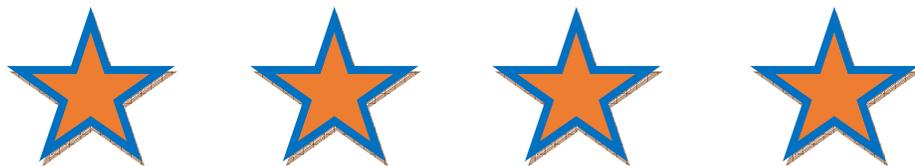


**Clark-Pleasant Middle School**  
**1354 E. Worthsville**  
**Greenwood, IN 46143**

**Phone (317) 535-7121 Fax (317) 535-2064**  
**<http://www.cpcsc.k12.in.us/cpms>**



# 2018-19 Student Handbook

## WELCOME

Dear Parents and 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, 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 respect others. Our positive approach will help you meet these achievable goals.

- Follow the Warrior Way
- Set high standards for yourself
- Show growth in all you do
- Give 100% effort
- Treat others as you would like to be treated

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 are responsible for completing and updating all registration information each school year. During this process, parents acknowledges that they and their child has read and understands the handbook and discipline policy at CPMS.**

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

Tim Rinehold  
Proud CPMS Principal

## **Administration & Staff**

### CLARK-PLEASANT MIDDLE SCHOOL

Principal .....	Tim Rinehold
Assistant Principal .....	Brad Arbuckle
Assistant Principal.....	Brian Lovell
Athletic Director /Admin. Assistant.....	Dave Edens
Dean of Students.....	Rob Merchant
Instructional Coach.....	Brent Schmidt
e-Learning Coach.....	Michelle Allee
Guidance .....	Gina Woodward
Guidance .....	Annie Schneider
Guidance.....	Amy Dusing
Guidance.....	Kris Dewell
Secretary .....	Marjorie Pierce
Secretary.....	Lisa Stidham
Secretary.....	Karen Smyth
Treasurer.....	Lisa Morin
Nurse .....	Rita Kloss
Nurse.....	Kristi Anorga
BASE/ISS.....	Bob Spanton
Media Center .....	Stacey Kern
Cafeteria Manager.....	Carol Sexton
Head Custodian .....	Randy Anderson

## CORPORATION ADMINISTRATION

Dr. Patrick Spray, Superintendent  
James Staley, Director of Business and Finance  
Cameron Rains, Assistant Superintendent  
John Schilawski, Assistant Superintendent  
Julie Wolfe, Special Education Director  
Kim Combs, Food Service Director  
John Venter, Community Engagement Coordinator

## BOARD OF EDUCATION

Jerry Adkins	Brian Bair
A. Beatrice Dunn	Gary Robards
E. Curtis Harris	

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**Please Read this CPMS Handbook**

Each student and parent 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 2018-19 CPMS Student Handbook will be distributed to students and/or parents via paper, newsletter, email, website, announcements or phone call. Please contact the office with questions regarding information in the handbook.

**CPMS MOTTO**  
*Exploring . . . Excellence*

**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 education
- Provide adult role models who model exceptional professional skills, guidance, and character

**NON-DISCRIMINATION STATEMENT**

Clark-Pleasant Community School Corporation does not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, age, or individuals with disabilities, including limited English proficiency, in its programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9.1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973).

**Academics**

**7<sup>th</sup> & 8<sup>th</sup> CORE AND RELATED ARTS CURRICULUM**

Every student will participate in math, science, and social studies and one English block each day.

Students may attend the following related arts courses during their middle school years.

Digital Communications	Visual Arts
Wellness (PE/Health)	STEM

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.

Students below grade level in math and/or English may also be placed in an Applications class. The goal of these remedial classes is to close the achievement gap prior to high school.

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

Student will have opportunities to attend F.I.T. (Focused Instructional Time) three times a week 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.

**6<sup>th</sup> CORE AND RELATED ARTS CURRICULUM**

Every student will participate in science and social studies and one English and math block each day.

Students will attend the following related arts courses:

Digital Communications	Wellness/PE
STEM	Explorations

Related arts classes will run on a 9 week rotation. Sixth grade students, who meet established criteria, will also have an opportunity to participate in either band or choir during FIT. Administration reserves the right to suspend or remove students from the performing arts program that do not maintain acceptable ELs/grades or behavioral expectations.

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

**ADVANCED**

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 EL 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:

- ISTEP+ scores (previous 2 school years) – for remediation and advanced placement
- InView Cognitive Skills Index (CSI) – for advanced placement
- Student EL scores or grades (previous 2 school years)
- Teacher feedback and recommendations (previous school year)

Students have the opportunity in math, E/LA, science, digital communications, Spanish, wellness, and visual arts to take Honors or Advanced classes. Students that are assigned classes in these areas qualify based on their academic data. High school credit can be earned for the following courses during 7<sup>th</sup> or 8<sup>th</sup> grade: Algebra I Honors (7/8); Geometry Honors (8); Biology I Honors (8); Digital Communications (8); and Visual Arts (8)

**ONLINE GRADEBOOK**

CPMS offers an online gradebook called Synergy that allows students and parents to view their EL progress and grades in all classes. Contact the School Helpdesk at 535-3446 to set up an online Synergy account.

**STANDARDS-BASED GRADING**

Standards-based grading focuses on a student’s performance in relationship to defined course outcomes. In Clark-Pleasant, those are known as Essential Learnings (ELs) and every course has identified outcomes based on Indiana State Standards. This grading system looks at how well a student has demonstrated

proficiency over time in the course and reports out his/her progress toward the defined outcome.

Each identified Essential Learning in a course has a proficiency scale that breaks the skill into levels of knowledge. This scale helps students know what is required at each level and assists teachers in giving more specific and timely feedback to students about the next step in their learning. Parents can find all proficiency scales at:

<http://www.cpsc.k12.in.us/o/district/browse/13424>

Students earn a score between 1 and 4 to assess their level of knowledge on each proficiency scale.

1 = Beginning - with help, the student can perform basic components of the skill.

2 = Progressing - student can demonstrate knowledge of basic or simpler concepts connected to the skill.

3 = Proficient - student demonstrates knowledge of the skill at the level required by the standard.

4 = Mastery - student can apply the knowledge to new situations or additional skills.

The goal of standards-based grading is to give students the opportunity to demonstrate their highest level of understanding for each skill. Sometimes this takes more than one try and additional learning or work to accomplish. Students will have multiple opportunities to demonstrate their level of knowledge during class and FIT. This will require the student and teacher to work together to identify appropriate practice opportunities in order to expand his/her level of understanding. After completing this practice, students can reassess and will then be assigned the highest score demonstrated for the particular skill being assessed.

At the end of each semester, the Essential Learning skills that have been assessed will be averaged into an overall scale score. This final average will be translated into a letter grade based on the following conversion chart:

Individual Assignment Score	Average of All Scale Scores for a course	Grade
4		A
3.5	3.25-4.00	A
3	3.00-3.24	A-
	2.84-2.99	B+
	2.67-2.83	B
2.5	2.50-2.66	B-
	2.34-2.49	C+
	2.17-2.33	C
2	2.00-2.16	C-
	1.84-1.99	D+
1.5	1.67-1.83	D
	1.50-1.66	D-
1	Below 1.50	F

### MIDTERM REPORTS

Midterm grades will be issued each 9 weeks in all classes.

### REPORT CARDS

Report cards and midterms are issued as a system of reporting a student's achievement in class. There is a section labeled "Comments" to explain the EL/grade received.

Report cards will be available online using Synergy at the end of each semester. Midterm reports are distributed to parents at parent-teacher conferences after the first midterm grading period.

### SEMESTER GRADES

Semester Grades are the only grades that are recorded on a student's Permanent Record.

### 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

Homework refers to an assignment to be completed during a period of supervised study in class, outside of class, or at home. Homework is one of the criteria used for student assessment. 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.**

Students are expected to make up work missed during an absence. Parents/Students can check the teachers' websites and Google Classroom for the first three (3) days missed. If a student has missed three (3) or more consecutive days of school, parents or guardians should call the main office by 8:00 a.m. on the day of request. Indicate the number of days for which your child will need assignments. The homework will then be sent to the office by 2:30 p.m. Parents should make arrangements through the office to pick up assigned work.

Students will be permitted one day to make up missed homework for each day of an excused absence. (i.e., students missing 3 days of school will have 3 days to turn in all missed classroom assignments). **It is the responsibility of the student to make arrangements with his/her teachers to make up any missed work.**

### HONOR ROLLS

The "A" Honor Roll requires all A's on the report card. The "A/B" Honor Roll requires all A's & B's on the report card. We recognized students at the end of each semester.

### **Athletics/ Extracurricular Activities**

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 loyalty 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:** 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> grade students are selected to cheer for Football and Basketball teams. Try-outs – 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.

**Boys and Girls Golf 6, 7, 8:** August (before school starts)-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.

**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.

**CPN News:** Clark - Pleasant News broadcasting staff, which is responsible for the weekly video announcements. 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.

**FCA:** Fellowship of Christian Athletes is open to all students. Meetings are held before school and activities are sponsored throughout the year.

**Future Problem Solvers:** The Future Problem Solving Club engages students in creative problem solving and stimulates critical and creative thinking skills. Students are encouraged to develop a vision for the future. Students participate in at least one competition per school year.

**Intramurals:** Students can participate in dodgeball, kickball, basketball, soccer and volleyball. There is a “no cut” policy.

**National Junior Honor Society:** The CPMS chapter of NJHS is 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, and citizenship. Please see the sponsor of NJHS for the complete information on NJHS guidelines.

**Newspaper:** The Tribes Scribes is a student published newspaper. Six students from the seventh grade and six students from the eighth grade are selected at the beginning of the school year to produce the newspaper.

**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.

**YHBA: Young Hoosier Book Award** – 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.

### **ATHLETIC ELIGIBILITY GUIDELINES**

The following academic eligibility requirements are for students participating in interscholastic activities. Athletic eligibility guidelines are subject to change in conjunction with standards

based reporting. Any changes will be updated prior to the beginning of 2017-18 school year.

1. All students will start the year academically eligible for athletics. Student’s eligibility status for trying-out or participation will be determined by semester grading periods. The athletic department/sponsor will check grades during each grading period when grades are distributed.

2. Student athletes receiving one (1) "F" on his/her Semester Report Card will be placed on academic probation until the mid-term grades are issued. This student will practice, but may not compete or attend away events associated with that team while on probation. If the student is passing all subjects at the next 9 week mid-term report, that student will be taken off of academic probation and shall be allowed to compete. If the student is not passing ALL subjects following the probationary status, he/she will remain on probation until the next nine-week report card is issued.

3. Any student athlete receiving two (2) "F's" on a semester report card (including Core Subjects and/or Related Arts Courses) will be dismissed from their respective athletic team.

### **DANCES/AFTER SCHOOL EVENTS**

Only CPMS students and their parents are invited to attend. 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. 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students will be dismissed from separate exits. Parents are requested to pick their child up promptly at the designated time and location.**

The goal is to make every dance 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. Students will not be allowed to attend the dance wearing formal attire (no tuxedos, spaghetti straps, low-cut, or backless dresses, etc). Students arriving in attire deemed inappropriate by the administration will be provided a shirt to cover-up or asked to change. Students or parents who are concerned or have questions about appropriate dress are encouraged to consult with a guidance counselor or an administrator prior to the dance. Each dance is chaperoned by the administration, faculty and parents.

### **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 with bus riders or walkers and return for the activity/practice.

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 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 additional school consequences.

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

## DEPARTURE FROM SCHOOL

Students riding buses are dismissed from class at 2:45 p.m. Students who ride in a car are dismissed at 2:50 p.m. Parents need to have a contingency plan in the event their child misses the school bus home. Students may use the phone in the front office with permission.

## DEPARTURE FROM SCHOOL EARLY

Parent(s) or guardian(s) must report to the Main Office to sign their child out indicating reason for leaving...such as doctor's appointments, etc. **For security purposes they 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 card kept in the main office.** The middle school requests that changes to this form be made in a written statement from the parent/guardian.

If a student continually leaves school early then disciplinary action may be taken.

### **Students leave school:**

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

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

## HABITUAL ABSENCE

Under I.C. 20-33-2-25, the "Superintendent or an attendance office having jurisdiction shall report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court or the department of child services. The intake officer or the department of child services shall proceed in accord with IC 31-30- through IC 31-40."

SEA 338 amends IC20-20-8-8. Habitual truancy includes students absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request filed with the school. Chronic absenteeism includes students absent from school for ten percent (10 percent) or more of a school year for any reason.

### **Excused Absences**

Excused absences are defined as absences that the school corporation regards as legitimate reasons for being out of school, as included in the school policy. Those could include:

- Illness verified by note from Physician
- Family Funeral
- Maternity
- Military Connected Families (e.g. absences related to deployment and return)

### **Unexcused Absences**

An unexcused absence is any absence not covered under the definition of excused or exempt.

### **Exempt**

Under certain circumstances, the law requires the school to authorize the absence and excuse of a student: serving as a page or honoree of the General Assembly (IC 20-33-2-14); serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary or general election (IC20-33-2-15); when subpoenaed to testify in court (IC 20-33-2-16); serving with the National Guard for no more than 10 days (IC 20-33-2-17); or serving with the Civil Air Patrol up to 5 days (IC 20-33-2-17.2). In each of these circumstances, the student is excused from school and is not to be recorded as absent, and is not to be penalized in any way by the school. The governing body of a school corporation may authorize the absence and excuse of a student who attends any educationally related non-classroom activity if the activity is consistent with and promotes the educational philosophy and goals of the school corporation; facilitates the attainment of specific educational objectives; is part of the goals and objectives of an approved course or curriculum; represents a unique educational opportunity; cannot reasonably occur without interrupting the school day; and is approved in writing by the school principal. (IC 20-33-2-17.5) Certain school trips fall under this exception, as well as individual student absences. Students have been excused from attendance to

**Students who receive two (2) or more F's on a semester report card will be prohibited from attending any athletic or extracurricular event until grades are brought up by the next 9-week midterm report card.**

## 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 should:**

- Consider opponents and officials as guests, and respect the rights of students from other schools.
- 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.
- Accept all official decisions.

### **Students should never:**

- "Boo" officials or players.
- Applaud mistakes by opponents or penalties inflicted on them.
- Use profane language at any time.
- Be rude to players or spectators or exhibit rowdy behavior.
- Criticize players or coaches because of losing games.

At all athletic events students are to remain in their seats during the playing of the games. Students should not be running or playing in the hallways or sidelines during events, either at the middle school or high school.

## **Attendance**

### 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.

7:20 a.m. – Doors open for students who eat breakfast

7:35 a.m. - Students may enter the building.

7:35-7:45 a.m. - Students visit lockers, restrooms, homeroom, etc.

7:45 a.m. – 1<sup>st</sup> period begins.

After 7:45 a.m. all doors lock.

**\*All visitors must report to the main office upon entry.\***

### ARRIVING TO SCHOOL LATE

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

Any student that arrives to school after 7:45 a.m., or is not in his/her 1<sup>st</sup> period class by 7:45 a.m., is considered tardy to school. The following steps will occur for students that are tardy to school.

Per nine weeks:

3<sup>rd</sup> – After School Detention

4<sup>th</sup> – After School Detention

5<sup>th</sup> – Thursday School

6<sup>th</sup> – Thursday School & letter sent to parent

7<sup>th</sup> – 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. In addition excessive tardiness could be reported to the Johnson County Juvenile Probation Department.

### **Students arrive to school:**

Before 11:00 AM - Full Day Present - (Tardy only)

After 11:00 AM - Half Day Absent AM

participate in various academic bowls, band or orchestra trips, for attendance at local, state, or federal government proceedings, or to hear various speakers or performers.

### EXCESSIVE ABSENCES

Students are permitted five (5) absences without furnishing a doctor's note. Medical documentation will be required for any additional absences after the student has reached his/her 5<sup>th</sup> absence. Notification letters will be sent home to parents when a student reaches his/her fifth absence and again at his/her seventh absence. A student who reaches ten (10) or more absences may receive an additional letter and a probable cause affidavit will be submitted to Johnson County Juvenile Probation. Students with excessive absences the previous school year could receive notifications prior to the days listed above. All other absences will be counted toward the five (5) day absence limit. Absences for any other reasons other than those listed above are not allowed. A student may be recommended for expulsion from school due to excessive absences.

**Clark-Pleasant School Corporation does not promote "Take Your Teen to Work Day". This absence will be counted toward the 5 day limit.**

### NOTIFYING THE SCHOOL OF ABSENCE(S)

When a student is absent, his/her parent or guardian **must** call the CPMS attendance hotline number. For parent convenience it is available 24 hours a day at **535-2025, ext. 6500**.

### PERFECT ATTENDANCE

Perfect attendance is defined as being in attendance a full day every day that school is in session. An award will be given at the conclusion of the school year to all students who have Perfect Attendance according to this definition. Students receiving this award shall have no tardies to school and shall not have left school before the end of the school day.

### SCHOOL CLOSING

During inclement weather, it is possible that school might be closed or delayed in opening. In most cases parents will be notified by email, voicemail, Facebook, Twitter and Instagram of the closing or delay. Please check the CPCSC website ([www.cpsc.k12.in.us](http://www.cpsc.k12.in.us)) 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. **You may also call the "Transportation Hotline" for more information at 535-2025, ext. 8000.**

Announcements are made as early as possible. In the event that school is closed, all evening activities that have been scheduled are automatically cancelled.

### TARDY TO CLASS

Students have 5 minutes to leave one class and report to their next 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: clinic, special passes, telephone, guidance, restroom, etc.

All tardies are cumulative until the last day of the current nine week grading period. Tardies to class (other than late-to-school tardies) will be handled by the individual classroom teacher. The following steps will occur for students that are tardy to class.

Each nine weeks:

3<sup>rd</sup> – After School Detention

4<sup>th</sup> – After School Detention

5<sup>th</sup> – Thursday School

6<sup>th</sup> – Thursday School & letter sent to parent

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

Reporting to homeroom after 7:45 a.m. will be considered as being late to school.

### TRUANCY

A student that misses all or part of the school day without the school or parent's knowledge will be considered truant. The school will take strong disciplinary measures by filing a truancy report with the Johnson County Juvenile Probation Department or Department of Child Services on every occurrence. Habitual truancy will be determined by the administration of CPMS and will be pursued according to State and Legal Guidelines.

### EXTENDED ABSENCES

Education is the primary business of our students, and therefore parents/guardians and students must make it their first priority. Regular school attendance is essential to a good education. Any absence means that a student has missed being a part of the educational environment that day. **Absences of students caused by family travel are strongly discouraged. The days missed due to vacation will count toward the five (5) limit.**

## **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, on-line financial assistance application, on-line payment (RevTrak) and other important information regarding our meal programs can be found at: [www.cpsc.k12.in.us](http://www.cpsc.k12.in.us) click on School Meals.

CPMS offers a breakfast program for all students. The breakfast will be available for students from 7:30am-7:45am. Students should exit the bus at 7:25 and enter Door 13 or car riders should enter Door 1 and proceed immediately to the cafeteria. Only students eating breakfast should enter at this time. **Students are expected to be in Homeroom/first period at 7:45 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 in 7<sup>th</sup> and 8<sup>th</sup> grade are allowed to choose a seat in the cafeteria each day. 6<sup>th</sup> grade students remain in assigned seats.
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. Students are not allowed to cut into the cafeteria line.
5. When students forget part of the lunch, they should report to a supervisor for assistance.
6. A student must use the restrooms adjacent to the cafeteria during lunch (math hallway). Student must have permission and a pass to leave the cafeteria.
7. Throwing food or touching someone else's food is strictly forbidden.
8. 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.
9. Any violation of cafeteria rules could result in an isolated lunch, change of seating, or other disciplinary action.

### CHARGE POLICY

A student will be allowed to charge **four (4)** "reimbursable school lunches" **per school year**. Students may not charge snacks. The unpaid charges must be paid within five (5) school days. The student and his or her parents/guardians are responsible for paying the lunch charges. Lunch charges will remain on the account until they are paid.

Any student who cannot charge a lunch and cannot find money to pay for their lunch will be provided with an alternative snack by the school cafeteria. No lunch charges will be allowed under any circumstances during the last ten (10) days of the school year. 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.cpsc.k12.in.us](http://www.cpsc.k12.in.us) and click on School Meals.

### LUNCH VISITATION POLICY

If you plan to have lunch with your child, please check in the school office and 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. For the safety of all students, only visitors listed on the student contact list are allowed to visit with the student. In addition other students may not be invited to the 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. If you bring food from outside sources you will need to stay and eat with you child. Your child cannot take it back to the cafeteria to eat with the other students. "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 **535-7121**.

Attendance/Tardies \_\_\_\_\_ Dean/Clerk  
Athletics \_\_\_\_\_ Athletic Director  
Bus Misconduct \_\_\_\_\_ Driver/ Dean  
Change of Address/Telephone \_\_\_\_\_ Office Personnel  
Chromebook \_\_\_\_\_ eLearning/Five-Star  
Discipline \_\_\_\_\_ Assistant Principal/Dean  
Free and Reduced Lunch \_\_\_\_\_ Office Personnel  
Food Service \_\_\_\_\_ Cafeteria  
Grades/Student Records \_\_\_\_\_ Student Services  
Health Services \_\_\_\_\_ School Nurse

Homebound Instruction \_\_\_\_\_ Student Services  
Locker Problems \_\_\_\_\_ Athletic Director  
Lost and Found \_\_\_\_\_ Office Personnel  
Parent-Teacher Conference \_\_\_\_\_ Student Services  
Personal Problems \_\_\_\_\_ Student Services  
Personnel \_\_\_\_\_ Administration  
Schedule Changes \_\_\_\_\_ Student Services  
School Pictures \_\_\_\_\_ Office Personnel  
Student Government \_\_\_\_\_ Student Council Advisor  
Academic Needs \_\_\_\_\_ Student Services  
Textbook Rental & Other Fees \_\_\_\_\_ Office Personnel  
Withdrawals \_\_\_\_\_ Office Personnel/Student Services  
Work Permits \_\_\_\_\_ Office Personnel

### STUDENT SERVICES

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

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 phone to contact parents when necessary. However, phone calls should be kept to a minimum and should involve only important and necessary information. Permission must be obtained from the office/teacher. If false 911 calls are made, disciplinary action will be taken and prosecution may occur.

### VOICE MAIL

Staff members check their voice mail daily. Messages may be left 24 hours a day at 535-2025 plus the extension number.

### WEB SITE

Clark-Pleasant Community School Corporation has a comprehensive web site at: [www.cpsc.k12.in.us](http://www.cpsc.k12.in.us) that offers information regarding staff, athletics, programs, etc.

### YEARBOOK

The CPMS school yearbook is published and distributed in the spring of each school year. Yearbook orders are taken during 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 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 AND 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, educate 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 textbook rental fee is calculated according to accepted State Board of Account guidelines. **Payment for the textbook rental is due on or before the first day of school unless other arrangements have been made or application for financial assistance has been completed.** 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 book rental. This form may be picked up in the main office. **Failure to make textbook 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 these books in a reasonable manner. Books should not be written in or defaced. A fee could be charged to the student at the end of the school year for damages or loss.

## BOOKSTORE

CPMS supplies and gym clothing may be purchased from the bookstore, which is located adjacent to the main office. The bookstore is open from 7:35 a.m. to 7:45 a.m.

## DELIVERIES

Flowers, gifts, balloons, etc. delivered to school will remain in the office until the end of the school day.

## DRILLS

**TORNADO:** In every classroom there is a chart of directions as to where to seek shelter. Students and teachers are to go quickly and quietly to their designated areas when the tornado warning is sounded. Students should be sitting/kneeling (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. **CPMS reserves the right to not dismiss students during a time of emergency.**

**FIRE:** During the school year, a fire drill is held once each month. In every classroom there is a chart of directions for leaving 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 one lockdown drill is conducting during each semester.

## EARLY RELEASE

Students will be released every Wednesday at 2:15p.m. The early release time will be utilized by teachers for professional development and Professional Learning Community meeting time.

## 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 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 education 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) School 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 of 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 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 AND SELLING OF ITEMS AT SCHOOL

The CPMS sponsors fund raisers each year offering voluntary participation for the individual students. 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 sent to the office.

**SCHOOL LOCKERS:** Each student is provided with a school locker for storage of books and coats. Lockers are loaned to students and remain the property of the school. Students should not share lockers or keep their books in anyone else's locker. Locker use will only be at designated times of the day.

These lockers are located in academic areas of the building and provide some security, provided that the student does not give out or allow his/her combination to be known. The school assumes no responsibility for articles lost or stolen.

**PHYSICAL EDUCATION LOCKERS:** Lockers are provided for the storage of clothing 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.

Each student is responsible for the appearance and upkeep of his/her assigned lockers. Only school provided items may be displayed on the lockers. **NO** writing, paint or decorative marking should be placed on or in the lockers.

### LOST AND FOUND

Students are responsible for their textbooks, 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, 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. Items remaining in the lost and found will be discarded or donated to charities at the end of each grading period.

### NON-CUSTODIAL PARENTS

**Records, Grades, Teacher Meetings, School Events-** Non-custodial parents have equal access 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

From time to time, it is necessary to apply lawn and pest control spray to our school lawns, athletic fields, and our school buildings. We try to apply these while students are not in the areas affected or during vacation days. Occasionally, these applications occur on school days. If you want to be notified prior to the application, please fill out the "Parent Registry for Notification" form found on the CPCSC website or stop by your school office to fill out the form.

### 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 second semester and only students who would like to purchase pictures will participate.

### STUDENT SAFETY

#### **CPCSC Tip Reporting Service**

Safety is one of our district's top priorities, that's why we're now using School Messenger Quick Tip, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration. To submit a tip, go to the school corporation website, [www.cpsc.k12.in.us](http://www.cpsc.k12.in.us), and click on the "Report an Incident" button then follow the steps outlined. Easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about. Tips may be submitted anonymously. Thanks in advance for helping to make our school community a safer place to work and learn! We appreciate your support.

### VISITORS

Parents are always welcome to visit our school and are encouraged to do so. If parents want to talk to a teacher regarding their child, they are asked to call 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 textbook rental, it will be mailed after the next school board meeting. Any debts should be paid immediately upon withdrawal.

## WORK PERMITS

The minimum legal age for employment in the State of Indiana is fourteen (14). A verification of age (birth certificate, baptismal record, etc.) and a "State Intention to Employ" form #896, filled out by the employer, are required to obtain the permit. Form #896 and other information will be available from the office.

Students need to indicate the city and state in which they were born when obtaining the form. Occupations exempt from these regulations are farm and domestic labor, golf caddies, newspaper carriers, and performers. Employment in any other occupation of a minor seventeen (17) years of age or younger, requires an employment certificate.

- The issuing officer at your school can refuse to issue a work permit if your grades or attendance do not meet the standards set by your school corporation.
- Your school can revoke your work permit if your grades or attendance drop after you have started working and school is in session.
- You can have only one work permit at a time. This means you are not legally permitted to work for two different employers at the same time.

## CPCSC Student Health Services

Clark-Pleasant Community School Corporation is proud to partner with Community Health Network to provide nursing services to our district. All Clark-Pleasant schools are staffed with a Registered Nurse. **It is the parent's responsibility to contact the school nurse anytime there may be a health-related concern/issue. Students must have a "Consent to Treat/HIPAA" form on file in order to be seen in the clinic.** Students without permission will be seen for emergencies only.

**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 100.0 degrees.**  
Indiana Department of Health Guidelines recommends that a student may return after 24 hours of being fever-free without the use of medication.
- **Conjunctivitis (pink eye), if considered contagious.**  
Student 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.**  
Student may return the day after treatment.
- **Head lice (Pediculosis)**  
Student will be sent home from school if they are found to have live lice or nits closer than ½ inch from the scalp. Upon return to school, student must report to the school nurse and be cleared before returning to the classroom.
- **Uncontrollable vomiting or diarrhea with or without fever.**  
Student 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 health care provider states student is allowed to go to school.
- **Chicken Pox (Varicella).**  
Student 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).**  
Student must be excluded for 5 days while receiving appropriate antibiotic therapy.

The school nurse may request a doctor's note for 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:**

CPCSC does not stock any over-the-counter (OTC) medications. In order for students to receive medication during the school day, a parent must complete a "**Request to Administer Medication**" form. Physician-prescribed medication must be in the original, correctly-labeled, prescription bottle. OTC medication must be in the original container with the student's name and date of birth clearly written on the bottle. We ask that all OTC

medication brought to school is unopened prior to the nurse receiving it. Medication for students in grades K-8 must be transported to and from school by a parent/guardian. Medication for students in grades 9-12 may be transported home 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 necessary for a student to carry emergency medication (i.e. EpiPen or inhaler) with them during the school day. 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/supplies/food for any type of special need, 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.

## **WARRIOR WAY Foundations for Success**

The CPMS community has identified a set of guidelines or code of ethics regarding attitude and behavior to help ensure that all students and staff do their part to preserve the instructional and safe learning environment. This also provides every student with an equal opportunity to show his or her personal best and to effectively learn and grow daily. These guidelines are referred to as the **WARRIOR WAY**.

**Be Present** - Attend school daily. Attend class on time and ready to participate. Attend to your academic responsibilities and your role as a CPMS student.

**Be Pro-Active** - Address questions, challenges, and obstacles before they become problems. Actively seek advice, assistance, and support from parents, teachers, and peers.

**Be Responsible** - Accept responsibility for your actions and learn from your experiences. Work to meet expectations you set for yourself and those set by teachers and parents.

**Be Respectful** - Treat others as they want to be treated through understanding, compassion, and consideration.

**Be Positive** - Believe that you can make good things happen and they will.

### **Areas of Responsibility**

**\*Good Citizenship\***

By following the CPMS Code of Ethics students will establish a mutual respect for adults and peers therefore preserving the instructional environment.

Good Citizenship violations:

- Disrespectful address of another student
- Disrespectful address of an adult
- Touching/Moving the property of another without permission
- Classroom disruption – verbal (talking out, making noises, etc.)
- Classroom disruption – physical (out of seat, etc)
- Lack of care for school spaces/materials

**\*Building and Classroom Expectations\***

Every student deserves an equal opportunity to learn. Following Building and Classroom Expectations ensure the atmosphere at CPMS is safe & encouraging for all students.

Building / Classroom Expectations violations:

- Non-compliance with established classroom rules
  - Academic Refusal
  - Unprepared for class
    - Does not have a charged Chromebook
    - Does not bring required materials
    - Does not bring / complete required assignment
  - Academic Dishonesty

Building / Classroom Expectations violations:

- Non-compliance with established school-wide rules
  - Non-compliance with established electronic device guidelines (incl. cell phones)
  - Public (Inappropriate) Displays of Affection
  - Profanity / Language

**\*Student Dress & Appearance\***

Students will dress in a way that shows self-respect and respect for others to minimize disruptions and establish safety within the instructional environment.

Student Dress/Appearance violations:

- Revealing clothing
  - Holes (above mid-thigh)
  - Skirts (at the knee)
  - Shorts (above mid-thigh)
  - Low/High cut shirts exposing chest, ribcage, armpit, stomach

Clothing showing exposed under garments

- Sagging
- Sheer tights / pants
- Sheer/lace shirts
- Bra straps

Inappropriate / Offensive Language

- Sexuality
- Drug/Alcohol/Tobacco promotion
- Discriminatory / Defamatory language

Inappropriate Accessories

- Hood/Hats during school day
- Chains hanging away from the body
- Spiked accessories of any kind

# 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 reasonable 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 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.

## CHEATING POLICY

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. Similarly, 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. The students involved in cheating could be given a zero for that specific assignment and a minimum of an after school detention. This policy includes use of an electronic device to share information. Additional consequences could apply based on the seriousness of the cheating incident.

## CONSEQUENCES FOR MISBEHAVIOR

This list is an example 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

**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 student will receive a 24 hour advance written notice 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 the reassigning of 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 in BASE is expected to complete it as homework or continue to work in BASE until all assignments are complete. Causing disruption in BASE 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 misbehaviors 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 (not necessarily on Thursdays) from 3:00 – 5:00 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 written notice 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 the reassigning of two Thursday Schools, multiple lunch detentions (5) or in school suspension. \*

**STUDENT DISCIPLINE PLAN:** Any student who receives a substantial number of misconducts in one year or accumulative 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.**

**STUDENT DISCIPLINE PROFILE:** All students will have a discipline profile maintained in Student Services. The purpose of this profile is to develop structured intervention to behaviors and maintain communication from school to parents.

**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.

## **DIGITAL DEVICES**

### **Personal Electronic Device Guidelines (PEDG)**

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 put away and out of sight. 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 digital devices can negatively impact schools. As a responsible steward of the educational process, CPMS acknowledges the misuse of personal electronics 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 Electronic Device Guidelines (PEDG).

1. Devices must remain turned off during regular school hours.
2. Personal electronics 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 video unless under the express direction and supervision of school personnel.
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 CPMS PEDG:

#### **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 Base teacher before 1<sup>st</sup> 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 electronic device privilege for remainder of semester or length of time determined by administration. All personal Electronic devices are left at home. On step three, possession of any personal electronic devices on school property may result in an office referral with appropriate consequences as determined by 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

Expulsion

The 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.

## **SECLUSION AND RESTRAINT**

A student will not be subject to seclusion or restraint unless the student’s behavior poses an imminent risk of injury to the student or others. However, significant violations of the law, including assaults on students and staff, will be reported to the police. As soon as possible after any use of seclusion or restraint, the student’s parent or guardian will be informed and provided with a detailed account of the incident, including the circumstances that led to the use of seclusion or restraint.

## **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 by the administration. Compliance of the student dress and appearance guidelines will be checked daily during homeroom. 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, sexual meanings, advertisement of alcohol, cigarettes/tobacco products, drugs, violence, racial/religious slurs, or advocates 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.
3. Tops may not be low-cut, see-through, or sleeveless. Bare midriffs, exposed cleavage, or exposed backs are not permitted. 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.
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 tights and pants are not allowed.

6. Shoes must be worn. Slippers are not permitted. Flip-flops are only permitted on designated days. Soccer-type sandals are permitted with socks.
7. No face paint or spray-on temporary hair coloring.
8. Hats, 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. Coats may not be worn inside the classroom.
11. Appearance or dress that is associated with gangs or gang activity will not be permitted.
12. Appearance or attire that disrupts the educational environment will not be permitted.
13. Purses, bags, drawstring style backpacks, and backpacks of reasonable size are allowed.

### 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 FOR SUSPENSION 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. **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.

**C-PMS must report battery on staff members to local police in addition to assigning appropriate school discipline. Indiana Code 35-2-1 defines "Battery" as follows: "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."**

2. **Academic Refusal:** Failure to participate in class, on a field trip, or to complete assigned work.
3. **Computer/Internet Misuse:** Improper use of the Internet or any other computer programs.
4. **Deadly Weapons, Firearms or Destructive Devices:** The includes but is not limited to 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.

Possessing a knife, firearm, bullets, a Destructive Device, 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 term includes all weapons, fireworks, a smoke or noise bomb, a handgun, a rifle, a shotgun, a stun gun, chemical mace, pepper gas, a *laser pointer or other laser light device*, and all personal protection devices *including* those that emit only sound.

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

5. **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.
6. **Drug & Alcohol Violations:**
  - A. Consuming, possessing, offering, providing, or being under the influence of alcohol or an alcoholic beverage, an illegal drug, a prescription drug [except as authorized in a prescription by a licensed health care 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 health care 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.
  - C. Possessing drug *preparation or* consumption paraphernalia such as rolling papers, clips, or displaying materials that promote or encourage alcohol or drug use.
  - D. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
7. **Electronic Devices:** 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 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. “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.
8. **False Alarms or 911 Calls:** Indiana Code 43-44-2-2 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.
9. **Fighting/ Combative Act:** 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.
10. **Gang Involvement:** Forming organizations, using signals related to membership, writing or having symbols or signs related to the organization is prohibited.
11. **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.
12. **Interfering with School Purposes:** 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. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.  
 b. 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.  
 c. Setting fire to or damaging any school building or property.  
 d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.  
 e. 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.  
 f. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct. Running, loud boisterous activity, playing around, or being in the halls without permission.  
 g. Engaging in sexual behavior on school property.  
 h. Disobedience of administrative authority.
- i. Willful absence, excessive absence or tardiness of students.  
 j. Engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes (including exposure of oneself or attempting to cause another to be exposed).  
 k. Failing to tell the truth about any matter under investigation by school personnel.  
 l. Possessing or using a laser pointer or similar device.  
 m. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.  
 n. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
13. **Legal Settlement:** 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.
14. **Profanity/Verbal Abuse:** Any gestures or actions, physical, written, or spoken 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.
15. **Repeat Offender:** 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.
16. **Substitute Teacher:** Misconduct or misbehavior for a substitute teacher will result in the same consequences normally reserved for the regular classroom teacher.
17. **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, food, change, etc. Spitting saliva or objects will also not be tolerated.
18. **Tobacco, Nicotine and Vapor Inhaling Products:** Possession of any item related to tobacco products, nicotine or vapor products. 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) HB 1225
19. **Vandalism/ Theft :**  
 Causing or attempting to cause damage to school property, stealing or attempting to steal school property. 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 and/or stealing or attempting to steal private property.  
  
 Possession of stolen property
20. **Harassment / Violation of Respect:** Any physical, spoken, or written act of abuse, bullying, violence, harassment, threats, intimidation, 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.  
  
 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. If a student believes he/she is a victim of sexual harassment, the student should come forward by submitting a "Grievance Report" form to the counselors or administration.

21. **Withholding Information/ Dishonesty:** 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. In addition 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)

Providing false information to a school staff member.

Forging another persons' signature or name.

False reporting of bullying incidents

**Right to Appeal:** The student or parent has the right to appeal an expulsion decision to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board will consider the appeal unless it votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

#### **PARENT PARTICIPATION IN DISCIPLINE**

A parent, guardian, or custodian of a student less than 18 years old shall be required to participate in any disciplinary action authorized under the Student Due Process Code I.C. 20-8.1-5.1, as well as the student discipline handbook of this school corporation, at the request of a school official. Parent participation includes, but is not limited to, meetings, conferences, hearings, supervising home-study-time, and assuring regular school attendance. Upon receipt of proper notice, any parent, guardian or custodian who refuses to comply with a request from a school official to participate in the resolution of behavioral problems of a student whose conduct is repeatedly disruptive to the student's own educational progress or to the progress of others may be referred to the Child Protective Services Division of Public Welfare.

#### **BULLYING** HEA 1423

"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 students 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:

- 1) places the targeted student in a reasonable fear of harm to the targeted student's person or property;
- 2) has a substantially detrimental effect on the targeted student's physical or mental health;
- 3) has the effect of substantially interfering with the targeted student's academic performance; or
- 4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

(b)The term may not be interpreted to impose any burden or sanction on, or include in the definition of the term, the following:

- (1)Participating in a religious event.
- (2)Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.

- (3)Participating in an activity consisting 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.
- (4)Participating in an activity conducted by a non-profit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults.
- (5)Participating in an activity undertaken at the prior written direction of the student's parent.
- (6)Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

#### **School Corporation Shall:**

- Report the number of bullying incidents reported under IC 20-34-6 (student safety reporting) by category.
- Provide safety training to the school corporation's employees and volunteers who have direct, ongoing contact with students concerning the school's bullying prevention and reporting policy adopted under IC 20-33-8-13.5.
- Not later than October 15 of each year, each public school shall provide age appropriate, research-based instruction as provided under IC 5-2-10.1-12(d)(1) focusing on bullying prevention for all students grades 1-12. Instruction may be delivered by a school safety specialist, school counselor, or any other person with training and expertise in the area of bullying prevention and intervention.
- Discipline rules adopted by the governing body of a school corporation must include a detailed procedure for the expedited investigation of incidents of bullying that includes:
  - o Appropriate responses to bullying behaviors, wherever the behaviors occur;
  - o Provisions for an anonymous and personal reporting of bullying to a teacher of other school staff;
  - o Timetables for reporting of bullying incidents to the parents of both the targeted student and the bully, in an expedited manner;
  - o Timetables for reporting of bullying incidents to school counselors, school administrators, the superintendent, or law enforcement, if it is determined that reporting the bullying incident to law enforcement is necessary;
  - o Discipline provisions for teachers, school staff, or administrators who fail to initiate or conduct an investigation of a bullying incident; and
  - o Discipline provisions for false reporting of bullying; and
  - o A detailed procedure outlining the use of follow-up services that includes:
    1. Support services for the victim; and
    2. Bullying education for the bully.

The discipline rules may be applied regardless of the physical location in which the bullying behavior occurs, whenever,

- o The individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within a school corporation, and
- o 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.

*A record made of an investigation, a disciplinary action, or a follow-up action performed under rules adopted under this section is not a public record under IC 5-14-3.*

Indiana Code 20-33-8-0.2 defines bullying as an overt, repeated acts or gestures, including:

1. verbal or written communications transmitted;
2. physical acts committed; or
3. any other behaviors committed;

by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. Bullying is not tolerated. CPMS identifies bullying as intentional, aggressive behavior that involves an imbalance of power or strength and is repeated over a period of time. If a student chooses to engage in any form of bullying, he or she will be subject to disciplinary action in relation to the seriousness of the offense.

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.

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 so that the situation can be rectified.

### **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.

### **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. 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. 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 Weapons**

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.

#### **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 Acceptable Use Policy and Student/Parent Agreement**

Clark-Pleasant Community School Corporation 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 Technology 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 Clark-Pleasant Community School Corporation at all times. Therefore, **there is no assumption of privacy.** Clark-Pleasant Community School Corporation 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. (Password and identity 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 all times, and always inside of the school-issued case.
- Use school technology and resources only for educational purposes.

#### ***I Will Not:***

- Share my password with others.
- 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.
- 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 files, private communications, schoolwork, programs, or resources without their permission.
- 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 carrying case.
- Do not place textbooks on the device or inside the issued carrying 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.
- Never open the device by pushing on the touch screen.
- Never pick up the device with the screen open.
- Devices cannot be used in the cafeteria.
- Never leave the device in a car or bus. (Extreme temperatures can damage the battery.)

### Liability

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

- not returned
- damaged
- lost
- stolen

### 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 encouraged 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.

### Chromebook Device Repair/Replacement Fee

- CPCSC will provide device replacement coverage for \$25 for the Chromebook. This will cover one repair/replacement of the device should an accident occur that damages the device.
- If parent/guardian decline 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.

## Behaviors and Discipline Related to Technology Usage

The following section outlines expectations pertaining to usage on a daily basis. This includes discipline and consequences for failure to meet those expectations. Consequences may escalate to higher punishment depending on the severity of the infraction.

### **Technology Related Behavior Violations**

*Level 1:*

- Failure to bring device to school
- Missing case
- Off task email, texting, chatting, videos, Internet surfing, etc.

*Level 2:*

- Damaging, defacing, placing stickers, etc. on device/case
- Using account belonging to another student or staff member
- Cyber-Bullying
- Using profanity, obscenity, racist terms
- Inappropriate use of email, texting, chatting, videos, Internet surfing, webcam, etc.
- Sending/Forwarding assignment to another student to use as their own and/or copy
- Accessing inappropriate material
- Attempts to defeat or bypass the district's Internet filter and/or security settings
- Modifying the district's browser settings or other techniques to avoid being blocked from inappropriate sites or to conceal inappropriate Internet activity
- Unauthorized downloading/installing of Apps

*\*Each instance of failure to comply will be reviewed and handled on an individual basis.*

*\*Technology infractions will be a part of the school's discipline system.*

## Transportation

If your children ride the bus they are expected to follow the rules made up by each bus driver, the Transportation Department, CPMS, and the State of Indiana to best ensure the safety of each child. Most rules and guidelines are mandated by State law and must be followed closely. **Indiana Code explains that riding a bus is not a right, but a privilege; this privilege may be withdrawn by the school whenever a student is so disruptive on the bus that it creates a safety hazard. CPMS will take the necessary steps to prohibit that student from riding a Clark-Pleasant school bus. If a student is denied bus riding privileges, it will be the parent's responsibility to provide transportation to and from school.**

Bus zones are set up in areas that are a certain distance from the school, or in areas of heavy traffic, and any and all students in those areas may ride the bus as long as they conform to our rules and regulations. The buses will include students in grades 5-8.

### EXPECTED BEHAVIOR

The driver needs to have all his/her attention on driving safely. All riders must obey any and all instructions given to them by the school bus driver. Following is a list of rules and regulations, which are to be observed and obeyed by all persons riding Clark-Pleasant buses:

1. Students shall be seated immediately upon entering the bus. Assigned seating will be used by the driver and the student must sit in his or her assigned seat.
2. Students shall not stand or move from place to place while the bus is in motion, including as students depart during the p.m. route.
3. Loud, boisterous, or profane language shall not be tolerated. Indecent conduct, verbal abuse, use or racial/ethnic remarks, or derogatory names is also not acceptable.
4. Students shall not be allowed to tease, scuffle, trip, hold, hit, or use their hands, feet, or body in any objectionable manner.
5. Students shall not leave their seat until the bus has come to a full stop and the door is opened by the driver.

6. Windows or doors shall not be opened or closed by students, except by the permission of the bus driver. Windows will not be opened more than halfway.
7. Students should be waiting at the bus stop when the school bus arrives. The school bus driver will stop and look for students, then continue on route.
8. Upon recommendation of the bus driver, school authorities may deny privileges of riding the school bus to students who refuse to conduct themselves in a courteous manner on the bus.
9. The school bus driver has the same authority and responsibility as a teacher.
10. Safety is the prime concern in student transportation; thus, the driver and school authorities shall maintain discipline on the school bus. Students disobeying safety rules will be denied riding privileges.
11. All items carried on the bus by the student must be held on the student's lap. All toys and/or personal items should remain inside the student's bag. Interfering with the possessions of others will not be tolerated.
12. Students are not allowed to bring food, drinks, or chewing gum on school buses. The approval of drinks and food on long trips can be negotiated with the driver.
13. Students must keep head, hands, and feet inside the bus at all times.
14. Smoking is not allowed at any time.
15. Bus drivers will prepare and practice emergency unloading with the students at least two times per school year.
16. Transportation will be denied for poor behavior.
17. All other applicable CPMS rules apply.

### MISCONDUCT PROCEDURES

The bus driver will write up each offense on a Bus Conduct form and give all copies to the assistant principal. The bus driver will contact the parent to explain the conduct. The principal/assistant principal will inform the parent of any disciplinary action taken and communicate the possibility of terminating the student's transportation on a Clark-Pleasant School Bus. An electronic copy of the bus misconduct will be maintained.

**The Transportation Director or his/her designee may withdraw a student's privilege of riding a school bus even if the student has not had previous misconducts.**

For minor and intermediate infractions, the Transportation Director or his/her designee may warn and suspend a student from his/her bus for a period up to five days. The following guidelines will be used:

- 1<sup>st</sup> Referral – warning/ verbal reprimand/ parent contact
- 2<sup>nd</sup> Referral - Probation
- 3<sup>rd</sup> Referral – 1 day bus suspension/ parent contact
- 4<sup>th</sup> Referral – 3 day bus suspension/ parent contact
- 5<sup>th</sup> Referral – 5 day bus suspension/ parent contact
- 6<sup>th</sup> Referral – removal from the bus for a period to be determined/ parent contact

The Transportation Director or his/her designee has the right to remove a student at any time from the bus without regard to the preceding steps, if he/she commits an offense for which immediate removal is specified as a penalty, or the student's continued presence would be contrary to the well-being of the district or any of its staff or other student's. **Any severe violation will also be brought to the attention of the CPMS administration and can result in substantial school consequences and bus suspensions.**

Termination of the bus-riding privilege over five (5) days will be the responsibility of the Transportation Director, CPMS administration or their designee. In case of suspension, the principal or designee will contact parents to notify them of the suspension and determine the date of suspension. Unless there is a vacation, the student will serve the suspension the day after the write-up. If the infraction is serious enough, the principal can determine a suspension schedule at his/her discretion.

### 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 are 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.

#### **WAITING FOR THE BUS**

Students must stay back at least ten (10) feet from the edge of the roadway and clear of all traffic. Do not push, shove, fight, or play while in line. Wait until the bus has completely stopped and the door opened before moving toward the bus entrance.

Students that must cross need to wait until the driver signals them cross. Students may cross **only** in front of the bus and no other location.

**Be at the bus stop on time.** Students must be at the bus stop ten (10) minutes prior to the scheduled pick- up time. Buses will not wait for tardy students nor will buses be sent back for tardy students. Parents need to have a contingency plan in the event their child misses the school bus.

Both parents and students are responsible for conduct at the bus stop, from home to the bus stop, and from the stop to home. Students are considered under school authority when the bus driver arrives at the bus stop.

Parents, if you have busing concerns or questions for the driver, please call the transportation center. Approaching the bus while at the bus stop is very dangerous and is not the appropriate place or time to address concerns.

#### **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.