

**HORNET PARK ELEMENTARY**  
**2019-2020**  
**5249 Hornet Avenue**  
**Beech Grove, IN 46107**  
**Telephone: (317) 780-5050**  
**FAX: (317) 780-5053**



## ***A Child's Bridge to Tomorrow***

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web: [www.bgcs.k12.in.us/bgghp.bgghp.htm](http://www.bgcs.k12.in.us/bgghp.bgghp.htm)

Dr. Paul Kaiser – Superintendent  
Mrs. Erin Probus – Principal  
Mr. Anthony Osborne - Assistant Principal

### **Board of School Trustees:**

**Christa Smiley, President**  
**Beth Prindle, VP**  
**Aaron Lamb, Member**  
**Jannis King, Member**  
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The Beech Grove City Schools Student Code of Conduct will be upheld as a shared responsibility to the student, families, staff, and community to ensure that an optimum learning environment exists. Beech Grove City Schools believes that it is in the best interests of the community for it to take steps to promote, enhance, and maintain a drug-free school system and student body, and that along with parents and other segments of the community it has a role in helping students remain drug-free. Instructional staff at Hornet Park Elementary School shall function as a means for assessment, intervention, referral, and support for students experiencing academic or behavioral problems. The staff will follow a systematic process for handling all referrals in an equitable way. The function of the staff is to identify and refer students who have problems to appropriate resources within the school setting or to community individuals or agencies.

Email is an efficient way to communicate with any Beech Grove City Schools Employee. If you have any problems sending email to a Beech Grove employee, please contact the Beech Grove City Schools Technology Center at 317-780-5055.

**Skyward/Skylert Information**

Skyward, our Student Information System, gives parents and students access to educational records and houses student and family contact information. It is important that the school be informed of any change of address, telephone number, etc., for our students and families. Updating this information can be done through Skyward.

Skylert is an automated way to contact families. By updating Skyward records, parents can be sure to receive the most up-to-date automated information from Beech Grove City Schools.

**Websites:**

[www.bgcs.k12.in.us](http://www.bgcs.k12.in.us)

Facebook: facebook.com/Beech Grove City Schools

Facebook: facebook.com/Hornet Park Elementary School

BGCS Twitter: twitter.com/BeechGroveCS

NOTE:	This Student/Parent Handbook is based in significant part on policies adopted by the Board of School Trustees and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was updated in June, 2018. If you have questions or would like more information about a specific issue or document, contact your school principal or access the document on the Corporation’s website: <a href="http://www.bgcs.k12.in.us">www.bgcs.k12.in.us</a> by clicking on “Board” and finding the specific policy or administrative guideline in the Table of Contents for that section.
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**FOREWORD** This Student Handbook was developed to answer many of the commonly asked questions that parents may have during the school year and to provide specific information about certain Board policies and guidelines. Please take time to become familiar with the following important information contained in this Handbook and keep the Handbook available for frequent reference. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your Principal, Mrs. Probus. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of June, 2019. If any of the policies or administrative guidelines referenced herein are revised after June, 2019, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the Corporation's web site.

### **MISSION OF THE SCHOOL**

Hornet Park Elementary School, in partnership with parents and the community, is committed to building a culture of excellence and an experience rich environment. Children will be continuously challenged to meet high academic standards and to become confident, responsible, lifelong learners as they begin a successful journey across the bridge to tomorrow.

### **EQUAL EDUCATION OPPORTUNITY (See Policy 2260)**

It is the policy of this Corporation to provide an equal education opportunity for all students.

Any person who believes that the Corporation, a school, or any staff person has discriminated against a student on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information, has the right to file a complaint. A formal complaint may be made in writing to the School Corporation's Compliance Officer listed below:

Steve Bair, Assistant Superintendent for Curriculum & Instruction  
(317) 788-4481

The complaint procedure is described on Form 2260 F2.

The complaint will be investigated and a response, in writing, will be given to the concerned person within 10\_ days. The Compliance Officer may provide additional information concerning access to equal education opportunity. Under no circumstances will the Corporation threaten or retaliate against anyone who raises or files a complaint.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of the School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights will be protected and that they will be treated with fairness and respect. Likewise, students will be expected to respect the rights of their fellow students and the staff. Students will be expected to follow staff members' directions and obey all school rules. Disciplinary procedures are designed to ensure due process (notice and a fair hearing).

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. If necessary, the U.S. Mail or hand delivery may be used to ensure contact. Parents are encouraged to establish constructive communication channels with their child's teachers and support staff and to inform the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

## **HOME/SCHOOL COMMUNICATION**

**Back to School Night** The Back to School Night will be on Monday, July 29<sup>th</sup>. This is a great opportunity for parents to learn expectations of the teachers, class rules, and what their children will be learning this school year. Teachers will also answer any questions you may have.

**Newsletter** A school newsletter will be published each month. We will email this information to our families unless we are informed that you do not have computer access. It will give announcements and information about upcoming events. Be sure to read it carefully and keep it available until the next newsletter. We will also share this newsletter via our Facebook page.

**Parent/Teacher Conferences** There will be at least one parent/teacher conference during the year. One conference will be in October, and another optional conference will be in May. These conferences are a very important way for parents to get information about their child's progress in school. While it is best to come in person for the conference, phone conferences can also be held.

Other conferences may be necessary from time to time, and can be initiated by either the family or the teacher. Due to daily schedules, teachers are not always available by phone, but they will return calls as quickly as they can.

**Phone Access** By dialing the school phone number, (317) 780-5050, parents may report a student's absence through an automated system. It is also possible to leave a voice mail message with your child's teacher any time during normal school hours of 7:30 a.m. to 3:00 p.m. No calls will be forwarded directly to the teacher during the instructional day. Instead, calls will be put through to the teacher's voicemail in order to not interrupt student learning.

**Email** Email is an efficient way to communicate with any Beech Grove City Schools employee. If you have any problems sending an email to an employee, please contact the BGCS Technology Center at (317) 780-5055.

## **SCHOOL DAY**

### **ARRIVAL AND DISMISSAL**

#### **Time Schedule**

7:40-8 a.m. Children arrive in their classrooms  
8:00 a.m. School begins  
2:20-2:40 p.m. Children board buses. Car riders are dismissed.  
2:40 p.m. Dismissal concludes

**\*Wednesdays: Dismissal begins at 1:40pm**

#### **Arrival Procedures**

Children are welcome to enter the building beginning at 7:40am. Children are not permitted to be dropped off prior to 7:40am unless enrolled in before school care with the Baxter YMCA.

Each family has three choices for morning arrival. First, if you live within Beech Grove City Schools, we welcome and encourage you to take advantage of our school bus transportation services. Please, contact the transportation office at 317-787-1258 to make bus arrangements. Second, you are welcome to transport your own child and utilize our car-rider line. Third, it is permitted to park in the Hornet Park Community Center parking lot and walk your child to the door. Children need to be escorted by hand to the front door to ensure their safety. No cars are allowed to pull directly in front of the building during arrival to ensure the safety of our students and to support efficient arrival practices.

Children who arrive at school after 8 am will be considered tardy. A parent/guardian must sign them in at the office before they report to class.

#### SCHOOL BUS TRANSPORTATION (Policy 8600)

Kindergarten and 1st grade students will be picked up and dropped off at the appropriate designated stop each day. It is the parent's (or child care provider's) responsibility to have his/her child at the bus stop on time. It is recommended that you begin watching for the bus 5 minutes earlier than the projected arrival time. The bus will not be able to wait for your child before continuing on the route as other children would be picked up late for school.

In the event that your child does not get off at the designated stop, or you have questions about transportation services on any given day, please call the transportation department at (317)787-1258.

It is also the parent's (or child care provider's) responsibility to be waiting for your child at the end of the school day at his/her appropriate bus stop. The bus driver needs to see an adult at the bus stop where the child gets off the bus. **PLEASE NOTE: Anyone under the age of 18 will not be permitted to pick up a student off of the bus stop.** If there is no adult visibly present the child will be brought back to Hornet Park Elementary.

**We recommend that you have an emergency plan in place for your child in the event no one would be home in the afternoon, an early dismissal from school, or other difficulties that may arise.**

Anytime a parent fails to make arrangements for a child at the bus stop and a child is returned to Hornet Park, it will be documented. Parents(or care provider) will receive a written warning the first and second time their child is returned to Hornet Park Elementary. Should a parent receive a third notice, their student will lose their bus privileges for 10 days. If a parent (or care provider) fails to be at the stop after a bus suspension has been issued, the student will lose their bus privileges for a term of 30 days. After a 30 day suspension has been issued, if a parent(or care provider) should fail to be at the stop again the student will lose their bus privileges for the remainder of the semester.

The absence of a responsible adult at the drop-off site is a very important and serious situation for our younger children. Any deviation from these procedures places the family, the child, and the school personnel in a very difficult position and potential confusion can occur. If an adult is not located in a reasonable amount of time, administration may have to include the assistance of youth services and Beech Grove Police Department.

Bus drivers are responsible for the safety of their passengers. Loud noises and distracting behavior are not acceptable and can jeopardize the safety of everyone on the bus.

The following offenses are subject to a written citation:

1. Disobeying the bus driver's requests
2. Failure to remain seated and not facing forward
3. Not keeping aisle clear
4. Not keeping hands/feet to self
5. Throwing objects on the bus or out the window
6. Eating or drinking
7. Other discourteous, inappropriate, offensive, or unsafe behavior

Consequences of failure to follow the rules are:

- o Verbal Warning
- o First Written Warning—School bus driver documents the situation with a bus incident report (warning). Principal/Assistant Principal talks to child and sends home a write up.
- o Second Written Warning—School bus driver documents and contacts parent/guardian. Principal/Assistant Principal talks to child, consequence is determined, and bus incident report is sent to parents.

- o Third Written Warning—School bus driver documents and contacts parent/guardian. Child is suspended from the bus for ten school days. Parent will receive a letter from the Director of Transportation and the bus incident report.
- o Fourth Written Warning—School bus driver will complete bus incident report and notify the transportation administrator who will contact the parent/guardian. Child is suspended from the bus for 30 school days. Parent will receive a letter the Transportation Director and the bus incident report.
- o Fifth Written Warning—School bus driver will complete bus incident report and notify transportation administration who will contact the parent/guardian. Child is suspended from the bus for the remainder of the school year. Parent will receive a letter from the Transportation Director and the bus incident report.
- o A single serious offense could result in immediate suspension from the bus.

Students are not allowed to take balloons or glass (such as flower vases) on the bus. If you were to have these delivered to your child at school, they will need to be picked up at the end of the day.

### **Leaving Early**

Students who must leave school early during the day must bring a note signed by a parent stating the reason and time for leaving. The note should be given to the teacher. The person taking the student from school must come to the office, show identification, and sign the student out of the building. Adults who are not listed on the student's Emergency Pick-Up List will not be allowed to leave with them. Leaving school early or arriving late will count against a perfect attendance record.

If it becomes necessary to pick your child up early, you must come into the school office and show identification. We ask that you send a note to the teacher or **call the office before 1:30 p.m.** If a child is to go home a different way, with a different person, or to a different location, parents must send a note to the teacher. If a change occurs at the last minute, **call the office before 1:30pm** to give the school time to notify the child and teacher before dismissal. Do not simply just tell the child about transportation changes. If the teacher does not receive a note or phone call, the child will be sent home the usual way. Children being picked up early from school must be done prior to 2pm. ***Parents will not be permitted to pick their child up from the office after 2pm*** in order to maintain a smooth, safe, and efficient dismissal process. After 2pm, each child will follow the typical daily transportation plan.

### **Car Riders**

Parents may drop off children at the southern-most door of Hornet Park from 7:40-8am. A staff member will be present to assist your child into the building. Cars must arrive at the school by going through the west side of the high school parking lot. They will proceed to the south end of the parking lot and turn right. Cars will stay to the right and proceed to the first available orange pylon by circling to the right by entrance 3E. After children are dropped off **on the passenger side**, your child and the child in the car in front of you are safely on the sidewalk, cars will continue in a circle. When leaving, you will exit the Hornet Park car rider line by turning right onto the extension of Butler Avenue and exit school property by that route to minimize traffic congestion with the high school. Pick up procedures will be the same.

If it is after 8am your child will be counted tardy and you **must walk your child into the office to sign in.** If you live in district and find that arriving on time is difficult for your family, we encourage you to consider bus transportation.

Staff members will be at the doors to assist children in getting to their classrooms. Parents may not stop in the drop off area to walk children to their rooms. Parents should not expect conferences with teachers as children are arriving. The Beech Grove Community Center lot may also be used for additional parking.

### **The Car Rider Pick-Up Line:**

- Every family will receive a car tag. When picking your child up at dismissal, the car tag must be hanging from your rearview mirror so the teachers on duty can see your tag.
- If you lose a car tag, or have a need for an additional tag, you may purchase another for \$2 from our school office.
- If you do not have a car tag at dismissal you will be asked to pull around behind the buses, wait for them to leave, and then come in to the front office to pick up your child. At that time, you will need to show identification and be on that child's approved transportation list.
- DO NOT WALK BETWEEN THE BUSES, for your safety.

### **Before and After School Care**

The Baxter YMCA will furnish before and after school care service for Hornet Park students, to be held here at Hornet Park Elementary School. The hours are 6:30 a.m. until school begins, and from 2:35 p.m. to 6:00 p.m. For further information, please contact the YMCA at (317) 865-4984. Buzz Club may also be offered through the Beech Grove Parks Department, held at the Hornet Park Community Center. Please, reach out to the Community Center at 317-788-4986 for additional information.

**The Hornet Park Elementary staff is NOT responsible for childcare of students who are not picked up at the end of the day. Please make after school arrangements for your child.**

### **ATTENDANCE (Policy 5200)**

The Indiana Compulsory Attendance law IC 20-8.1-6.1 requires that every child must attend either a public school or some other school which is taught in the English language and is open to inspection by certain state and local officials. The age for attendance is established as the age of seven (7) until the date of the age of sixteen (16). It is unlawful for a parent to fail, neglect, or refuse to ensure that a child attends school as required by law. A person who knowingly violates this law commits a Class D felony.

Another area of confusion concerns the terms mandatory and required as pertaining to kindergarten attendance. Even though it is not mandatory that children attend kindergarten, **once a child is enrolled in kindergarten, the child is required to adhere to all state statutes and local school board rules, including attendance guidelines.**

<http://www.doe.state.in.us/primetime/kindergartenentrancelaw.html>

In addition, regular and prompt attendance is a necessity for success in elementary school. A student who is not regular in attendance may lose interest, tend to feel left out, and fall behind in his/her schoolwork. All learning is based on a continuity of instruction: therefore, it is imperative that all students are in attendance in order to profit the most from their schoolwork.

Children are expected to make up written work that they miss during an absence. They will have the same number of days to make up the work as the number of days they missed.

### **When to Call the Office or Send a Note/E-Mail**

Please call the office (780-5050) and leave a message:

- when your child is going to be absent
- early in the day if you plan to pick up make up work because of absence
- to notify the school that a child has had head lice

Be sure to send a note:

- when there is a change in after-school plans (going to a different place or different way). It is important to keep changes to a minimum. There are seldom problems in children getting home from school when they do the same thing every day. Problems occur when children frequently have a change in plans.
- if someone else is picking up a child before 2pm.
- if a child must stay in at recess **(note from doctor required)**.
- if a child must be excused from PE or other school activities. **(note from doctor required)**.
- if any emergency contacts/phone numbers change.
- if there are specific lunch foods/drinks that are not allowed.

### **Hornet Park Attendance Procedures and Guidelines**

Hornet Park is committed to providing students with the best possible education. In order to do this, students need to attend school regularly. Good attendance is very important to school success. We are asking you to help us by seeing that your child comes to school and is on time. Students must be in their class and ready to begin school by 8am. Students may arrive as early as 7:40am. Any student that arrives after 8am will be marked with a tardy arrival. Below you will find an explanation of Hornet Park's Attendance Policy and Procedures.

**According to the Indiana Department of Education, habitual truancy includes students absent ten (10) days or more from school within a school year without being excused.**

**According to the Indiana Department of Education, chronic absenteeism includes students absent from school for ten percent or more of a school year for ANY reason, excused or unexcused.**

#### *5 Missed Days of School*

1. Once a child has missed 5 days of school, excused or unexcused, a letter will be sent home to the parents/guardians of the child.
2. A phone call will be made home to the parents/guardians.

#### *10 Missed Days of School*

1. Once a child has missed 10 days of school, a Hornet Park letter will be sent home explaining that a doctor's note must accompany any further absences, in order for the absence to be considered "excused." All other absences from this point forward will be unexcused absences, unless accompanied by a doctor's note.

#### *10 Unexcused Missed Days of School*

1. Once a child has missed 10 unexcused days of school, a Hornet Park letter will be sent home. The Hornet Park Home/School Advisor will place a phone call requesting a conference. If the school is unable to reach the said parents/guardians, a home visit will take place.
2. At this time, the Marion County Prosecutor's Warning Letter will be mailed home to the parents/guardians of the child.
3. Under I.C. 20-33-2-25, the **Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of this chapter to the Department of Child Services, DCS.** The Department of Child Services shall proceed in accord with IC 31-30 through IC 31-40.

#### *15 Missed Days of School*

1. Once a child has missed 15 days of school, excused or unexcused, a letter will be sent home to the parents/guardians of the child. The Hornet Park Home/School Advisor will place a

phone call requesting a conference. If the school is unable to reach the said parents/guardians and/or a conference is unable to take place, a home visit will take place.

### *18 Missed Days of School*

1. Once a child has missed 18 days of school, excused or unexcused, the child is considered chronically absent.
2. The Hornet Park Home/School Advisor will file Failure to Ensure paperwork with the Marion County Prosecutor's Office against the parents/guardians.

### **Perfect Attendance**

Children will have perfect attendance if they have no absences, no tardies, or no early releases.

### **Reporting Student Absence**

The day a student is to be absent from school, parents are asked to call the school by 8:30 a.m. at 780-5050 and give the reason for the absence.

### **EARLY DISMISSAL (Policy 5230)**

No student may leave School prior to dismissal time without either a.) a written request signed by a person whose signature is on file in the School office or b.) the parent coming to the School office to personally request the release. No student will be released to a person other than a custodial parent(s) or guardian(s) without a permission note signed by the custodial parent(s) or other legal authorization

### **STUDENT WELL-BEING**

Student safety is a responsibility of the students and the staff. All staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

All students must have an emergency medical card completed, signed by a parent or guardian, and filed in the School office and/or appropriate information detailed in Skyward.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the School office.

**City of Beech Grove Incident Management System** In the event the City of Beech Grove determines a crisis situation exists, the Beech Grove City Schools, in conjunction with the Mayor's Office, Police Department, Fire Department, and Public Works will establish an Emergency Operation Center (EOC). A management team will be established within the EOC called Unified Command under the Incident Command System. Leaders from all working organizations will be represented to establish a decision making process on how to effectively mitigate or handle the event.

The Beech Grove City Schools will be directed by their representative within the Emergency Operations Center. All information to the community and parents will be provided through the media (news and radio stations) and reverse 911.

### **FIRE, TORNADO, AND SAFETY DRILLS (Policy 8420)**

Hornet Park Elementary, as well as all Beech Grove City Schools, has a Crisis Management Plan and Team that prepares the school to deal with a variety of emergencies such as tornado, fire, earthquake, flood, chemical spill, unauthorized intruder, hostage situation, or terrorists. This plan is updated each year with the cooperation of the Beech Grove Police Department, the Beech Grove Fire Department, and the Mayor's office. The plan is in the Office and all classrooms in the school.

State law requires that the school hold periodic fire and tornado drills to practice what to do in case of a fire or tornado. State law also requires building lock down drills. The proper procedures are discussed with the students and will be practiced periodically throughout the school year.

### **EMERGENCY SCHOOL CLOSINGS**

Emergency delays or school closings are sometimes made due to severe weather. Even though decisions to delay the opening of school will be announced by 6:00 a.m., a decision could still be made to close school after the delay has been announced. Continue to listen to local radio and television stations to determine if **Beech Grove City Schools** have been closed. In addition, an automated telephone message/text message/email may be sent via our Skylert messaging system if your information is correct and updated in Skyward Family Access. Parents should not call the school because this can tie up the school's phone lines that are needed to notify employees, bus drivers, and media.

### **SECURITY MEASURES**

Below are the security measures that have been instituted here at Hornet Park to ensure your child's safety. Parents and guests, please do your part to follow these measures. We think you will appreciate these efforts:

1. All doors will be locked during the school day. Staff members and children are prohibited from opening a locked door to individuals not wearing a Visitor Badge.
2. **EVERYONE** entering the building must show a photo ID to be buzzed through the camera door system, report to the Office, and pick up a Visitor Badge/sticker.
3. **ALL** parents/guardians must pick up students at the Office. No parent can go into a teacher's room without the teacher being notified in advance and agreeing to see the parent. This includes walking students to class when dropping them off.
4. Staff members are required to report to the Office any individual(s) not wearing a Visitor Badge.

**VISITORS AND VISITATION(Policies 8400, 9150)** Interested parents and school officials are always welcome to visit. However, all visitors (including parents) must sign in at the Office and be prearranged with the classroom teacher. Parents need to keep in mind that each school day is very busy for teachers. It is inappropriate for parents to drop in to visit without prior notification. If parents want a conference with a school official, they should arrange an appointment in advance.

### **Visitor Conduct**

Visitors to our office and school must use appropriate language, refraining from use of profanity, slurs, or inappropriate conduct. It is also required to maintain a calm demeanor, not engaging in shouting or threatening behavior. Any behavior contrary to this policy will result in being dismissed from the property by school personnel and the Beech Grove Police Department, if necessary.

**Adult Volunteers** Parents and grandparents are welcome to volunteer at school. Parents who would like to volunteer should contact their child's teacher. It is usually most beneficial for teachers and children if parents come for short periods of time, such as an hour or two on a regular basis, than for full days at a time. Younger children may not accompany adults while they are volunteering. While younger children may be well behaved, they are still a disruption to learning. There must be an approved Limited Criminal History Check on file for any volunteer.

**Parties** While parties at school can be learning experiences, the major responsibility of schools is academic learning. Hornet Park limits parties during the year. The classroom teachers plan these parties. If parent volunteers are needed, we ask that younger siblings not attend.

If you choose to send it treats for your child's birthday, please communicate with your child's teacher concerning an appropriate time and also the number of needed treats. **Treats must be store bought (not homemade)**, and only clear drinks are allowed. Everything, such as napkins

and cups, must also be provided by the parents. We do ask that parents call or send a note to the teacher at least one day prior to the celebration in order for the teacher to plan accordingly.

We want to provide an opportunity for students to celebrate birthdays here at school in a food-free fashion, which could include sending in a special book to read with the class or purchasing a Birthday Bundle.

A Birthday Bundle is \$10 and includes - special birthday spirit stick for the birthday boy/girl and a class set of birthday spirit sticks to distribute to classmates. We ask that all orders be placed in our office or by phone a week ahead of the child's birthday.

**Invitations may be passed out for out-of-school parties ONLY if there is one for each child in the class of the same gender. If you would like to send an invitation with only a select few classmates we ask that you mail it to them.**

#### **USE OF TOBACCO BY VISITORS (Policy 7434)**

Beech Grove City Schools buildings and grounds are smoke-free. For the benefit of our students, smoking is not permitted in the car rider line, on grounds, or anywhere on campus.

The Board recognizes that the use of tobacco presents a health hazard that can have serious consequences for the user and the nonuser and is, therefore, of concern to the Board.

For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco, as well as electronic, "vapor," or other substitute forms of cigarettes.

In order to protect students and staff from the adverse impact of tobacco smoke on indoor air quality and encourage students to not use tobacco in any form, the Board prohibits the use of tobacco within any facility owned or leased or contracted for by the Board.

The Board also prohibits the use of tobacco anywhere on the campus of any facility owned or leased or contracted for by the Board, including, but not limited to, practice fields, playgrounds, football fields, baseball fields, softball fields, pool areas, soccer fields, tennis courts, and all open areas and will remain in effect at all times. Furthermore, the Board prohibits the use of tobacco in all vehicles owned or operated by the Board, including, but not limited to, school buses, special purpose buses, vans, trucks, and cars.

The Superintendent and Building Principals shall ask an individual who is smoking in violation of this policy to refrain from smoking and cause to be removed from Corporation property an individual who is smoking in violation of this policy and fails to refrain from smoking after being asked to refrain from smoking.

**HEALTH SERVICES** There is a nurse at Hornet Park Elementary School. She will notify parents if children have injuries that more than routine cuts, abrasions, and bumps from the playground or if they become ill and need to go home. Additionally, students will be sent home if they have a greater than, or equal to 100 degrees. Parents must complete the required forms in order for the nurse to see their children. Children should NOT attend school if they have any of the following symptoms:

- Fever, chills
- Red, matted eyes
- Rash with fever
- Open sores
- Head lice/nits

- Excessive coughing
- Diarrhea
- Vomiting

Children must wait 24 hours before returning to school after symptoms of fever, seizure, diarrhea, and vomiting have ended. They should also stay home for 24 hours after starting an antibiotic, or eye drops for pink eye.

Each child should have a change of clothing, including pants, shirt, socks and underwear, to be kept at school in the event of an accident. Many children will spill their milk/juice when first learning to open the cartons, in addition to bathroom accidents and playground mishaps. If your child does not have extra clothes at school, you will be called to bring clothes to school if needed.

Action Plans: Students with asthma, a bee sting allergy, food allergies, or seizures must have an Action Plan on file with the school clinic. Copies of these plans should be completed and turned in prior to the first day of school along with any necessary medications as indicated on the Action Plan. These plans can be found on the Beech Grove City Schools website under the “Parents” tab, or picked up at the school clinic.

### **Contagious Diseases**

The Marion County Board of Health requires that the following diseases be reported at (317) 633-3742. These illnesses should also be reported to the school.

- Diphtheria
- Meningitis
- Tuberculosis
- Ringworm of the scalp
- Poliomyelitis

The student must have a statement from the Board of Health that he/she may return to school

### **IMMUNIZATIONS**

#### **(Policy 5320 and AG 5320)**

Students must provide documentation that complies with the rules set forth by the Indiana State Board of Health that all immunizations required by law are current, including but not limited to pertussis (whooping cough), poliomyelitis, measles, diphtheria, rubella (German measles), tetanus, mumps, hepatitis A, hepatitis B, and varicella (chicken pox), or have an authorized exemption from State immunization requirements (I.C. 20-8.1-7-9.5). **Every student who enters kindergarten or grade 1 shall be immunized against hepatitis A, hepatitis B, diphtheria, tetanus, pertussis, polio, measles, mumps, rubella and chicken pox.** From time-to-time other communicable diseases may be designated by the Indiana State Board of Health as diseases that require immunizations. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to Nursing Coordinator Brandee Beikman, RN.

### **Meningococcal Disease**

Meningococcal disease is a serious and potentially fatal bacterial infection commonly referred to as meningitis. Meningitis is rare but serious. Its early flu-like symptoms make finding the correct diagnosis difficult. If not treated early, meningitis can lead to swelling of the tissue surrounding the brain and spinal column as well as severe and permanent disabilities, such as hearing loss, brain damage, seizures, limb amputation, and even death.

A vaccine is available that protects against four types of the bacteria that cause meningitis in the United States. BGCS encourages you and your child to learn more about meningitis and the vaccine. For more information about the vaccine, visit the websites of the Meningitis Foundation of America, [www.musa.org](http://www.musa.org) , the American College Health Assoc., [www.acha.org](http://www.acha.org) , and the Centers for Disease Control and Prevention, [www.cdc.gov](http://www.cdc.gov) or consult your physician.

### **Medical Excuse Notes**

If a medical condition has prohibited your child from participating in a particular activity (such as gym, recess, etc.), a physician's statement must accompany the child each day or state the length of time he/she will not be participating in that particular event. Students will go outside for recess if the temperature is at or above 20 degrees. Students will only be permitted to stay indoors with a medical note from the doctor.

### **USE OF MEDICATIONS (Policy 5330)**

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed.

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 F1, F1a, and F1b must be filed with the respective School Clinic before any medication will be administered during School hours.
- C. Any medication, over the counter or prescription, must be given to the nurse. Prescription medication must be in the original prescription bottle with the pharmacy label including the student's name, name and dose of medication, and when the medication is to be given. A parent must bring over the counter medication to the clinic in the original container labeled with the student's name. Directions for administering the medication must accompany the medication. No expired medication will be given in the Clinic.
- D. Medication that is brought to the office will be properly secured. Medication may be conveyed to School directly by the parent. . A two to four (2-4) week supply of medication is recommended. Medication MAY NOT be sent to School in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions that are accompanied by appropriate documentation.
- E. Students who may require administration of an emergency medication may have such medication stored in the School Clinic with doctor order on action plan.
- F. Medication that is possessed by a school for administration during school hours or at school functions, for students in grades K-8 may be released only to the student's parent or to an individual who is eighteen (18) years of age or older and who has been designated, in writing, by the student's parent to receive the medication.
- G. Any unused medication unclaimed by the parent will be destroyed by School personnel when a prescription is no longer to be administered or at the end of the School year.
- H. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

BGCS does not stock any medication in any of the clinics. Per Indiana Code all medications must be in the original containers with legible labels. For the safety of the students, clinic staff will not administer anything received in a baggie or envelope or a bottle with someone else's name on it. No

expired medications will be given at school. Medications containing Aspirin cannot be administered at school. The manufacturer's label on Over-The-Counter medications will serve as the guidelines for dosing and frequency of administration. If the parent/guardian desires a dose or schedule that differs from the label, a physician order is required. In order for students to carry emergency medications (Epi-pen or inhaler) or diabetic monitoring equipment, please turn in a note from the physician. Otherwise, the medication will be kept in the clinic.

For students who receive medication on a daily basis during the school year, any changes that are needed in medication or dosage given must be made in writing and should be accompanied by a signed script from the child's physician. Parents should bring to school only the amount of medication that will be needed during school hours, based on the number of days of the anticipated treatment. A new permission form will be required for dose changes.

### **SELF-ADMINISTERED MEDICATION (Policy 5330.01)**

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

The physician's statement must include the following information:

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

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

### **Non-prescribed (Over-the Counter) Medications**

No staff member will be permitted to dispense non-prescribed, over-the-counter (OTC) medication to any student without appropriate forms on file.

### **Elementary (Grades K-8)**

Parents may authorize the School to administer a non-prescribed medication using a form which is available at the School Office. A physician does not have to authorize such medication but all of the other conditions described under Prescribed Medications will also apply to non-prescribed medications. The student may be authorized on the request form by his/her parent to self-administer the medication in the presence of a School staff member. No other exceptions will be made to these requirements.

Students with diabetes must provide written physician orders to the clinic. These orders must include frequency of blood sugar checks, parameters and instructions for treating high and low blood sugars, instructions for corrective and sliding scale doses and the amount of supervision the student requires. It is very important that the clinic be notified if/when any of these instructions or dosages changes as soon as the change occurs. Parents of students with diabetes must also provide snacks and a Glucagon Emergency Kit that can be used to treat low blood sugar levels.

### **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS (Policy 8450)**

Because a School has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff has the authority to

remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be limited to the contagious period as specified in the School's administrative guidelines.

School staff will send home any students with nits or lice to receive treatment. The student may return to school after treatment as long as he/she is nit and lice free. Upon return the student should report to the clinic to be checked by the clinic staff to verify that the student is in fact nit and lice free. A student cannot ride the bus if he/she has nits or lice. Absence from school due to head lice will be excused only for the day following the day that the child was sent home.

#### **CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES (Policy 8453)**

The Corporation has an obligation to protect staff and students from non-casual contact communicable diseases. When a non-casual contact communicable disease is suspected, the staff or student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at School and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

#### **ENROLLING IN THE SCHOOL**

##### **(Policy 5111, Policy 5111.01, Policy 5111.02, Policy 5112, & Policy 5120)**

Students are expected to enroll in the attendance corporation in which they have legal settlement, unless other arrangements have been approved.

Students that are new to the School are required to enroll with their parents or legal guardian.

When enrolling, the parents will need to bring:

- A. a birth certificate ,
- B. social security card
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. 2 proofs of residency, (no homeless child will be denied enrollment based on a lack of proof of residency)
- D. proof of immunizations.

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. The Office will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the Corporation Liaison for Homeless Children with regard to enrollment procedures.

Non-resident students should refer to the Board Policy 5111 for eligibility requirements to enroll.

### **TRANSFER OF STUDENTS WITHOUT LEGAL SETTLEMENT (Policy 5111)**

In addition to students with legal settlement in the Corporation, students without legal settlement in the Corporation will be enrolled in compliance with I.C. 20-26-11-32 and pursuant to Board Policy 5111 Determination of Legal Settlement and Eligibility for Enrollment of Students without Legal Settlement in the Corporation. Attendance criteria is required to maintain enrollment.

### **ENTRANCE REQUIREMENTS (Policy 5112)**

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

If a child seeking to enroll in first grade has not attended kindergarten, the Principal shall make a determination as to whether the student will enroll in kindergarten or first grade based on assessment tests.

Children of legal settlement who have not attained the age of five (5) by August 1<sup>st</sup> shall not be eligible for entrance into the kindergarten program nor shall a child who is not six (6) years old be eligible for entrance into the first grade, unless the parents submit an appeal.

Such an appeal is to be submitted to the building principal and shall include the following information:

- a. Name of the child
- b. birthdate
- c. name and address of any kindergarten or preschool program the child has attended.

Appeal consideration will be made by the following criteria:

- a. If the child is five (5) years old by August 15, s/he will be put on a waiting list until after the first day of school;
- b. If class capacity goals have not been exceeded, students on the waiting list will be invited to attend;
- c. if a student has attended Hornet Park Pre-school for two (2) years; will be five (5) years old by August 15<sup>th</sup>; and has documented evidence of readiness;

After the necessary data has been obtained, the decision whether or not to approve the appeal and enroll the child in the kindergarten (or first grade) program will be made by the building principal.

**Address Changes:** When registering a child for school, parents will be asked to fill out an enrollment packet. If the address or telephone number changes, parents must notify the office. The same is true for telephone numbers to call in case of an emergency. Frequently, in the past, children have become ill or have been injured and the school has had no way of contacting the parents. An emergency number must be left in the office at the time of registration and kept up to date.

### **HOMELESS STUDENTS (Policy 5111.01)**

Homeless students will be provided with access to educational opportunities in the same manner as other students served by the Corporation. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in high ability programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the Assistant Superintendent for Curriculum & Instruction at 317-788-4481.

### **TRANSFER OUT OF THE CORPORATION (Policy 5131)**

If a student plans to transfer from Hornet Park Elementary School, the student must bring in a note to school, or email [aenglish@bgcs.k12.in.us](mailto:aenglish@bgcs.k12.in.us) at least two days before their last day in school. Students will be held liable for all fees, and book rental will be pro-rated and returned upon request. School records shall be transferred within fourteen (14) days to the new school corporation. Parents are encouraged to contact the office for specific details.

**SPECIAL EDUCATION: Person with a Disability**

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but all individuals who have access to the Corporation's programs and facilities.

The law defines person with a disability as anyone who:

- A. has a mental or physical impairment that substantially limits one or more major life activities;
- B. has a record of such an impairment; or
- C. is regarded as having such an impairment.

The Corporation has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

**Free and Appropriate Public Education**

Students are entitled to a free appropriate public education in the "least restrictive environment."

The School provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the School encourages the parent to be an active participant. To inquire about the procedure, a parent should contact Amy Reeves, Quality Coordinator, at 317-788-4481.

Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed through an interactive dialogue between the School, the student and the student's parent(s). Parents who believe their child may have a disability that interferes substantially with the child's ability to function properly in School, should contact the Hornet Park Intervention Team at 317-780-5050.

**SERVICE ANIMALS (Policy 8390)**

A student's need for and use of a service animal must be addressed in the student's individualized education program (IEP) and/or Section 504 Plan. A service animal that meets the definition set forth in Policy 8390 shall be permitted to accompany the student anywhere on the school campus where students are permitted to be; however, the service animal must be at all times under the control of the student or the service animal's handler. The principal will review and determine whether the documentation required by Board policy has been provided for the student's service animal.

## **PROTECTION AND PRIVACY OF STUDENT RECORDS (Policy 8330)**

The Corporation maintains many student records including both directory information and confidential information.

Directory information includes:

a student's name; address; telephone number; e-mail address; major field of study; grade level; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; type of diploma awarded; awards received; honor rolls; scholarships.

The Board designates school-assigned email accounts as "directory information" for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes. School assigned email accounts shall not be released as directory information beyond this limited purpose and to any person or entity but the specific online educational service provider.

Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the Board's annual Family Educational Rights and Privacy Act (FERPA) notice which can be found <http://www.bgcs.k12.in.us/info/annual-notices/file>, or review Policy 8330 - Student Records.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, social security numbers, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the Principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

The administration may disclose personally identifiable information from education record without prior parental consent to officials of state and federal government, educational institutions and agencies, and under specific circumstances authorized by Board policy and Federal law.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the Corporation's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or the student's parents;
- B. mental or psychological problems of the student or the student's family;
- C. sexual behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;

- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The principal will provide the parent access to the survey/evaluation within a reasonable period of time after the request is made.

The parent may access the following:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose; and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPR. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-4605

[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

### **STUDENT FEES AND CHARGES (Policy 6152)**

All Beech Grove City Schools have a book rental/fees program. Fees and rental are requested at the beginning of the year. **CHECKS SHOULD BE MADE OUT TO Hornet Park Elementary.** These may also be paid with **Visa or Mastercard** at our registration, in our office, or on the Beech Grove City School's website. If a situation exists in your family that would make full payment of your book rental a financial hardship, please contact us. We will be happy to work with you to set up installments. Thank you for your cooperation and support. Please call if you have any questions. If a textbook or tablet is lost or stolen, the student (and parent) is responsible for replacing it. We have a list of textbook costs in the office. If you leave the district entirely, we pro-rate a portion of rental and fees not used and return it to you, if requested. Indiana Code authorizes financial assistance for book rental to families who meet eligibility requirements. Information and forms will be available in the school office and may be picked up at registration or throughout the school year.

**STUDENT VALUABLES** Students are encouraged not to bring items of value to School. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

### **MEAL SERVICE (Policy 8500 and AG 8500)**

The school cafeteria will serve breakfast and lunch. Breakfast will be offered for free to every student, every full day of school. Milk is included. **Parents may contact Sheila Davis (Cafeteria Manager) if they would like their child to be restricted from eating breakfast.**

Lunch is served every full day of school and costs \$2.60. Milk is included. Lunch money should be pre-paid by the week, month or six weeks. The money should be sent to school in an envelope with the child's name, room number, and amount enclosed or paid on Skyward.

If a child brings lunch from home, he/she may purchase milk for \$.50. Juice is also available for \$.50. Everyone, including those who receive government assistance, must pay for extra milk. Extra milk is also \$.50. Soft drinks are **not** allowed.

Parents may take their child only out of the building for lunch during the student's lunch period. A note informing the teacher must be sent that day. Hornet Park has experienced increased student enrollment and with more students, comes a greater constraint on physical space. We have ample room to feed our students in a comfortable space, but no longer have additional tables and/or room to accommodate guests and additional visitors. Hornet Park practices extreme vigilance in regards to student safety. We work very hard to keep accurate records of custodial considerations, contact restrictions, guardianship complexities, etc. There are an increased number of these types of situations and scenarios, making the important task of tracking this information more challenging. Eliminating lunch visitors will diminish the daily traffic of people in and out of the building, thus creating a safer environment for each student.

We understand that this policy will be disappointing to some, which is not our intent. Hornet Park is simply making this decision with the best interest of students as our priority. Thank you in understanding our perspective and respecting this policy of no lunch visitors.

Because of the age of the children at Hornet Park, the cafeteria procedures on choices for lunch and lunch charges will differ from the other Beech Grove City Schools for the first few months of school. At the beginning of the year, there will be limited choices offered. Then, after children learn how to get their lunches, eat, and clean up in the allotted time, choices will be added gradually to the menu.

Also, at the beginning of the year, the cafeteria will allow children to charge lunches more often than the other schools. In the fall, the cafeteria will send home charge notices every day. Parents should watch for the charge letters so they can send money for lunch or send a sack lunch.

Indiana Code authorizes financial assistance for breakfast and lunch to families who meet eligibility requirements. Information and forms are available at registration and in the school office throughout the year.

### **Cafeteria Choice and Charges**

All of our school cafeterias are designed to serve a balanced lunch program for children by offering a wide variety of lunch choices daily. Hornet Park fully participates as the other schools, and has a three week cycle menu that will give students even more healthy choices from which to pick.

Monday (or the first day of the week) is the day parents should pre-pay for lunches for the week. Payment may be made either by cash or check. Pre-payment may be made as far in advance as parents choose. Parents may also check a child's account balance and pay online with **Visa or Mastercard** at the Beech Grove City Schools' website, at [myschoolbucks.com](http://myschoolbucks.com). Our lunch accounting system is computerized and keeps records of payments and charges. The cafeteria will use the following procedures:

1. Parents may send any amount of money at any time, but we prefer that it be sent on Mondays.
2. Charge slips will be sent home every day.

3. Students will be allowed three (3) lunch charges. Unpaid charges must be paid within five (5) school days.
5. No charges will be allowed the last month of school.

Money left in accounts at the end of the year is carried over to the next year at all Beech Grove schools. Any student leaving a Beech Grove school must request a refund before the last day of school.

Prices:

Student breakfast	FREE
Student lunch	\$2.60
Milk, juice (extra)	\$0.50
Adult breakfast	\$2.00
Adult Lunch	\$3.25
Milk, juice (extra)	\$0.50

Applications for the School's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that s/he is eligible, contact the Food Service Director at (317) 787-1258.

If you choose to send your child a lunch from home, it is encouraged to send a healthy, balanced lunch. Please, no sodas or candy bars.

**Cafeteria Behavior**

- Students are assigned to a table with their class.
- Students may talk in a soft voice.
- Students should walk at all times.
- Students may leave their seats only with permission from the teacher on duty.
- Students should use good table manners.
- Students may not exchange or share food.

**CRIMINAL ORGANIZATIONS AND CRIMINAL ORGANIZATION ACTIVITY (Policy 5840)**

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

The Corporation prohibits criminal organization 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 organization activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of criminal organization activity and similar destructive or illegal group behavior.

**Definitions**

- A. "Criminal organization," as used in this policy, means a group with at least three (3) members that specifically:

1. either:
  - a. promotes, sponsors, or assists in, or
  - b. participates in, or
2. requires as a condition of membership or continued membership

the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (I.C. 35-42-2-1).

B. "Criminal organization activity," as used in this policy, means to:

1. actively participate in a criminal organization;
2. knowingly or intentionally commit an act:
  - a. with the intent to benefit, promote, or further the interests of a criminal organization; or
  - b. for the purpose of increasing the person's own standing or position within a criminal organization;
3. knowingly or intentionally solicit, recruit, entice, or intimidate another person to join a criminal organization or remain in a criminal organization;
4. threaten another person because the other person:
  - a. refuses to join a criminal organization;
  - b. has withdrawn from a criminal organization; or
  - c. wishes to withdraw from a criminal organization;

when engaged in by a student who attends a Corporation school.

#### **Procedures for Reporting and Investigating Suspected Criminal Organization Activity**

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

A Corporation employee who in good faith reports an incident of suspected criminal organization activity in compliance with the procedures of this policy and any Corporation employee, parent, or student who in good faith participates in any judicial or other proceeding resulting from the report or relating to the subject matter of the report is immune from any civil or criminal liability for damages arising from his/her actions.

Each school principal or designee shall conduct a thorough and complete investigation of each report of suspected criminal organization activity and each report of reprisal or retaliation. The principal or designee shall initiate the investigation promptly but no later than 1 (one) instructional day of the report of the alleged incident. The principal may appoint additional staff and the principal or designee may request the assistance of law enforcement to assist in the investigation for the safety of the administration, Corporation staff, or students. The investigation shall be completed and written findings prepared by the principal or designee as soon as possible but no later than 5 (five) instructional days from the date of the report of the alleged incident.

The principal or designee shall submit the report to the Superintendent within 10 (ten) instructional days of completing the investigation. The Superintendent shall report the results of each investigation to the Board on a quarterly basis during its scheduled Board meetings.

The Superintendent is authorized to issue guidelines to define the range of ways in which Corporation staff and the principal or designee shall respond once an incident of criminal organization activity is confirmed, according to the parameters described in the Corporation's code of student conduct. The Board recognizes that some acts of criminal organization activity may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts while other acts may be so serious or involve individuals outside the school that they require a response by local law enforcement officials.

Appropriate consequences and remedial action will be imposed when students are found to have engaged in criminal organization activity, criminal organization intimidation, or criminal organization recruitment on Corporation property, while riding on Corporation buses or buses used to transport Corporation students, and at school-sponsored events or when they are found to have engaged in retaliatory conduct towards a Corporation employee or student who reported an incident of criminal organization activity, according to the severity of the offense and considering both the developmental age of the student offender and the student's history of inappropriate behavior, per the code of student conduct. Consequences and appropriate remedial action for a student who engages in criminal organization activity may range from positive behavioral interventions up to and including suspension or expulsion. Incidents that result in the expulsion of a student(s) or alternative school placement of a student(s) will be referred to the local law enforcement officials for further investigation. The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings and the Superintendent's guidelines. As appropriate, the principal may provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce criminal organization activity and enhance school climate, enlist parent cooperation and involvement or take other appropriate action). The principal shall inform the parents of all students involved in alleged incidents as provided below, and, as appropriate, may discuss the availability of counseling and other intervention services.

The principal shall provide the parents of the students who are parties to any investigation with information about the investigation, in accordance with Federal and State laws and regulations. This information includes the nature of the investigation, whether the Corporation found evidence of criminal organization activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided immediately upon completion of the investigation and issuance of written findings by the principal or designee.

#### **Annual Reporting of Investigations to the State**

Each school principal or designee shall record the number of investigations of criminal organization activity disposed of internally and the number of cases referred to local law enforcement (disaggregated by race, ethnicity, age, and gender) and report this information to the Superintendent before May 15 each year.

The Superintendent shall submit a written report to the Indiana Department of Education, on forms developed by the Department, before June 2 of each year outlining the activities undertaken as part of the Corporation's compliance with I.C. 20-26-18. This report shall include the number of investigations of criminal organization activity disposed of internally and the number of cases referred to local law enforcement for the entire Corporation in the past year, disaggregated by race, ethnicity, age, and gender.

#### **Establishment of Education Programs**

In its efforts to address criminal organization activity, the Board establishes the following educational programs:

- A. An evidence-based educational criminal organization awareness program for students, Corporation employees and parents; and
- B. A Corporation employee development program to provide training to Corporation employees in the implementation of this policy.

#### **Information about the Types of Services, Including Family Support Services, for a Student Suspected of Participating in Criminal Organization Activity**

The Superintendent shall provide information about the supports and services available for students who are "at risk" for and/or suspected of participating in criminal organization activity and their families, including:

- a. criminal organization awareness education for students, parents, faculty/personnel, law enforcement, and community stakeholders that, at a minimum, shows potential for effectiveness based on research, revised and updated regularly to reflect current trends in organization and organization-like activity;
- b. culturally and/or linguistically appropriate services/supports for parents and families;
- c. counseling coupled with mentoring for students and their families;
- d. referral to community organizations and civic groups that offer related programs or counseling;
- e. viable, sustainable after-school programs developed in collaboration with other stakeholders;
- f. job training and employment opportunities as both a deterrent to criminal organization involvement and an incentive to leave criminal organization involvement;
- g. related extra-curricular activities;

#### **Recommendations Concerning Criminal Organization Prevention and Intervention Services and Programs for Students that Maximize Community Participation and the Use of Federal Funding**

The Superintendent shall seek Federal funding to implement criminal organization prevention and intervention services and programs, including the following:

- a. Dissemination of criminal organization awareness information to students and parents. The organization awareness information

should be revised and updated regularly to reflect current trends in organization activity.

- b. Training for staff and teachers on criminal organization prevention and intervention resources.
- c. Creation of formal collaboration plans between Corporation administration and community-based prevention and intervention providers to address criminal organization prevention and intervention.
- d. Coordination of resources and funding opportunities to support organization prevention/intervention activities.
- e. Integration of available School Resource Officer Programs.
- f. Incorporation of the Organization Resistance Education and Training (G.R.E.A.T.) Program into the curriculum.

### **Publication of the Policy**

The Superintendent shall ensure that this policy is posted on the Corporation's internet website and annually disseminate this policy to all parents who have children enrolled in a school within the Corporation. This may be done through distribution of student handbooks. The Superintendent shall ensure that notice of the Corporation's policy appears in the student handbooks and all other Corporation publications that set forth the comprehensive rules, procedures, and standards for schools within the Corporation.

### **VISITORS (Policy 9150)**

Students are not permitted to bring other children to visit the school during school hours. Interested parents and school officials are always welcome to visit. However, all visitors (including parents) must sign in at the school office and the visit must be prearranged with the classroom teacher. Parents need to keep in mind that each school day is very busy for teachers. It is inappropriate for parents to drop in to visit without prior notification. If parents want a conference with a school official, they should arrange an appointment in advance.

**Noncustodial Parent Access 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.

**Entering the Building After Hours** The building is locked after 3:00 p.m. Children must be accompanied by an adult before they will be allowed to re-enter the building. This is for your child's safety and security reasons. Thank you for your cooperation.

**LOST AND FOUND** Children's names should be put on the inside of their lunch boxes, folders, backpacks, clothing items, and all other belongings. Found items are kept in the "Lost and Found" area in the office. If a child loses anything at school, he/she should check the Lost and Found box. Unclaimed items are donated to charities at the end of each semester.

### **FIELD TRIPS (Policy 2340)**

Students at Hornet Park Elementary School may have opportunities for first-hand learning experiences such as field trips. Teachers appreciate parents who support these educational

opportunities by chaperoning and providing for the added expenses. The following guidelines for chaperones will apply for field trips:

1. Chaperones must be parents, grandparents, or guardians
2. A criminal background check must be turned in and approved.
3. A limited number of chaperones are needed for each field trip. Teachers schedule the number of parents needed for each trip. They may ask for volunteers, but volunteering does not automatically insure that the parent will be able to go on the field trip.
4. The role of parents on the field trip is to assist in the supervision of children during the entire trip. Because of this, younger children may not accompany parents on the field trip. Other family members may not join at the field trip destination.
5. All children and chaperones must ride the bus to and from the field trip destination.
6. We ask all chaperones to park in the high school parking lot and walk over. Long-term parking is not permitted in the Community Center lot north of the building.
7. If a child is late to school and misses a field trip, he/she will not be driven to the field trip destination to join the class.
8. Chaperones may not have food or drinks on the bus.
9. Smoking is not permitted at any time on a field trip.
10. Chaperones may not purchase gifts or refreshments for any children. Students are also not allowed to bring along extra spending money on a field trip.
11. On field trips, teachers are legally responsible for all children. Parent chaperones are under the direction of the teacher and must consult with the teacher about any problems that occur.
12. We will ask that each chaperone sign an agreement to follow these procedures.

There have been problems in the past with adults who have not followed the established procedures. The school is responsible for all children on the field trip, and the procedures have been developed to maintain the safety of all children.

### **Criminal History Check**

There are parents who express an interest in assisting in the school, going on field trips, or assisting with various types of classroom parties. We must inform all of you that due to changes in laws that have been passed to assure safety for your children, any adult who would like to be in the classroom for any of these (or other) purposes MUST have a criminal history check performed. This is done free of charge. Forms are available in the office for completion. This check would only include any type of felony convictions, not the usual traffic violations or other minor incidents.

### **GRADES**

#### **(Policy 5421, AG 2421A, and AG 2421B) Curriculum, Grading, and Report Cards**

Curriculum for Hornet Park Elementary School is based on academic standards. The language standards are taught in kindergarten and first grade through Fountas & Pinnell. The math standards are taught through Curriculum Associates. The science and social studies standards are taught through Interactive Science from Pearson and thematic lessons that teachers have developed. Hornet Park Elementary staff strives to prepare each and every child for a successful school career.

**Report cards** Children in first grade will receive report cards and individual progress reports, called Data Dashboards each nine weeks, while kindergarten students receive individual student progress reports each nine weeks. Reports are based on standards for kindergarten and first grade. The marks on report cards will be for exceeding grade level expectations, demonstrating grade level expectations, progressing toward grade level expectations, and not progressing toward grade level expectations.

## **PROMOTION, PLACEMENT, AND RETENTION (Policy 5410 and AG 5410)**

It is a goal of Hornet Park Elementary School that all children will be working at grade level by the end of two years at the school. Because the K-1 program is a continuous progress program, children will generally not be retained at the end of kindergarten. Often a child who is below grade level at the end of kindergarten will continue with their classmates to first grade, but will continue to receive assistance in the areas he/she has not mastered. If children are not at grade level by the end of first grade, they may be asked to spend another year at Hornet Park as an opportunity to master skills necessary for second grade.

Retention is never an easy subject when a child is struggling. Because of this, our teachers have developed criteria to assist in this decision. Below are the criteria we use.

- Fountas & Pinnell Reading Level
- NWEA Testing
- Sight Words
- Grade Level Common Assessments
- Data Dashboard Skills
- Writing Assessment
- Attendance
- Teacher Input

## **BGCS GRADING SCALE**

90-100	A
80-89	B
70-79	C
60-69	D
59 and below	F

## **TECHNOLOGY RESOURCES Policy 7540.03)**

Children at Hornet Park Elementary School will use technology in their classrooms. All computer users must comply with the following policy:

1. All users of corporation computer facilities and equipment are expected to adhere to the provisions of Public Law 96-517, Section 7(b) with regard to copyrighted software.
2. Unauthorized copies of any software on computers belonging to the school are prohibited.
3. Installing, copying, altering, or tampering with data files, software programs, or system settings on any school computer is not permitted.
4. Unauthorized persons may not use equipment, software, security, passwords, or access codes belonging to the school to access or attempt to access data files, a network, or data systems either in local or remote locations.
5. Anyone witnessing the violation of any of the above provisions should immediately report the violation to the teacher or administrator in charge.

## **Penalties**

Any violation of the above policies will be viewed as destruction of school property. Using another student's data as their own is considered cheating. Consequences may include:

1. Denial of access to computers
2. After school detention
3. Out of school suspension or expulsion

## **STUDENT CONDUCT (Policy 5600)**

The Hornet Park Elementary School Staff believes that children learn best in a challenging, caring, learning environment that is safe and orderly. Teachers set standards for behavior in their classrooms that are based on their knowledge of child development. They know that the two areas of learning for kindergarten and first grade children are academic and behavioral. The focus of discipline will be on helping children learn appropriate behaviors and will honor positive growth. While consequences are necessary, they will be firm and consistent but not punitive. Consequences will usually be loss of privilege or time out.

If a child continues to have behavior problems, a conference with the principal may occur. If behavior problems are ongoing, the teacher will contact the child's parents so that they can work with the teacher on the problem. If problems persist a child will receive a behavior report and report to the principal's office. The majority of the time if a child makes it into the principal's office for a behavior issue we have them call home and explain the incident. The behavior form is also sent home and helps explain the situation, if we are unable to contact you by phone or the incident does not warrant a phone call. If you should receive one of these forms, please call the school if you have any questions.

More severe types of behavior such as lying, physical aggression, and stealing fall under the district Code of Conduct. State law regulates certain other behaviors. Those behaviors include bringing a gun or knife to school, or threatening to harm others. It is very important that parents talk frequently about guns, knives, and threats. Most kindergarten and first grade children do not fully understand the consequences of those behaviors and can innocently be in serious trouble.

### **Character Education**

We also focus on Character Education at Hornet Park to help our students learn to be better well-rounded citizens in our global society. One strategy utilized to accomplish our mission is the implementation of a social-emotional learning class which will integrate a character education program. Another strategy is daily Community Circle time in which classroom communities work to develop safe and supportive classroom families and social/emotional health. The main concept is to create more rewarding lives and a positive culture as we increase kindness, respect, and courtesy while we decrease mean-spiritedness and negativity!

### **DRESS AND GROOMING (Policy 5511)**

Students are to dress in a manner reasonably suited for school purposes. Students are not allowed to wear hats, bandanas, or flip-flops in the building. Shirts that depict violence, clothes that are suggestive, or clothes that use inappropriate language are not acceptable. Examples of shirts that depict violence are those that have blood, knives, or WWE figures. An example of inappropriate language is profanity. Examples of clothes that are suggestive are tank tops, halter tops, spaghetti strap tops, midriff tops, or very short shorts for girls and pants that fall down or are not held up with belts for boys. Girls should wear pants or shorts under their skirts on PE days. Appropriate (tennis) shoes must be worn to participate in physical education class. Students should not wear open-toed or high-heeled dress shoes. These become a hazard on the playground. Students will go outside for recess if the temperature is at or above 20 degrees. Students will only be permitted to stay indoors with a medical note from the doctor, so appropriate warm clothing is important. Backpacks with wheels will not be allowed.

Since kindergarten and first grade children normally go outside for recess, children should be dressed properly for weather and safety. **Jewelry, make up, tattoos, colored hair, spiked mohawks, and clothes that make noise (ex. bells) interfere with learning in the classroom and are not permitted.**

The principal or the principal's designee will determine if clothing meets these guidelines. Clothing must generally be safe, and must not interfere with the learning environment. Also, children's cleanliness, neatness, and general appearance are important in the learning environment.

### **BEECH GROVE CITY SCHOOLS STANDARDIZED DRESS**

- Pants, Capris, Shorts, and Skirts must be worn at the waist. Undergarments may not be seen above the waistline.
- Pajamas or similar nightwear are not permitted except on assigned spirit days.
- Logoed merchandise from other high schools are not permitted.
- Hats, head coverings, sunglasses, curlers and slippers are not permitted at any time during the school day except on assigned spirit days.
- Clothing and jewelry with double meanings, sexual references, satanic symbols, or advertising for alcohol, drugs & tobacco are not permitted.
- All tops must reach down to at least the waistband. Exposed midriffs and/or backs are not permitted.
- Absolutely no plunging necklines or exposed cleavage are permitted. Appropriate undergarments must be worn at all times.
- Dresses, skirts, and shorts must be near knee length or longer. Dresses, skirts, shorts, pants, and capris must have NO holes, cuts, rips, or frays.
- All tops must be capped at the shoulders or have sleeves. Spaghetti straps and visible undergarment straps are not permitted.
- Yoga Pants, Spandex Pants, Spandex Shorts, and Leggings are not permitted unless they are worn under another piece of clothing (example: Dress, skirts, and appropriate gym trunks)
- The administration reserves the right to determine appropriate dress or attire and will offer an alternative clothing choice or will send the student home for the school day if this dress policy is not appropriately followed.

### **Anti-Harassment: (Policy 5517)**

The School prohibits the harassment, intimidation, or bullying of any student on school property or school sponsored events. Harassment, intimidation and bullying are defined as any intentional written, verbal or physical act directed towards another student that:

- A. causes mental or physical harm to the other student; and
- B. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for another student.

Discipline for any substantiated incidents of bullying, harassment, or intimidation will be prescribed in accordance with the appropriate section of the Student Discipline Code.

The School also prohibits retaliation against any person who reports an incident, files a complaint, or otherwise participates in an investigation. Filing false charges is also prohibited and will result in appropriate disciplinary sanctions. Suspected retaliation should be reported in the same manner as bullying, harassment, and intimidation detailed below.

Students should report incidents of bullying, harassment, or intimidation to the principal, assistant principal, or the Superintendent, teachers, or counselors. Complaints about the principal should be filed with the Superintendent, and complaints about the Superintendent should be filed with the School Board President. All complaints will be reduced to writing and

the student will have the option of either signing the complaint or affirming its veracity in front of two (2) administrators.

The administrator or Board official receiving the report will conduct a prompt investigation. The parents of any child involved in prohibited conduct will be notified and permitted to view any reports related to the conduct subject to laws governing student privacy. A meeting between all concerned parties will be held within five (5) work days after receipt of a complaint. Any findings based on this meeting will be reduced to writing. At the close of the investigation, a written decision, including any disciplinary action, will be made and the Superintendent will be notified.

A complaining student who is not satisfied with the conclusion of the investigation may file an appeal with the Superintendent or designee within ten (10) days of receipt of the decision. The Superintendent or designee will arrange a meeting between all affected parties to discuss the appeal. Within ten (10) days of the appeal being filed, the Superintendent or designee will provide a written decision.

If the complaining student is not satisfied with the decision of the Superintendent or designee an appeal can be made to the Board within ten (10) days of receipt of the latest decision. The Board will conduct a hearing within twenty (20) days, and will issue a written decision within ten (10) days after the close of the hearing.

The School believes that every individual deserves to be able to come to School without fear of demeaning remarks or actions. The harassment/bullying of other students or members of the staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment.

Conduct constituting harassment may take different forms, including but not limited to the following:

### **Sexual Harassment**

Sexual harassment may include, but is not limited to:

- A. unwelcome sexual propositions, invitations, solicitations, and flirtations;
- B. physical and/or sexual assault;
- C. threats or insinuations that a person's academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of education may be adversely affected by not submitting to sexual advances;
- D. unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls;
- E. sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the educational environment, which may embarrass or offend individuals;
- F. unwelcome and inappropriate touching, patting, or pinching; obscene gestures;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;

- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;
- I. inappropriate boundary invasions by a Corporation employee or other adult member of the School Corporation community into a student's personal space and personal life;
- J. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature;
- K. in the context of employees, consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment.

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

**Race/Color/Religion/National Origin/Age/Disability/Other Protected Forms of Harassment**

**A. Verbal:**

1. Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the Corporation, or third parties.
2. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the Corporation, or third parties by refusing to have any form of social interaction with the person.

**B. Nonverbal:** Placing insulting or threatening objects, pictures, or graphic commentaries in the School environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the Corporation, or third parties.

**C. Physical Contact:** Any intimidating or disparaging action such as hitting, pushing, shoving, or spitting on a fellow student, staff member, or other person associated with the Corporation, or third parties.

Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the Corporation, or third parties should make contact with one of two or three staff members selected by each building principal with whom the students would most likely be comfortable in discussing a matter of this kind.

The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly on Form 5517 F1 and a copy forwarded to the Assistant Superintendent for Curriculum & Instruction.

Each report received by a designated person shall be investigated in a timely and

confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

1. protect the confidentiality of the student who files a complaint, to the extent feasible;
2. encourage the reporting of any incidents of sexual or other forms of harassment;
3. protect the reputation of any party wrongfully charged with harassment.

### **Bullying (Policy 5517.01)**

Bullying as defined in State law means overt, repeated acts or gestures, including verbal or written communications transmitted, physical acts committed, or 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. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, intimidation, menacing, coercion, name-calling, taunting, threats, and hazing, as well as the use of digital or electronic communications to engage in such behaviors. However, Indiana law exempts certain specific behaviors from the definition "bullying". These exceptions are set forth in Board Policy 5517.01 - Bullying.

Additionally, the prohibition of bullying in Policy 5517.01 - Bullying applies regardless of the physical location when:

- A. the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the Corporation; and
- B. the bullying behavior results in a substantial interference with school discipline or an unreasonable threat to the rights of others to a safe and peaceful learning environment.

Any student who believes s/he has been or is currently the victim of bullying should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

If, during an investigation of reported acts of bullying and/or harassment, the investigator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on sex, race, color, national origin, religion, or disability, the investigator will report the act of bullying and/or harassment to one (1) of the Corporation's Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

### **Enforcement of Student Behavior Standards and Code of Conduct**

- A. The standards and the Code of Conduct will be enforced by School administrators, teachers, teacher aides, bus drivers, and any other adult authorized by the School to supervise students.

- B. The objectives of the enforcement of these standards and the Code of Conduct are:
  1. to protect the physical safety of all persons and prevent damage to property;
  2. to maintain an environment in which the educational objectives of the School can be achieved;
  3. to enforce and instill the core values of the Beech Grove City Schools and its School community.
  
- C. The seriousness of the offense and nature and extent of any discipline utilized to enforce student behavior standards and Code of Conduct will be determined by:
  1. the nature and extent of any potential or actual injury, property damage, or disruption;
  2. the student's prior disciplinary history and the relative success of any prior corrective efforts;
  3. the willingness and ability of the student and the student's parents to participate in any corrective action;
  4. the interest of other students in the School in a school environment free from behavior that violates the School's behavior standards;
  5. any other aggravating or mitigating factor or circumstance including but not limited to zero tolerance policies.

In compliance with State law, the Board may expel any student who possesses a deadly or dangerous weapon in a weapon-free school zone or commits either arson or rape in a Corporation building or on Corporation property, including school buses and other school transportation. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon belonged to a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion.

- A. A firearm is defined as any weapon that is capable of or designed to or that may readily be converted to expel a projectile by means of an explosion.
  
- B. a deadly weapon is defined as:
  1. a loaded or unloaded firearm;
  2. a weapon, device, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.

Students with disabilities eligible under the IDEA or Section 504 shall be expelled only in accordance with Board Policy 5605, AG 5605A, AG 5605B, and Federal due process rights appropriate to students with disabilities. Students who qualify for service under IDEA or Section 504 may be expelled only after a manifestation determination has been held.

A student who has been expelled may apply for reinstatement in accordance with guidelines which are available in the Principal's office.

**Use of Seclusion and Restraint(Policy 5630.01)**Pursuant to State law and Board Policy 5630.01, staff may use seclusion and restraint as disciplinary strategies. Refer to Board Policy 5630.01 for the definitions of seclusion and restraint.