. If the initial search produces no evidence of contraband, there should be no extension of the search based on simple curiosity.

ITEMS FOUND

Anything found in the course of a search which is evidence of a student violation of school rules or Federal/State laws may be:

- A. seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal /designee until it is presented at the hearing.
- B. turned over to any law enforcement officer after proper notation and receipt.

POSSESSION OF WEAPON

A staff member or student who has reason to believe that a person on school property or at a school-related activity possesses or will possess a weapon shall report the possession to the school principal or the supervisor of the activity. The report should include as much detail as possible concerning the person possessing the weapon, the type of weapon, the location of the person, and the evidence the belief is based upon. No student is to confront the person possessing the weapon, but a staff member has the option of confronting the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent probable injury to any person.

A principal or activity supervisor receiving a report of weapons possession shall have their option of conducting a search for the weapon in accordance with the corporation's Search or Seizure policy, or contacting the Police Department for assistance. Any interaction with the person should have as its objective the safety and welfare of people in the area rather than the possession of the weapon.

For purposes of this guideline, a weapon is defined as "any instrument capable or appearing to be capable of causing serious bodily injury to a person" such as all loaded or unloaded firearms, pellet guns, b-b guns, inoperable replica firearms, knives, stun guns, other "look-alike" weapons, and chemical agents such as tear gas or pepper gas.

SECURITY/VIDEO SURVEILLANCE

For your protection our building and school grounds are monitored by surveillance cameras. School grounds include buses as well as before and after school events. Video may be reviewed and used as evidence for disciplinary action and/or criminal prosecution. Students are prohibited from wearing hats and hoods during the school day as these and similar accessories can obscure visual identities and hinder the discipline process.

UNLAWFUL ACTIVITY

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

TECHNOLOGY

Clark-Pleasant Community School Corporation Technology Acceptable Use Policy and Student/Parent Agreement

Clark-Pleasant Community School Corporation (CPCSC) considers technology integral to our learning environment and believes that it will only continue to grow in importance. In this age, students denied access to modern technology resources would be as unable to function in the learning environment as students denied books or pencils.

Therefore, given that a wide variety of digital electronic devices and Internet-based technologies are utilized at all grade levels across the curriculum in support of teaching, learning, and assessing traditional and technology standards, given that many traditional resources are now available online only, and given our requirement and obligation as a school district to teach technology standards and digital citizenship, **the use of modern educational resources such as computers and the Internet is an acknowledged condition of enrollment** at CPCSC.

This Acceptable Use Policy is intended to promote responsible use and protect students and the school corporation from liability resulting from any misuse of the school-issued device. Technology, on or off-campus, must be used in accordance with the mission and philosophy of Clark-Pleasant Community School Corporation as well as the rules stated in the Student Handbook. These rules apply to all school computers, all school-provided electronic devices wherever used, all uses of school servers, and Internet access and networks regardless of how they are accessed. Teachers may set additional requirements for use in their respective classes.

All technology equipment issued by the district remains the property of CPCSC at all times. Therefore, there is no assumption of privacy. CPCSC reserves the right to inspect student devices at any time during the school year. Misuse of the device may result in disciplinary action.

Above all, the technology is provided for educational purposes, and the policies governing the use of the device support its academic use.

Digital Citizenship

Clark-Pleasant Community School Corporation aims to educate holistically, developing students to become lifelong learners and productive members of society. In a growing digital society, CPCSC strives to prepare every student to be a positive digital contributor and a responsible digital citizen, focusing on Internet safety, privacy and security, creative credit and copyright, cyberbullying, and online reputation.

Responsible Use of Technology

It is important that users understand their responsibilities and conduct themselves as responsible learners at all times. The following statements represent the students' agreement about the responsible use of technology:

I Will:

- Bring any school-issued device to school fully charged each day.
- Follow CPCSC and building policies, rules, and regulations.
- Be a responsible Digital Citizen.
 - Keep private information private. (Username, password and identifying information are not to be shared with anyone other than parents/guardians.)
 - Treat others with respect both online and offline.
 - Use the device for school-related purposes during school hours.
 - Credit my sources when I am using other people's information, images, or other material.
 - Respect the work of other students and not copy, alter or damage work that is not mine.
- Use cords, cables, and external ports with care.
- Keep any school-issued device protected from poor weather, secured and attended to at all times, and always inside of the school-issued case.
- Use school technology and resources only for educational purposes.

I Will Not:

- Share my username and/or password with others.
- Leave my device unattended.
- Place food or drink on or near any device.
- Store the device at home near pets or liquids.
- Place stickers, labels or any drawings on the device or case.
- Leave the device in extreme temperatures (i.e. hot car, outside overnight, etc.)
- Place heavy objects on top of the device. (i.e. textbook, backpack, etc.)
- Trade or swap my device with any other students.
- Access or attempt to access other people's (siblings, classmates, anyone) device, files, private communications, schoolwork, programs, and/or resources without their permission.
- Attempt to bypass the district firewall, content filter, and/or monitoring software.
- Use inappropriate language or pictures.
- Use any form of electronic communication to harass, intimidate, ridicule, or otherwise harm others.
- Take pictures and/or record audio/video without the consent of a staff member.
- Search for, possess, forward, send, read, view, or copy inappropriate pictures or information.
- Damage, change, or tamper with the hardware or network in any way.
- Use any other personal electronic devices, including cell phones, without specific approval from teachers or administrators.

Transporting Devices

- Each student that is issued a device will also be issued a protective case that must be used at all times.
- Each student must transport devices with care and inside the issued case.

- Do not place textbooks on the device or inside the issued case.
- Do not stuff the device/case in a book bag; extreme pressure on the device can cause permanent damage to the screen and other components.
- Case should be on the device at all times and users should never remove the case from the device. Device damage incurred after the case is removed will not be covered as a repair/replacement incident.
- Do not leave pens, pencils, earbuds, or other items inside the device as these can cause the screen to crack and break when the device is closed.
- Never open the device by pushing on the touch screen.
- Never pick up the device with the screen open.
- Never leave the device in a car or bus (Extreme temperatures can damage the battery).
- Devices cannot be used in the cafeteria.

Liability

The parent/guardian/student is responsible for the cost to repair and/or replace the device, case, or charging cable/charger if the property is:

- not returned
- damaged
- lost
- stolen

All repair/replacement scenarios will be evaluated on a case-by-case basis, with a final decision being made by the building administration team if and when necessary.

Personal Safety

- Users should recognize that communicating on the Internet brings associated risks.
- Users should carefully safeguard their personal information and that of others.
- Users should never share personal information, including phone number, address, social security number, birthday, or financial information over the Internet without parental and/or teacher permission.
- Students should never agree to meet someone they meet online in real life.
- If the user sees a message, comment, image, or anything else online that makes him/ her concerned for his/her personal safety, it should be brought to the attention of school personnel or a parent immediately.

Media & Games

- Inappropriate media may not be used as backgrounds or as a profile picture. The presence of such media will result in disciplinary action.
- School technology is not intended to be a gaming device. Students should use their devices for educational purposes only.

Using School-Issued Devices Outside of School

- Students with a school-issued device are expected to use the device for educational purposes at home and other locations. Wi-Fi connection is encouraged but not mandatory. Applications can be used while not connected to the Internet.
- All content is filtered by the CPCSC network no matter the location.
- All expectations and policies apply to school-issued devices no matter the location.

Privacy

- There is no expectation of privacy. Students should have no expectation of confidentiality or privacy with respect to any usage of a device, regardless of whether that use is for school-related purposes or not, other than as specifically provided by law. CPCSC may, without prior notice or consent, log, supervise, access, view, monitor, and record use of a student device at any time for any reason related to

the operation of the district. Teachers, school administrators, and the Technology Department may run usage reports as deemed necessary. Parents and guardians are highly recommended to continue to monitor their student's device usage at home. Working together as a team, we can ensure that all students remain safe and are using devices to leverage the best educational experience available.

- Students may be selected at random to provide the school-issued device for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into school.
- CPCSC balances the educational value of online resources with any privacy concerns that they may present. On occasion, CPCSC and CPCSC staff may leverage necessary online educational resources, such as *G Suite for Education*, that collect basic information, such as a student's first and last name and school-issued email address, based on the provider's policy and practices of safeguarding such information.

Restrictions & Limitations

- All devices have content filtering installed which will apply outside of school as well. (For example, if a student cannot access a social media site like Facebook at school, they will not be able to access it at home either.)
- CPCSC and Five Star Technology Solutions' personnel have the authority to run access reports for every device.

Damaged/Lost/Stolen Devices

- Users must report any damaged, lost, or stolen devices to school authorities.
- Users must bring damaged devices to the school's designated area.
- The device case distributed to students is specifically designed to protect the device. Damaged devices that are not in a district-issued case may result in becoming the financial responsibility of the student/parent.
- Students may be responsible for the full cost of technology for intentional or malicious damage.
- Devices that are stolen within the school building should be reported to building administration.
- Devices that are stolen outside the school building and beyond should be reported to law enforcement. A copy of the police report should be submitted to school administration.

Chromebook Device Repair/Replacement Fee

- CPCSC will offer device replacement coverage for the Chromebook. The cost of the policy will cover one repair/replacement of the device should an accident occur that damages the device. The cost of this coverage is automatically added to book rental each school year.
 - For more information, please review the most recent "[CPCSC Chromebook Insurance](#)" document on the district website.
 - The annual deadline to purchase Chromebook Insurance for the current school year is the last Friday in September.
- If a parent/guardian declines the school provided replacement plan, please contact the school office for an opt-out form. Please note that if you opt out of the plan, full replacement and repair charges will be applied.

Progressive Technology Consequences

Low-level, first-time infractions will receive lesser consequences than infractions that are repetitive or more serious in nature. Each technology usage infraction will be evaluated by staff, and consequences will align with the progressive discipline options located in the student handbook.

TRANSPORTATION

School transportation is provided to all CPCSC students who live within the district or classified as McKinney-Vento for grades K-12th. Every effort is made to assign bus stops in areas that are efficient, accessible, and safe. Stops may be adjusted throughout the year to

compensate for variables such as new roads, new subdivisions, and changing bus capacities. It is essential that students be at their assigned stop no less than ten (10) minutes prior to the published pick up time. Times may vary depending on ridership, weather, and traffic. Bus drivers are given the responsibility of maintaining an orderly and safe environment to ensure all students are transported safely each day. Students who fail to meet district expectations will receive consequences that are appropriate for their actions, which may ultimately result in a bus suspension. Students are expected to ride their assigned bus, use safety precautions at all times, and be courteous and cooperative. A detailed list of expectations and consequences are noted below.

Bus Rider Expectations

- Students must remain in their assigned seat from the time they board until exiting the bus.
- Loud, boisterous, and profane language, as well as conduct deemed inappropriate, will not be tolerated.
- Windows and doors are not to be opened or closed by students unless directed by the driver.
- Students must be waiting at their assigned bus stop no less than 10 minutes prior to the scheduled arrival time.
- Items brought on the bus must fit in the student's lap. Nothing can be stored in the aisle at any time.
- Food and drink will be permitted at the driver's discretion.
- Students must keep their head, hands, and feet inside the bus at all times.
- Alcohol, drugs, tobacco products, and illegal substances are prohibited.
- Students interfering with a driver's ability to transport students safely may be denied transportation privileges and subject to additional disciplinary consequences assessed by the school.
- All school policies, procedures, guidelines, and rules are in effect at all times.

All schools and the Transportation Department work together to establish reasonable bus rider expectations for the safety and security of everyone. Communication with families and progressive discipline are used to help students improve their decision-making skills. When a student's conduct has exceeded the driver's ability to redirect their behavior, a bus conduct report will be submitted. This will be preceded by the driver contacting the parent/guardian. If no contact is made, the driver will document the date and time of the attempt.

Bus Consequences

- 1st Referral: warning/verbal reprimand/parent contacted
- 2nd Referral: probation/minor in-school consequences/parent contacted
- 3rd Referral: 1 day bus suspension/parent contacted
- 4th Referral: 3 day bus suspension/parent contacted
- 5th Referral: 5 day bus suspension/parent contacted
- 6th Referral: removal from the bus for an extended period of time/parent contacted

Depending on the severity of the infraction, it may be necessary to skip any or all referral stages and proceed to removal from the bus for an extended period of time. The Principal, or designee, will inform the parent of any disciplinary action taken. For minor and intermediate infractions, the Transportation Director, or designee, may suspend a student from the bus for an amount of time appropriate for their actions.

Alternate Bus Stop Request-

Alternate Bus Stop Requests must be submitted to the Transportation Department no later than July 15 to be active on the first day of school. Requests submitted after July 15 will be processed no sooner than one week following the first day of school. Parents will need to provide transportation for their student until the request has been processed and approved. Please remember Alternate Bus Stop Requests remain in effect for an entire school year unless canceled or changed. **Additionally, Alternate Bus Stop requests must be submitted and**

approved EACH school year – there is no carryover from year to year. Please allow 3-5 school days for an Alternate Bus Stop Request to be processed. Requests may be denied if the bus exceeds capacity or if the student has been approved for an In District or Out of District Transfer. Students who have been approved for an In or Out of District Transfer are not eligible to use Corporation Transportation.

- Fill out an [Alternate Bus Stop Request HERE](#)
- Students are expected to ride his/her assigned bus. Changes are not permitted without prior approval.
- Transportation services are based on a student's home address unless an alternate bus stop has been approved.
- Same day/last minute transportation changes must be processed through the school office. A Bus Pass will be issued if approved.

As always, we appreciate the support of our parents as we work to ensure the safety of our Clark-Pleasant students.

RIDE ON ASSIGNED BUS ONLY

In order to ensure the safety of the students of Clark-Pleasant Community School Corporation, students must ride only their assigned bus. Bus passes will NOT be issued unless there is a documented emergency requiring a student to ride to a different drop-off location. Upon written request to the school office, a parent may request a one day change in transportation due to an emergency. The request must be approved by an administrator. The school will then issue a one day pass allowing the child to ride a different bus home. School offices may contact you regarding the purpose of the pass and offer suggestions for alternatives. If a student or parent requests a bus pass he or she must present a written note signed by a parent to the front office by 10:00 am. on the day of the request. Failure to provide the written request in a timely manner will result in denial of the bus pass. Bus passes will be issued by the discretion of the building principal or designee.

It is possible for a student to permanently ride one bus in the morning and another in the afternoon due to childcare arrangements. Parents need to call the transportation department at 535-7255 in advance to complete the necessary documents.

As always, we appreciate the support of our parents as we work to ensure the safety of our Clark-Pleasant students.

WALKING AND RIDING BICYCLES

Students are discouraged to walk, ride bicycles, or use other forms of personal transportation (motorized transportations of any kind: bicycles, motorcycles, skateboards, scooters etc.) to and from school. Middle school students are not permitted to drive to school.

CLARK-PLEASANT COMMUNITY SCHOOL CORPORATION PESTICIDE NOTIFICATION REGISTRY

To: Parents, guardians, and School Staff
From: Clark-Pleasant Community School Corporation
Subject: Pesticide Application Registry Notice
Date: 2023-2024 School Year

The Clark-Pleasant Community School Corporation practices integrated pest management, a program which combines preventive techniques, non-chemical pest control methods and the appropriate use of pesticides with a preference for products that are the least harmful to human health and the environment. Applications of pesticides are made only when deemed necessary to control a pest problem and after trying other means to control the problem. The term “pesticide” includes insecticides, herbicides, rodenticides and fungicides.

We are establishing a registry of persons who wish to be notified 48 hours prior to pesticide applications. To be included in this registry, please complete the attached form and return it to your child’s school. Please include me in the notification registry. I understand that if there is an immediate threat to health or property that requires treatment before notification can be sent out, I will receive notification as soon as it is practical.

School: _____

Parent/Guardian/Staff members name: _____

Signature: _____ Date: _____

Student’s name: _____

Address: _____

Email address: _____ Phone number: _____



Clark-Pleasant Community School Corporation
Form for Reporting Alleged Bullying Incidents

Your Name: _____ Phone Number: _____

Your Email: _____ Your school: _____

Address: _____

Name of Parent/Guardian: _____

Date that you are filing report: _____ Date of Incidents: _____ Time of Incidents: _____

Locations of Alleged Incidents: _____

Witnesses of Incident: _____

Student(s) Initiating Bullying/Harassment:

Name: _____ Grade: _____ School: _____

Name: _____ Grade: _____ School: _____

Student(s) Being Targeting Bullied:

Name: _____ Grade: _____ School: _____

Describe the incidents:

Check the space that applies.

Verbal (Name Calling, Taunting/Ridiculing, Demeaning Comments, Threatening, Intimidation)

Physical (Hitting/Kicking, Pushing/Shoving, Inappropriate Touching, Spitting, Damaging/Stealing Property, Inappropriate Gesturing, Intimidation)

Electronic or Written Communication (Writing/Graffiti, Texting, Email, Social Network, Video, Intimidation)

Social/Relational (Staring/Leering, Spreading Rumors, Embarrassing Someone in Public)

Combination (more than one of the above)

How might the school prevent future occurrences?

Note: The Clark-Pleasant Community School Corporation is not authorized to disclose to a target, private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of all students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

Signature of Parent/Guardian

Date

Sample Bullying/Harassment Notification Letters

- [Notification of Bullying/Harassment Complaint to Student Victim's Parent/Guardian](#)
- [Notification of Bullying/Harassment Complaint to Adult Victim](#)
- [Notification of Bullying/Harassment Complaint to Student Perpetrator's Parent/Guardian](#)
- [Notification of Bullying/Harassment Complaint to Adult PerpetratorCo](#)
- [Notification of Bullying/Harassment Complaint – Negative Finding to the Accused](#)
- [Notification of Bullying/Harassment Complaint – Substantiated Finding to the Accused](#)
- [Notification of Bullying/Harassment Complaint – Negative Finding to the Victim](#)
- [Notification of Bullying/Harassment Complaint – Substantiated Finding to the Victim](#)