

Welcome to the 2020-2021 school year. All Clark-Pleasant Community School Corporation elementary schools believe in having similar procedures and expectations. We believe this supports continuity, allows the school year to run smoothly, and empowers all students to follow The Warrior Way: Be Responsible, Be Respectful, Be Safe. Please acquaint yourself with the information in this book. Information is organized in alphabetical order. There are school specific pages at the end to address individual building needs. All handbooks are also available on our website.

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ATTENDANCE POLICY FOR CLARK-PLEASANT SCHOOLS

Clark-Pleasant Community School Corporation (CPCSC) endorses the belief that regular attendance is essential to the academic growth and well-being of a child. Active participation in classroom activities, interaction with staff and participation in other school programs are asset-building opportunities for children.

Consistent daily attendance of students is not only desirable due to its impact on student achievement; it is also a requirement under the laws of Indiana as expressed in the **Compulsory Attendance Statute I.C. 20-8.1-3-17**. It is the duty of a parent or guardian, and state law, for children to be in school and on time. Any parent or guardian, who willfully allows unexcused absences or does not follow the compulsory attendance law, is violating state statute and is subject to the appropriate consequences, at that point, CPCSC shall file attendance reports with the Family Resource Coordinator from Johnson County Community Corrections for further action.

We also recognize that illness, family emergencies, and learning opportunities outside of school arise from time to time. With these issues in mind we have adopted the following policies and procedures regarding school attendance.

- All student absences require contact with the school. Absences should be submitted in ParentVUE or called into the school office on each day of the absence.
- Excused absences do not count towards allowable days and are listed below. In order to be counted as excused, they must meet one of the listed requirements and supporting documentation must be returned to the school after the absence.
- Parents will be provided up to, but no more than, five (5) absences that will not require documentation. Absences specific to unexpected family emergencies and illnesses not requiring a doctor’s visit apply to these absences. Parents are still required to notify the school of a student’s absence and are encouraged to provide documentation for all absences if available.
- Any absence that is unexplained will be considered unexcused. Excessive unexcused absences could result in a formal referral mandated by Johnson County Juvenile Community Corrections. Please see the “School-Based Intervention Strategies” section below for details.
- If the school nurse sends a child home due to an illness that meets State Department of Health Guidelines, the nurse and/or school administrator may excuse the absence for that day and the next day.

- Pre-arranged absences are strongly discouraged and are counted as an unexcused absence. An example of this is a family vacation. Since homework is not typically assigned ahead of time, families are encouraged to read and keep journals of their travels.
- Absences due to head lice are unexcused absences and do count towards allowable days.
- An absence occurring as a result of a “suspension” shall be an excused absence.

Excused Absences (Not Counted toward Allowable Days)

1. Healthcare, legal, and social services appointments that cannot be scheduled at non-school times (***Verification from the doctor or agency is required—see requirements below**)
2. Recognized religious holidays
3. Death in the immediate family
4. Juvenile or criminal justice system detention
5. Child to Work Day, if the absence is pre-arranged by written note from the child’s parent or legal guardian. The note must describe the work site and types of activities the child will be involved in during that day.
6. Absences occurring as result of a suspension
7. Absences governed by laws of the state of Indiana (20-8.1-3-18)

***Professional Appointment Requirements**

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

- Name of student
- Date and time of appointment
- Return date of school
- Any limitations and their durations

This documentation must be in the original form (written, not stamped) from the agency or office. Failure to produce documentation will result in violation of this policy.

School-Based Intervention Strategies: Excessive Unexcused Absences

Five (5) Days: When a student has been absent for **five days** in one school year, a school official will send an initial warning letter to the child’s parents to inform them of the attendance concern.

Seven (7) Days: When a student has been absent or tardy for **seven days** in one school year, a school official will send a final warning letter to the child’s parents. If the student has had an illness, which lasts several days causing the accumulated absences, the official may choose not to send the letter.

Ten (10) Days: When a student has been absent for ten (10) days in one school year, the school will notify the Family Resource Coordinator from Johnson County Juvenile Community Corrections.

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

1. 7th tardy/leave early – A letter is sent from school to notify the parent.
2. 10th tardy/leave early – The school will send an official letter of notice of failure to comply with the Johnson County Community Corrections for further consideration.

- **Perfect Attendance**

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

- **Good Attendance**

Good attendance will be acknowledged for children missing five days or less during a school year.

- **Habitual Truant**

A student is a habitual truant when “chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year.

- **Make-Up Work**

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

- **Participation in Events**

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

- **Promotion/ Retention Based on Attendance**

The Clark-Pleasant Community School Corporation reserves the right to consider retention of a student at the present grade level, no matter what the child’s performance, based on twenty (20) or more excused or unexcused absences.

BOOK RENTAL

All Clark-Pleasant schools have a book rental/fees program. **Checks should be made out to: Clark-Pleasant Community Schools.** The fee schedule for the current school year is available online and in the office. Fees may be paid online. If you need help setting up your account, please call the Clark-Pleasant Corporation Information Services Help Desk at 317-535-3446. Book rental fees and lunch fees may be paid via the same account.

If a situation exists in your family that makes full payment of your book rental a financial hardship, please contact us. We will be happy to work with you to set up installments. Financial assistance is available for the textbook rental portion of book rental. If you feel you are eligible for textbook rental support, you may complete the appropriate form available in our school office. Parents are still responsible for the fees portion of book rental.

If a textbook is lost, stolen, or damaged, the student and parent are responsible for replacing it. We have a list of textbook costs in the office. If you are transferring to another school within Clark-Pleasant, all materials will be forwarded to that school. If you leave the district entirely, we prorate the portion of rental and fees not used, and return it to you upon request.

Failure to make textbook rental payment in full or establish payment arrangements will result in the account being turned over to a collection agency and subject to collection fees being added to the account balance.

BEFORE AND AFTER SCHOOL CHILD CARE

If you are interested in enrolling your child in a before or after school child care program, please call the Honey Grove Extended Care Program at 317-887-5000 for more information.

BUS /TRANSPORTATION INFORMATION and RULES

Questions regarding bus transportation, schedules, delays, bus behavior, or bus stops as well as direct questions for the bus driver should be directed to our district Transportation Center at 317-535-7255. Please do not approach a bus at a bus stop.

● Bus Pass Procedure

Clark-Pleasant tracks student passengers to ensure safety. If your child is not on their normal bus route, we use bus passes in order to quickly contact parents in case of an alternative plan. If a parent needs to change a child's transportation method on a given day, a parent should send a written request. Bus passes will be issued at the discretion of the building principal or designee and can be denied if a safety issue arises.

It is possible for a student to permanently ride one bus in the morning and another bus in the afternoon. Parents need to call the transportation department at 317-535-7255 in advance to fill out an Alternate Transportation form.

● Bus Schedules

The Office of Student Transportation will notify parents when routes are available online. Bus Drivers will call parents the week before school starts with specific scheduling details.

● Bus Route Lookup Procedure

A.) CPCSC Website

- Start at the Bus Route Lookup section of our website: www.cpsc.k12.in.us
- Type: Guest for username
- Type: Guest for password
- Follow the prompts

B.) ParentVUE

- Click on 'Student'
- Click on 'Additional Information'

Please keep in mind that this is the approximate stop time for your student. Students are required to be at their stop 10 minutes prior to the stop time. If the system does not indicate a bus or bus stop, notify the Office of Student Transportation at 317-535-7255. Routes change frequently, especially right before the beginning of a school year. Please be advised to check the website for changes before the first day of school.

- **Alternate Transportation Forms**

If your child requires an alternate transportation schedule, obtain a request form from the school, the Office of Student Transportation, or on the website under Transportation Resources. The request must be for all 5 days of the week, but can be only morning or only afternoon.

- **Waiting For The Bus**

Students must stay back at least ten (10) feet from the edge of the roadway and clear of all traffic. Do not push, shove, fight, or play while in line. Wait until the bus has completely stopped and the door opened before moving toward the bus entrance. Student's that must cross need to wait until the driver signals them to cross. Students may cross **only** in front of the bus and no other location.

Be at the bus stop on time. Students must be at the bus stop ten (10) minutes prior to the scheduled pick-up time. Buses will not wait for tardy students nor will buses be sent back for tardy students. Parents need to have a contingency plan in the event their child misses the school bus. Both parents and students are responsible for conduct at the bus stop, from home to the bus stop, and from the stop to home. Students are considered under school authority when the bus driver arrives at the bus stop.

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

If a family moves out of the school boundaries, but wishes to still send their students to the same school, the family must provide their own transportation. Families are not permitted to drive their students to a bus stop if they live outside of the school's boundaries. Once a family has moved out of the school's boundaries, students are no longer permitted to utilize CPCSC bus transportation services and the family will need to make alternative arrangements to get the student to and from school each day.

- **Bus Rules and Expectations**

If your child rides the bus they are under the rules set by the bus drivers and Transportation Department to best ensure student safety. The school bus is an extension of the classroom, and as such all school rules and policies are to be followed on the school bus. Most of these rules are mandated by State law, and must be followed closely. Riding the bus is NOT a right, but a privilege and may be taken away from the student at any time. If your child is to change their normal bus route for a day or two due to an emergency, we must have 2 notes stating this: one for the teacher and one for the bus driver. This is also true if they are to be a car rider instead of riding the bus.

Below are some of our bus rules:-:

1. Students shall be seated immediately upon entering the bus. All safety devices are required to be used, this includes lap-shoulder safety belts if installed on your student's bus. If assigned seating is used by the driver, the student must sit in his or her assigned seat.
2. Students shall not stand or move from place to place while the bus is in motion.
3. Loud, boisterous, or profane language shall not be tolerated. Indecent conduct, verbal abuse, use of racial/ethnic remarks, or derogatory names is also not acceptable.

4. Students shall not be allowed to tease, scuffle, trip, hold, hit, or use their hands, feet, or body in any objectionable manner.
5. Students shall not leave their seat until the bus has come to a full stop and the door is opened by the driver.
6. Windows or doors shall not be opened or closed by students, except by the permission of the bus driver. Windows will not be opened more than halfway.
7. Students should be waiting at the bus stop when the school bus arrives. The school bus driver will stop and look for students, then continue on route.
8. Kindergarten and preschool students will not be released from the bus without the presence of a parent, guardian, sibling, or appropriate adult caretaker at the bus stop.
9. Upon recommendation of the bus driver, school authorities may deny privileges of riding the school bus to students who refuse to conduct themselves in a courteous manner on the bus.
10. The school bus driver has the same authority and responsibility as a teacher.
11. Safety is the prime concern in student transportation; thus, the driver and school authorities shall maintain discipline on the school bus. Students disobeying safety rules will be denied riding privileges.
12. The aisle of a school bus must be kept free of objects that could obstruct an emergency evacuation of the bus. Any large object that cannot be held on a student's lap is not permitted on the school bus. Examples of such large objects include but are not necessarily limited to certain musical instruments, science fair and other types of projects, athletic and PE equipment, bags, flagpoles, flowers, balloons and other such items that could pose a safety problem.
13. Students are not allowed to bring food, drinks, or chewing gum on school buses. The approval of drinks and food on long trips can be negotiated with the driver.
14. Students must keep head, hands and feet inside the bus at all times.
15. Smoking is not allowed at any time.

A range of consequences will be used for students who do not follow the above corporation bus procedures. Children with repeated offenses may be prohibited from riding the bus.

- **Bus Consequences**

1st Referral Verbal Reprimand/ Warning

2nd Referral Probation

3rd Referral One Day Suspension

4th Referral Three Day Suspension

5th Referral Five Day Suspension

6th Referral Suspension for Semester

In case of suspension, the principal or designee will contact parents to notify them of the suspension and determine the date of suspension. Unless there is a vacation, the student will serve the suspension the day after the write-up. If the infraction is serious enough, the principal can determine a suspension schedule at their discretion.

- **Walkers and Riding Bicycles**

If a parent will be walking a child to and from school, this must be arranged with the principal to ensure that appropriate safety precautions are in place. Students may not ride bicycles or use other forms of personal

transportation (motorized transportations of any kind: bicycles, motorcycles, skateboards, scooters etc.) to and from school.

CAFETERIA/BREAKFAST AND LUNCH

Each school cafeteria is designed to serve a balanced breakfast and lunch for our children by offering a wide variety of choices daily. It is our hope that by offering more food choices each student will fill his/her tray with food items he/she likes and will eat a healthy breakfast or lunch. Annual lunch menus are provided to each student (menus are subject to change) and can be found online at www.cpcsc.k12.in.us/menus. Click on the appropriate grade level for your child.

- **Breakfast**

Breakfast is served daily in each of our buildings. If your child eats breakfast, they will have time before the tardy bell.

- **Payment Procedures**

All CPCSC schools use a computerized accounting system for the school meal program. Students will use their school issued ID to access their account. Breakfast and lunch costs are subject to change, but are available on our website. Breakfast/Lunch money should be sent the first day of the school week for the entire week or more. Students prepay for their meals in the morning in the cafeteria. Checks should be made payable to “Clark-Pleasant Food Service.” Meal money should always be separate from other fees (field trips, pictures, etc.). One check may be used to pay for brothers and sisters as long as they attend the same school. Please be aware that there will be a \$25.00 fee on all returned checks.

- **Visitors**

Please see our visitor section of this handbook for guidelines on who may eat lunch. Please check in at the office to get a visitor sticker. Adult visitors must show a valid Driver’s License or ID. You do not need to notify the kitchen in advance to join us for lunch. However, due to safety rules and procedures; we do not permit visitors to stay for recess. We ask that you do not bring fast food to school. Adult lunch prices are subject to change, but are available on our district website.

- **Allergies**

If your child has food allergies, please contact the school nurse. She will assist you in collecting needed documentation, create a health plan, and will work with the Food Service Department and building principal/staff as needed.

- **Bringing Lunch to School**

Students may bring lunches to be eaten in the cafeteria. Students who wish to buy milk should bring 50¢ with their lunch. Carbonated drinks are not allowed (Pepsi, Coke, etc).

- **Elementary School Meal Charge Policy**

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

<https://clarkpleasant.revtrak.net/food-service/student-food-service/#/list>. Meal account balances can be seen in ParentVUE or by logging in to the [CPCSC Web Store](#). If you need an account set up, please call the

Clark-Pleasant Corporation Information Services Help Desk at 317-535-3446.

- **Meal Deferment & Negative Account Balances**

Clark-Pleasant recognizes that circumstances may result in a student's need to defer payment for lunch or breakfast and shall permit deferments on occasion. CPCSC strives to handle negative meal accounts consistently. If a student defers payment for a meal, parents/guardians will be notified when the meal account reaches a significant negative balance of “-\$5.00” in their account. Meal deferment slips will be sent home with students and Food Service managers will email or call parents. New funds that are deposited into a student meal account will first be applied to a negative balance (should one exist). All accounts must be settled by the end of the school year. Negative balances of more than \$10.00 will result in the attempt to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by Clark-Pleasant Community School Corporation. Additional fees may apply.

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

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

- **Special Arrangements**

If it is anticipated that there will be special instances regarding charges, parents/guardians can make special arrangements with the building principal.

- **Free and Reduced-Priced Meals**

Application for free or reduced meals can be found online or at the Administration Building at 50 Center Street, Whiteland, IN or forms can be picked up from the school office. Existing households on free or reduced lunches must reapply each fall.

- **Cafeteria Policies**

The cafeteria, besides being a lunchroom, is also a place where good human relations and social skills can be developed. Here, each student is expected to practice the general rules of good manners.

Some simple rules of courteous behavior that will make the lunch period pleasant and relaxed are:

1. Use good manners
2. Walk in cafeteria
3. Stand quietly in the line and no talking in serving line
4. Clean up your own mess
5. Keep hands, feet and objects to yourself
6. No trading food (Board of Health regulation)
7. Stay at your own table
8. Talk quietly in the cafeteria
9. Quiet time at signal

CLARK-PLEASANT SCHOOL BOARD OF EDUCATION

Mr. Brian Bair
Mrs. Laura Cope
Dr. E. Curtis Harris
Mr. Craig Koch
Mrs. Beth Poe

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Regular School Board Meetings are held on the third Tuesday of each month at 7:00 p.m. in the Education and Community Center at 50 Center Street. Additional special meetings may be scheduled. Visit www.cpcsc.k12.in.us for additional information and meeting agendas.

CLARK-PLEASANT DIRECTORY OF IMPORTANT PHONE NUMBERS

Break-O-Day Elementary School	317-535-7536
Administrative Office	317-535-7579
Clark-Pleasant Academy	317-535-3240
Clark Elementary	317-535-8503
Grassy Creek Elementary School	317-535-3980
Clark-Pleasant Middle School	317-535-7121
Pleasant Crossing Elementary School	317-535-3244
Sawmill Woods Preschool	317-535-2069
Whiteland Elementary	317-535-4211
Whiteland Community High School	317-535-7562
WCHS-North	317-535-3855
Transportation	317-535-7255
Special Services	317-736-8495
Technology Help Desk	317-535-3446
Student Registration Help Line	317-535-3197

STUDENT CODE OF CONDUCT

● Authority Of Adult School Employees

All of the adult employees in Clark-Pleasant Schools have certain responsibilities to the school; and in order to carry out these responsibilities, they have certain authority to correct students when the need arises. If any adult employee, whether the employee is faculty, office staff, cafeteria staff, custodial or bus driver corrects any student, the student is expected to accept such correction.

1. Each teacher and any of the other school personnel shall, when pupils are under his/her charge, have the right to take any action, which is then reasonably necessary to carry out, or to prevent an interference with, the educational function of which he/she is then in charge.
2. Each principal may take any action concerning his/her school or any school activity within his/her jurisdiction, which is reasonably necessary to carry out or prevent interference with an educational function

or school purposes. Such action may include establishing written rules and standards to govern student conduct. Similarly, the superintendent or his/her administrative staff with his approval may take any action with respect to all schools within the superintendent's jurisdiction, which is reasonably necessary to carry out or prevent interference with an educational function or school purposes

- **Building / Classroom Rules And Regulations**

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

- **Cheating Policy**

Unless specifically exempted, all assignments, quizzes, tests, and other graded work are to be the product of the individual student being evaluated. If, in the judgment of the instructor, a student uses another person's work (e.g copying) and presents it as his or her own, the student has committed plagiarism. Similarly, a student who allows another student to copy their work for purposes of the deception outlined above will be held accountable for cheating as well. This policy includes use of an electronic device to share information. Consequences will apply based on the seriousness of the cheating incident.

- **Interventions For Misbehavior**

Examples of some of the consequences for misbehavior:

Warning	Lunch Detention
Time Out	Bus Suspension
Change of Seating	After School Detention
Work Assignment	Community Service
In-School Suspension	Denial of Privileges
Out-of-School Suspension	Parent/Team Conference
Discipline Plan	Classroom Suspension
Restorative Justice	No-Contact Agreements
Expulsion	Written notification to parents
Counseling by school counselor	to be signed and returned the next day
Before or after school detention	Peer mediation

- **Lunch Detention**

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

- **Incident Report**

An incident report is any written documentation of misbehaviors and actions taken, such as: after school detentions, bus misconducts and/ or behavior referrals to the office.

- **Out-of-School Suspension (OSS)**

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

- **Student Discipline Plan**

Any student who receives a substantial number of discipline incidents in one year or whose misconduct doesn't improve over more than one school year may be placed on a discipline plan. Discipline records from a previous school will transfer with new students, and school administration will work with teachers and parents to develop a plan that keeps all students and staff safe at school.

- **No Contact Agreement**

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

- **Seclusion And Restraint**

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

DIGITAL DEVICES

- **Personal Communication Device Guidelines (PCDG)**

CPCSC acknowledges and respects that many parents expect their students to keep and use a cell phone for various reasons. These devices are a part of daily life, especially in popularity with upper elementary students. Students must turn the devices off during the school day and keep them stored in their backpacks, in their cubby or locker. Use of a personal communication device at CPCSC elementary schools is a violation and should only be used in the case of an emergency.

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

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

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

1. Devices must remain turned off during regular school hours.
2. Personal communication devices should not be used in a way that interferes with learning or school procedures. Devices are not allowed to be used in class or the hallways unless given permission by staff. Teacher and administrative discretion will determine appropriate use.
3. Students may not take or share pictures or video without staff permission.
4. Students may not exchange messages as this could disrupt the educational process. These may include but are not limited to:
 - Texting that creates conflict or what is sometimes referred to as “drama”
 - Texting threats or harassing messages
 - Texting any message that impairs or prevents the learning process
 - Texting or sharing anything that in any way that violates a CPCSC Elementary Handbook Guideline or Indiana law
 - Any other sharing via apps on the personal device

Potential consequences for most violations of PCDG:

Step One

Loss of device for one school day.

Step Two

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

Step Three

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

Step Four

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

Parent picks up device

Step Five and Beyond

In School Suspension
Out of School Suspension
or Expulsion

A personal electronic device is the responsibility of the student and CPCSC will not be responsible for damage, theft or loss of the device or the investigation of such issues.

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

STUDENT DRESS AND APPEARANCE

Appropriate dress helps students stay focused on the educational activities of school and helps keep students safe during recess and physical education. Although everyone wants to look his or her best, some clothing and hairstyles that are “fashionable” are not appropriate or safe for school. Good judgment and common sense are the guidelines.

The following standards apply to all elementary students:

1. No hats or hoods are to be worn during school hours.
2. No see-through clothing, fishnet clothing, spaghetti straps, tank tops, halter tops, or midriff exposing shirts. Pants must be worn at waist level and free of chains.
3. Clothing that advertises alcoholic beverages, tobacco, drugs, violence or is of questionable or offensive nature is not to be worn. Clothing or accessories that are disruptive or distracting to the educational process will be evaluated by the teacher, principal, or designee and will be discussed with both the student and the parent/guardian.
4. Tank tops, backless shirts, and shirts with spaghetti straps must be worn with another shirt that reaches at least to the shoulder.
5. Students may wear shorts in warm weather, but they must be longer than the ends of the fingertips.
6. Students must wear appropriate and safe shoes. We have recess every day. Flip flops are not sturdy enough for the walking and play done at recess time. No flip flops, backless sandals, or “wheely shoes” are allowed.
7. Spray paint/paint for the hair, faces, etc. is discouraged and can be evaluated as number 2 above.

● Due Process

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

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

1. A teacher has the right to remove a student from his/her class or activity for a period up to one class period if the student is assigned regular or additional work.

2. A school administrator may deny a student the right to attend or take part in any school function for a period up to ten (10) days.
3. A student may be expelled from school for a period of no longer than the remainder of the current semester plus the following semester and summer school, with the exception of possession of a firearm or a deadly weapon listed under the Grounds for Suspension and Expulsion.

GROUND FORS SUSPENSION OR EXPULSION

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

1. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
2. Off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event.
3. During summer school.

Students are “in possession” of an item for purposes of these rules when the item is on their person, in their immediate possession such as in their hand, a pocket, a purse, or a backpack, or is in a place under their exclusive control such as a locker. Students or parents concerned about whether a particular act would be a ground for suspension or expulsion are encouraged to consult administration before the student engages in the act.

● Student Misconduct and/or Substantial Disobedience

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

1. Alcohol Violations:

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

2. Drug Violations:

- a. Consuming, possessing, offering, providing, or being under the influence of an illegal drug, a prescription drug [except as authorized in a prescription by a licensed healthcare provider], an over-the-counter medication containing a stimulant such as preparations containing caffeine, ephedrine, pseudoephedrine, or phenylpropanolamine as an ingredient [except as authorized in a prescription by a licensed healthcare provider], or any substance represented to be or thought by the intended recipient to be an illegal or prescription drug.
- b. Consuming, possessing, offering, providing, or being under the influence of an inhalant, a solvent, or other volatile substance or combination of volatile substances, contrary to safety instructions provided on *the product's* labeling, or *the direction of* school personnel.

- c. Possessing drug *preparation or* consumption paraphernalia such as rolling papers, clips, or displaying materials that promote or encourage drug use.
- d. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.

3. Deadly Weapons (Other than Firearms)

This includes but is not limited to the act of possessing, handling, transmitting, selling, or threatening to use a deadly weapon, a look-alike weapon, or any object that can reasonably be considered a weapon or threatening to bring a weapon to school. Social media posts or messaging involving discussion/pictures of shooting, killing, weapons, etc. will result in potential school consequences and a report to law enforcement.

Possessing a knife, firearm, bullets, a destructive device, gasses, fireworks, or other item that is or appears to be a destructive device. “Destructive device” means an item that is readily capable of causing injury to a person and is not essential in performing a task that must be performed by a student at the direction of a teacher during school or a school activity.

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

4. Handguns:

Includes BB/Pellet Guns.

5. Rifles or Shotguns:

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

6. Other Firearms:

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

7. Tobacco, Nicotine and Vapor Inhaling Products:

Possession of any item related to tobacco products, nicotine or vapor products including paraphernalia. This includes any device that is capable of creating a spark or flame. Any device that is related to “vaping” or “vape” products (including e-cigarettes, other electronic vaporizing devices, flavoring or nicotine, Juul, Juul chargers or like products, Juul pods or like products, refill liquids used for vaping and CBD products) HB 1225

8. False Alarms or 911 Calls: IC 43-44-2-2

Indiana Code states that false alarms or the pulling of an alarm, as a prank is a criminal act. Charges against the student can be made to local authorities. Students will be suspended or expelled from school based on the individual circumstances. Students may be held responsible for payment if any fire apparatus is sent to the school.

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

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

10. Police Actions/Other:

- a. **Reporting Gang Related Activity** Forming organizations, using signals related to membership, writing or having symbols or signs related to the organization is prohibited.
- b. **Arrests**
- c. **Police Report(s)**
- d. **Events not resulting in Suspension or Expulsion**

11. Fighting

Incident does not rise to the level of Battery

12. Battery:

Student knowingly or intentionally touches another person in a rude, insolent, or angry manner causing or intent to cause bodily injury (IC 35-42-2-1)

a. **Fights, Battery, Combative Acts:**

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

1st Offense - 3 days OSS

2nd Offense - 5 days OSS

3rd Offense - recommendation for expulsion

In addition local law enforcement will be contacted at the discretion of the administration.

Mutual combat (All individuals participating) falls under Fighting/Battery/Combative Acts.

b. **Abuse of a Staff Member:**

Engaging in conduct that constitutes a substantial step toward touching a staff member or another adult in a rude, insolent or angry manner. Treating an adult in a disrespectful manner. Emailing, texting or using social media to make inappropriate comments or contact staff for anything other than academic reasons. Using threatening, offensive, rude, obscene language or gestures or falsely accusing a staff member could result in immediate out-of-school suspension.

CPCSC must report battery on staff members to local police in addition to assigning appropriate school discipline. Indiana Code 35-2-1 defines “Battery” as follows: “a person who knowingly or intentionally touches another person in a rude, insolent, or angry manner commits battery, a Class B misdemeanor. However, the offense is a Class A misdemeanor if it results in bodily injury to another person. For purposes of the statute, the infliction of pain constitutes “bodily injury.”

13. Intimidation

Communicating a threat with the intent that the other person engage in conduct against their will or be placed in fear of retaliation (IC 35-45-2-1) Threats outside of school via social media or electronic devices that involve school locations or students at CPCSC.

14. Profanity or Verbal Aggression:

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

15. Defiance:

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

16. Attendance:

- a. Willful absence, excessive absence or tardiness of students
- b. Skipping Class
- c. Leaving the building without permission - elopement
- d. Leaving School Property
- e. Out of assigned area, incorrect FIT, skipping class or fleeing

17. Destruction of Property:

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

18. Theft (Unlawful taking of property):

- a. Stealing or attempting to steal school property.
- b. Stealing or attempting to steal private property.
- c. Possession of stolen property

19. Sexual Misconduct:

- a. Behavior used to obtain sexual gratification at the expense of another.
- b. Consensual behavior(s) used to obtain sexual gratification.

20. Technology Misuse

- a. To use technology or internet in a fashion that does not benefit educational goals; may include cell phone usage
- b. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an

activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule. This includes “texting” and possession, use, and/or distribution of pictures or video with an electronic device. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function. “Sexting” or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. Possessing sexually-related materials which include images displaying uncovered breasts, genitals or buttocks. In addition to taking any disciplinary action, phones could be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.

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

21. Non-Deadly Weapons:

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

22. Interfering with School Purposes:

Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct.

The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:

- a. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room. OR Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
- b. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
- c. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
- d. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct. Running, loud boisterous activity, playing around, or being in the halls without permission.
- e. Engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes.

- f. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
- g. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
- h. Violation of 'No Contact Agreement' with one or multiple individuals.
- i. Students involved in provocation (action or speech that makes someone annoyed or angry) or promoting a fight could receive similar consequences.

23. Withholding Information/ Dishonesty:

- a. Failing to report the actions or plans of another person to a teacher or Administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans. In addition false reporting of alleged bullying incidents could result in serious consequences at school and with law enforcement. Consequences and appropriate remedial action for a student could range from positive behavior interventions up to and including suspension or expulsion from school (P.L. 285-2013)
- b. Providing false information to a school staff member.
- c. Forging another person's signature or name.
- d. False reporting of bullying incidents.
- e. Failing to tell the truth about any matter under investigation by school personnel.

24. Repeat Offender:

Any student that continues to violate school rules or school attendance policies. This would include any student that has accumulated a substantial number of misconducts either in one school year or accumulative of all their middle school years. Including transfer students attendance and discipline history at previous school(s).

25. Exposure:

- a. Exposing oneself.
- b. Attempting to or exposing another individual.

26. Substitute Teacher:

Misconduct or misbehavior for a substitute teacher will result in the same consequences normally reserved for the regular classroom teacher.

27. Throwing Objects:

Throwing any object at any time during, before, or immediately after school. This could include but is not limited to: rocks, dirt, snowballs, crayons, pencils, pens, books, folders, chromebooks, food, change, desks, chairs, etc. Spitting saliva or objects will also not be tolerated.

28. Harassment / Violation of Respect:

Any physical, spoken, or written act of abuse, bullying, violence, harassment, threats, intimidation, extortion, destruction of property, vandalism, use of vulgarity, cursing, confrontation or making remarks of personally destructive nature toward another person, or any restriction or prevention of free

movement of an individual constitutes a violation of human respect. This includes the use of social media (Facebook, Twitter, Instagram, TikTok, Snapchat, etc.) and texting. A violation of respect occurs whether the act is deliberate, intentional, unintentional, or is directed toward an individual or group regarding race, color, creed, national origin, sex, sexual orientation, physical or mental disability, political or religious ideology.

29. Sexual Harassment:

Sexual harassment is conduct of a repeated sexual nature that may include verbal or physical advances and/or comments about physical or personality characteristics of a sexual nature. Once a sexually harassed person has told someone these are unwelcome behaviors, and the behaviors continue, sexual harassment charges may be filed. If a student believes he/she is a victim of sexual harassment, the student should come forward by submitting a "Grievance Report" form to the counselors or administration.

30. Physical Bullying:

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

31. Verbal Bullying:

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

32. Social/Relational Bullying:

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

33. Written Communication/ Electronic Bullying:

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

34. Combination Bullying

More than one type of bullying (#30-33).

● **Right To Appeal**

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

● **Parent Participation In Discipline**

A parent, guardian, or custodian of a student less than 18 years old shall be required to participate in any disciplinary action authorized under the Student Due Process Code I.C. 20-8.1-5.1, as well as the student

discipline handbook of this school corporation, at the request of a school official. Parent participation includes, but is not limited to, meetings, conferences, hearings, supervising home-study-time, and assuring regular school attendance. Upon receipt of proper notice, any parent, guardian or custodian who refuses to comply with a request from a school official to participate in the resolution of behavioral problems of a student whose conduct is repeatedly disruptive to the student's own educational progress or to the progress of others may be referred to the Child Protective Services Division of Public Welfare.

BULLYING: HEA 1423

“Bullying” means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically) physical acts committed, aggression, or any other behaviors, that are committed by a students or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

1. places the targeted student in a reasonable fear of harm to the targeted student's person or property;
 2. has a substantially detrimental effect on the targeted student's physical or mental health;
 3. has the effect of substantially interfering with the targeted student's academic performance; or
 4. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
- a. The term may not be interpreted to impose any burden or sanction on, or include in the definition of the term, the following:
- i. Participating in a religious event.
 - ii. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
 - iii. Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article 1, Section 31 of the Constitution of the state of Indiana, or both.
 - iv. Participating in an activity conducted by a non-profit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults.
 - v. Participating in an activity undertaken at the prior written direction of the student's parent.
 - vi. Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

SCHOOL CORPORATION SHALL:

- Report the number of bullying incidents reported under IC 20-34-6 (student safety reporting) by category.
- Provide safety training to the school corporation's employees and volunteers who have direct, ongoing contact with students concerning the school's bullying prevention and reporting policy adopted under IC 20-33-8-13.5.
- Not later than October 15 of each year, each public school shall provide age appropriate, research-based instruction as provided under IC 5-2-10.1-12(d)(1) focusing on bullying prevention for all students grades 1-12. Instruction may be delivered by a school safety specialist, school counselor, or any other person with training and expertise in the area of bullying prevention and intervention.

- Discipline rules adopted by the governing body of a school corporation must include a detailed procedure for the expedited investigation of incidents of bullying that includes:
 - Appropriate responses to bullying behaviors, wherever the behaviors occur;
 - Provisions for an anonymous and personal reporting of bullying to a teacher or other school staff;
 - Timetables for reporting of bullying incidents to the parents of both the targeted student and the bully, in an expedited manner;
 - Timetables for reporting of bullying incidents to school counselors, school administrators, the superintendent, or law enforcement, if it is determined that reporting the bullying incident to law enforcement is necessary;
 - Discipline provisions for teachers, school staff, or administrators who fail to initiate or conduct an investigation of a bullying incident; and
 - Discipline provisions for false reporting of bullying; and
 - A detailed procedure outlining the use of follow-up services that includes:
 1. Support services for the victim; and
 2. Bullying education for the bully.

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

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

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

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

1. verbal or written communications transmitted;
2. physical acts committed; or
3. any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.

Bullying is not tolerated. CPCSC identifies bullying as intentional, aggressive behavior that involves an imbalance of power or strength and is repeated over a period of time. If a student chooses to engage in any form of bullying, he or she will be subject to disciplinary action in relation to the seriousness of the offense.

Bullying appears in many forms, including: physical, verbal, relational, emotional, and / or written/ cyber. Examples include, but are not limited to: hitting, pushing, fighting, teasing, name-calling, intimidation, social exclusion, and writing or sending insulting or intimidating messages.

If a student is bullied, or witnesses a bullying incident, he or she should report the incident(s) to a teacher, school counselor, or administrator so that the situation can be rectified.

SEARCHES/SECURITY

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

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

● **Reasonable Suspicion**

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

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

● **Lockers, Cubbies, and Other Storage Areas Provided for Student Use**

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

- **Desks And Other Storage**

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

- **Student**

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

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

Authorized searches of the student's person are:

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

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

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

- **Method Of Search**

The scope of any search should be limited by the reasonable suspicion that motivated the search. If an item is found that leads to reasonable suspicion that additional, correlated items may also exist, the search may be extended. If the initial search produces no evidence of contraband, there should be no extension of the search based on simple curiosity.

- **Items Found**

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

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

- **Possession Of Weapon**

A staff member or student who has reason to believe that a person on school property or at a school-related activity possesses or will possess a weapon shall report the possession to the school principal or the supervisor of the activity. The report should include as much detail as possible concerning the person possessing the weapon, the type of weapon, the location of the person, and the evidence the belief is based upon. No student is

to confront the person possessing the weapon, but a staff member has the option of confronting the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent probable injury to any person.

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

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

- **Video Surveillance/Unlawful Activity**

For your protection our building and school grounds are monitored by surveillance cameras. School grounds include buses as well as before and after school events. Video may be reviewed and used as evidence for disciplinary action and/or criminal prosecution. Students are not allowed to wear hats and hoods during the school day as these and similar accessories can obscure visual identities and hinder the discipline process.

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

SAFETY

- **Reporting Safety Concerns**

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

TECHNOLOGY

ACCEPTABLE USE POLICY AND STUDENT/PARENT AGREEMENT

Clark-Pleasant Community School Corporation considers technology integral to our learning environment and believes that it will only continue to grow in importance. In this age, students denied access to modern technology resources would be as unable to function in the learning environment as students denied books or pencils. Therefore, given that a wide variety of digital electronic devices and Internet-based technologies are utilized at all grade levels across the curriculum in support of teaching, learning, and assessing traditional and technology standards, given that many traditional resources are now available online only and given our

requirement and obligation as a school district to teach technology standards and digital citizenship, **the use of modern educational resources such as computers and the Internet is an acknowledged condition of enrollment** at CPCSC.

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

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

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

DIGITAL CITIZENSHIP

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

RESPONSIBLE USE OF TECHNOLOGY

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

I Will:

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

I Will Not:

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

TRANSPORTING DEVICES

- Each student that is issued a device will also be issued a protective case that must be used at all times.
- Each student must transport devices with care and inside the issued carrying case.
- Do not place textbooks on the device or inside the issued carrying case.
- Do not stuff the device/case in a book bag; extreme pressure on the device can cause permanent damage to the screen and other components.
- Never open the device by pushing on the touch screen.
- Never pick up the device with the screen open.
- Devices cannot be used in the cafeteria.
- Never leave the device in a car or bus (Extreme temperatures can damage the battery).

LIABILITY

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

- Not returned
- Damaged
- Lost
- Stolen

PERSONAL SAFETY

- Users should recognize that communicating on the Internet brings associated risks.
- Users should carefully safeguard their personal information and that of others.
- Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without parental and/or teacher permission.
- Students should never agree to meet someone they meet online in real life.

- If the user sees a message, comment, image, or anything else online that makes him/her concerned for his/her personal safety, it should be brought to the attention of school personnel or a parent immediately.

MEDIA AND GAMES

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

USING SCHOOL-ISSUED DEVICES OUTSIDE OF SCHOOL

Students with a school-issued device are encouraged to use the device for educational purposes at home and other locations. Wi-Fi connection is encouraged but not mandatory. Applications can be used while not connected to the Internet.

- All content is filtered by the CPCSC network no matter the location.
- All expectations and policies apply to school-issued devices no matter the location.

PRIVACY

- There is no expectation of privacy. Students should have no expectation of confidentiality or privacy with respect to any usage of a device, regardless of whether that use is for school-related purposes or not, other than as specifically provided by law. CPCSC may, without prior notice or consent, log, supervise, access, view, monitor, and record use of a student device at any time for any reason related to the operation of the district. Teachers, school administrators, and the Technology Department may run usage reports as deemed necessary. Parents and guardians are highly recommended to continue to monitor their student's device usage at home. Working together as a team, we can ensure that all students remain safe and are using devices to leverage the best educational experience available.
- Students may be selected at random to provide the school-issued device for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into school.
- CPCSC balances the educational value of online resources with any privacy concerns that they may present. On occasion, CPCSC and CPCSC staff may leverage necessary online educational resources, such as *G Suite for Education*, that collect basic information, such as a student's first and last name and school-issued email address, based on the provider's policy and practices of safeguarding such information.

RESTRICTIONS AND LIMITATIONS

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

DAMAGED/LOST/STOLEN DEVICES

- Users must report any damaged, lost, or stolen devices to school authorities.

- Users must bring damaged devices to the school's designated area.
- The device case distributed to students is specifically designed to protect the device. Damaged devices that are not in a district-issued case may result in becoming the financial responsibility of the student/parent.
- Students may be responsible for the full cost of technology for intentional or malicious damage.

CHROMEBOOK RENTAL

- All chromebook costs are to be paid at scheduled times. Failure to make textbook/chromebook rental payment in full or establish payment arrangements will result in the account being turned over to a collection agency and subject to collection fees being added to the account balance.

CHROMEBOOK DAMAGE/LOST

- Students are responsible for their chromebooks. Students must replace a lost textbook by paying the current cost of the book. Damage to textbooks/chromebooks will be assessed based on the severity of the damage.

CHROMEBOOK DEVICE REPAIR/REPLACEMENT FEE

- CPCSC will provide device replacement coverage at the beginning of the year for \$25 for the Chromebook. This will cover one repair/replacement of the device should an accident occur that damages the device.
- If parent/guardian declines the school provided replacement plan, please contact the school office for an opt out form. Please note that if you opt out of the plan, full replacement and repair charges will be applied.

CHROMEBOOK LATE ENROLLMENT CHARGES

- 1st nine week - 100% of school year textbook rental & \$25.00 chromebook insurance
- 2nd nine week - 75% of school year textbook rental & \$25.00 chromebook insurance
- 3rd nine week - 100% of second semester textbook rental & \$25.00 chromebook insurance
- 4th nine week - 50% of second semester textbook rental & \$25.00 chromebook insurance

PROGRESSIVE TECHNOLOGY CONSEQUENCES

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

BEHAVIORS AND DISCIPLINE RELATED TO TECHNOLOGY USAGE

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

Technology Related Behavior Violations

Level 1:

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

Level 2:

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

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

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

EMERGENCY DRILLS & SAFETY PROCEDURES & SECURITY

Fire Drills are held once a month and **Tornado/Severe Storm Drills** are held once a semester in accordance with state law. **Security Drills/Lockdowns** are held twice a semester following Clark-Pleasant Community School procedures. The drills are held to practice the procedures that should be followed in the event of an emergency. The teachers go over specifics of the drill procedures.

All elementary schools have taken precautions to prevent, and if necessary, respond appropriately to a school crisis. All schools are monitored by surveillance cameras. All doors are locked all day. Everyone entering the building must ring the buzzer at Door #1 to contact the office for entry. Adult visitors must show a valid Driver's License or ID in order to obtain a pass to continue to the designated area outside the office. Visitors sign in and out at the office and wear a visitor's sticker or nametag. Staff members are prohibited from opening a locked door to individuals not wearing a visitor sticker. Staff members are required to report to the office any individual(s) not wearing a visitor sticker. ALL parents/guardians must pick up students at the office. No parent can go to a teacher's room without the teacher being notified in advance. Only parents, guardians, or other appropriate adults will be allowed to visit the school. Friends from out-of-town or other schools will not be allowed to visit classes. The staff has been trained in emergency response and is familiar with Clark-Pleasant's Crisis Intervention Guidelines.

EMERGENCY SCHOOL CLOSINGS ~ DELAYS ~ EMERGENCY EARLY DISMISSAL

If weather conditions warrant the consideration of the closing, delay in starting time or an early dismissal, information will be posted on the corporation website, school social media, and, on the major local television stations. Clark-Pleasant makes every effort to utilize our phone calling system to notify parents; however, this contact can be difficult if ice or storm conditions have damaged power lines.

School days that are canceled will be made up using Connected Learning days, snow make-up days, or at the end of the year in accordance with state law. Days that are delayed do not need to be made up.

If the school operates on a 2-hour delay, the buses will run two hours later than usual. For example, if your child is picked up at 8:50 on a regular school day, they will be picked up at 10:50 on a 2-hour delay. Car riders will be able to enter the building at 10:50 and the tardy bell will ring at 11:10. No breakfast is served on 2-hour delay days.

If weather or emergency situations warrant an early dismissal, schools will utilize information provided by parents in ParentVUE. The school will send students home by their regular transportation unless noted by parents.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
ANNUAL NOTIFICATION OF LEGISLATION**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records.

These rights are:

- (1) The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make the arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel; a person serving on the School Board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- (4) Directory information is “personally identifiable information” schools are permitted to disclose without the consent of the parent or eligible student. Directory information is defined as information in an education record “which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance degrees and awards received, and the most recent previous educational agency institution attended.” Eligible students and parents have the right to refuse the release of any or all of the information described above. Notice of student or parent refusal must be given to the school corporation within two (2) weeks of the student’s enrollment, or the beginning of the school year, whichever is later. The notice must specify which types of information are not to be released by the school corporation.
- (5) Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- (6) When requested, the high school is required to release student directory information to military recruiters unless the eligible student or parent has opted out of providing such information by signing a written request or the Denial of Permission form by the end of the student's sophomore year in high school.
- (7) School will notify parents of students who are scheduled to participate in surveys or other activities that would request protected information of students. Parents have the right to opt his/her child out of participation of the specific activity or survey upon written notification within a reasonable time to the school principal.
- (8) Anyone who wishes to challenge instructional material should contact the school principal where the instructional material is being used and he/she will inform the individual of the procedure for challenging instructional material.
- (9) The right to file a complaint with the U. S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920.

FIELD TRIPS

Most classes or grade level groups will take one field trip per school year. Most of the trips have transportation provided free, but the destination may have an admission or lunch cost. At the beginning of each year, we ask that you consent to our field trip policy during the re-enrollment process in ParentVUE. Teachers will require students to dress appropriately for the field trip based on weather or the destination. Student behavior is expected to be at its best. Any misconduct may result in losing the privilege of attending programs or field trips. When leaving for the field trip, the office maintains a list of students and adults riding each bus and their bus assignment in case of an emergency while on the trip.

Occasionally, parent chaperones are asked to attend. All chaperones must have met volunteer qualifications per the CPCSC Volunteer Policy which can be found in this handbook. Chaperones are assisting with student safety and supervision and are required to travel to and from the trip with the class on school buses. Siblings of students are not permitted to attend.

FUNDRAISING/SELLING ITEMS AT SCHOOL

Our schools may sponsor fundraisers each year, and participation is optional. CPCSC does not condone door-to-door fundraising sales. Students participating in the school-sponsored fund raiser and/or any other group's fundraiser will not be permitted to sell any item during the school day. Any exception must be given administrative approval. Non approved items are not allowed to be sold on school property and/or buses. Non-approved items will be confiscated and sent to the office. In addition, no student is allowed to sell to other

students any item or food product whether on the bus or school grounds.

CPCSC STUDENT HEALTH SERVICES

Parents/guardians have primary responsibility for the health care their children receive, but school clinics are available for emergencies, injuries, and illness that arise while the child is at school, in addition to management of chronic illnesses and special needs. Clark-Pleasant Community School Corporation is proud to partner with Community Health Network to provide nursing services to our district.

Students must have a “**Consent to Treat**” form on file in order to be seen in the clinic. Students without permission will be seen for emergencies only. Your consent is made during re-enrollment in ParentVUE. Please speak with the nurse at your school if you have questions about the permission form.

● Clinics

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

● Illness

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

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

Temperature above 100.0 degrees.

Indiana Department of Health Guidelines recommend that a student may return after 24 hours of being fever-free without the use of medication.

Conjunctivitis (pink eye), if considered contagious.

Student must be examined by a health care provider and approved for readmission to school. With bacterial conjunctivitis, exclusion is recommended until 24 hours after starting topical antibiotic therapy.

Impetigo, until treatment has begun.

Parents should be advised to keep contagious children home until 24 hours after starting topical or oral antibiotic therapy.

Scabies, until treated.

Student may return the day after treatment.

Head lice (Pediculosis)

Student will be sent home from school if they are found to have live lice or nits closer than ½ inch from the scalp. Upon return to school, a student must report to the school nurse and be cleared before

returning to the classroom.

Uncontrollable vomiting or diarrhea with or without fever.

Student must be symptom-free for 24 hours without use of medication.

Ringworm, until treatment has begun.

Undiagnosed rash if fever is present.

Viral eye infection.

May return to school after health care provider states student is allowed to go to school.

Chicken Pox (Varicella).

Student must be excluded for six days from appearance of vesicles or until all vesicles have scabbed.

Strep Throat (A positive culture for Streptococcal throat infection)

The student must be excluded from school until he/she has had at least 24 hours of appropriate treatment and is without fever.

Pertussis (Whooping Cough).

Student must be excluded for 5 days while receiving appropriate antibiotic therapy.

The school nurse may request a doctor's note to return to school if there are symptoms of communicable disease. This will help prevent the spread of infection to others. Students who have had surgery may be asked to provide a physician's release to return to school. Please be aware bus transportation should not be utilized if the child exhibits symptoms of a contagious illness.

● **Medications:**

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

● **Supplies:**

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

The clinics possess wheelchairs for emergency response by school staff only. CPCSC cannot provide a wheelchair or any other medical supplies or devices, which are necessary for student injuries or recuperation from surgeries, including crutches, dressing supplies, wraps, splints, etc. Parents should contact their healthcare

provider or insurance carrier if these devices are needed beyond the school's initial response.

- **Immunizations:**

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

HOMEWORK, STUDENT PERFORMANCE & ONLINE GRADEBOOK

- **Homework**

We believe homework should:

1. Give the student the opportunity to accept the responsibility of participating in the learning process.
2. Teach and improve the student's self-discipline.
3. Provide an extension of specific instruction to reinforce the learning experience in the classroom.
4. Foster effective study habits.
5. Provide an opportunity for independent work.
6. Strengthen communication between the home and school while affording parents an opportunity to become involved in the educational process.

Parents are encouraged to become involved in a child's homework; however, homework is designed so that a child can complete the work independently.

- **Average Homework Time**

K and 1st Grade: 15 minutes a day

2nd Grade: 20 minutes a day

3rd Grade: 20-30 minutes a day

4th and 5th Grade: 40 minutes a day

Times may vary. Parents should communicate with the teacher if homework is a burden on family life. In these cases, alternative arrangements will be made between school and parents.

- **Agenda Organizers**

Students in grades 2, 3, 4, and 5 will be using the School Agenda Organizers. The students use these each day by writing their homework assignments and any other important information in them. The students are to bring this home nightly to remind them of any work that is due. In addition, parents and teachers may use the space provided on each page to communicate in written form.

- **Celebration of Student Learning:**

Students' academic achievements and growth are discussed and celebrated with children on a daily basis. These details are also shared with parents via data notebooks or folders, as well as via the ParentVUE app. Grades and scores are updated within this app, which also houses growth-based student report cards each 9

weeks of school. If parents have difficulty obtaining this information or creating a ParentVUE account, they are to call the school office for assistance or ask classroom teachers for assistance.

- **Online Gradebook**

Parents can check their child's progress on Essential Learnings (state standards) by using the online grade book in ParentVUE.

The address is: <https://in-cpc-psv.edupoint.com/>

ITEMS FROM HOME

Small toys, trading cards, cell phones/devices create distractions in class and should not be brought to school. If phones/devices are brought to school for after school communication between students and parents, they must be turned off during the school day. In addition, special items, such as toys, should be left at home to avoid possible damage during recess or on the bus.

Clark-Pleasant Schools will assume no responsibility for items brought from home except those requested by the teacher. If items cause a disruption in class and must be confiscated by the teacher, a parent will be asked to come to school to retrieve the items. In addition, no child is allowed to sell to other students any item or food product on the bus or school grounds.

Students will be allowed to use electronic reading devices at teacher discretion and with parent permission during educationally appropriate times. The school will not be responsible for lost, broken or stolen items or spend school time investigating losses.

Some bus drivers allow children to bring electronic games or headphones to use while on the bus. If your child's bus driver allows this, the items must be put in his or her book bag before getting off the bus in the morning and kept in the book bag until he or she is on the bus at the end of the day. The school will not be responsible for lost, broken or stolen items or spend school time investigating losses.

LEGAL NOTIFICATIONS

- **Enrollment/Emergency Information Card**

A re-enrollment process will be completed at the beginning of each school year. This process gathers important information about your child. The safety of all children is a primary concern of everyone at our school, and we are entrusted to provide proper care. We make every attempt to ensure a safe environment at school, but accidents do happen, no matter how hard we try to prevent them. It is necessary that the school know of at least two other people to contact in case of an emergency. We also must have the name of your family doctor. Please share information as to what actions should be taken if your child was seriously ill or hurt and we were unable to reach you. *In case of address or telephone number changes, please make updates in ParentVUE or contact the school immediately so that our records may be updated.*

- **Extra-Curricular Participation Policy**

To assure the extra-curricular programs of Clark-Pleasant elementary schools remain steadfast as compliments to the primary academic or curricular functions of education, any student wishing to participate in extracurricular activities at school must be enrolled as a full time student in the Clark-Pleasant Community School Corporation. This policy enables each building the ability to govern extra-curricular activities with eligibility standards in academics, attendance, and behavior.

- **Immunization Records/ CHIRP**

As per Indiana Code 20-34-4-1(s), every student must have a signed permission letter on file for the Children Hoosier Immunization Registry Program (CHIRP) so that their immunization records can be stored in the CHIRP database. This letter will be on school letterhead and filed in the child's permanent record file.

- **Non-Custodial Parent Access**

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

- **Nondiscrimination Notice**

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

- **Pest Control**

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

- **Privacy**

The office will not give out the phone number or address of any of our students. The only exception is to PTO officers for the purpose of fundraising or volunteering after the parents have made an initial contact of interest. This safety issue will be strictly enforced.

- **Release of "Student Information"**

Clark-Pleasant Community School Corporation may release student information (1) to the media, (2) in the form of a student directory or yearbook, (3) on the Internet web pages and social media sites operated by the school corporation, (4) upon the request of recruiters for post-secondary education and training institutions to representatives of the Armed Forces, and (5) under other similar circumstances. Such release will be for the purpose of promoting the interests of the school corporation and its students. Information released under this policy *could* include the student's name, address, telephone listing, date and place of birth, major field of study,

participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. Such release could also include a student photograph.

Students and parents have the right to refuse the release of any or all information described above. This information is reviewed during re-enrollment in ParentVUE which is filled out at the beginning of each school year. Notice of student or parent refusal must be given to the school corporation in writing within two weeks of the student's enrollment, or beginning of the school year, whichever is later. The notice of refusal must specify which types of information are not to be released by the school corporation.

- **Sexual Harassment**

It is the policy of the Clark-Pleasant Community School Corporation to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy to harass another employee or student through conduct or communication of a sexual nature.

If a student or employee believes he or she is a victim of sexual harassment the student/employee should come forward by submitting a "Grievance Report" form to the building principal.

- **Student Legal Name**

All students will be enrolled using their legal name found on their birth certificate. If your child's name has been legally changed, please bring a copy of the legal papers stating the name change. All correspondence from the office will be done under your child's legal name. We cannot accept any name other than the legal one, even if your child has used a different name for a long period of time.

- **When Attending School Functions**

Persons who require assistance regarding access to the facilities, special assistive devices, or special seating arrangements are requested to telephone the school office in advance of the event.

LOST AND FOUND

Students are responsible for their textbooks, library books, and other personal belongings. Students are advised to put their names in books, coats, glasses cases, and lunchboxes. Books, school materials, and other student items that are found are turned into the office. Any student who loses an item should inquire in the office to see if it has been found. Items remaining in the lost and found will be discarded or donated to charity at least twice per school year.

PARTIES AND CELEBRATIONS

Occasionally, celebrations will be planned at school.

In order to maintain a safe and clean school environment, any treats brought to school must be store-bought, individually wrapped, and an ingredients list must be visible. Drinks should be clear or translucent, so as to prevent staining of the carpet.

In order to preserve important instructional time, please arrange the delivery of any snacks/treats with the child's classroom teacher at least one day in advance before sending in treats for a special occasion.

PARTY INVITATIONS & DELIVERED GIFTS

If parents are planning an out-of-school party or celebration, he/she must do this outside of the school environment. **Party invitations may not be passed out at school.** Please pass out party invitations away from school or mail them to the students. Thank you for your cooperation in this matter.

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

PICKING UP STUDENTS DURING THE SCHOOL DAY

If it is necessary for your child to leave school during the school day, parents are to notify the teacher and the office. **Children will be called to the office when the parent arrives.** If for any reason someone other than a parent will be picking up the child, parents must notify the school whom to expect in writing if possible, unless designated on the emergency information in ParentVUE. All persons picking up students must report to the office, present ID, and sign out the child. This policy is for the safety of your child.

Any child who is tardy or leaves early for any reason will not be eligible for perfect attendance.

PLAYGROUND RULES/RECESS INFORMATION

Outdoor play is good for children both physically and mentally. Recess will be outside, weather permitting. Students will continue to go outside unless the temperature or wind chill temperature is 15 degrees or below. On hot days, students will continue to go outside until the heat index reaches 95 degrees. In both cases, teacher discretion of the school staff will be executed. Please dress your children appropriately. If a child needs to stay in longer than three days from recess then a Doctor's note is required.

Although each grade level team has some age-appropriate guidelines, there are certain rules that all children are expected to follow. There will be no rough play, which includes tackle football and wrestling. Baseballs are not allowed.

For the safety of all students, adult visitors are not permitted at recess.

P.T.O.

The Parent-Teacher Organization (PTO) exists to strengthen the bond between home and school. The PTO shall inform parents of current education trends and practices and make use of parent resources in ways that best benefit the students of each elementary school. Committee coordinators and volunteers in this organization are people who are dedicated to the welfare of our children. P.T.O. provides activities for the children and their families, supports the school staff, and provides financial support to many programs. They need your help to best support the activities. You may watch the school newsletter or contact the school office for more information regarding who you can contact to volunteer.

SCHOOL PICTURES AND YEARBOOKS

Students will have the opportunity to have individual pictures taken. The purchase of pictures is voluntary. However, the picture must be taken for the yearbook, student records, and student ID cards. Students will be notified several days in advance of the date the photographer will be at the school. A yearbook is offered for those individuals who would like to keep a memory of the school year. Most of these items are paid for in advance.

SENDING NOTES OR MONEY TO SCHOOL

Whenever you send a note or money to school, it is your child's responsibility to turn it in to the teacher. Although teachers in the younger grades try to remind students to check their book bags for such items, it is recommended that parents remind children that it is his/her responsibility to give it to the teacher. All money should be sent in a sealed envelope, clearly marked with the child's name, the child's homeroom teacher, and purpose for sending.

Please limit the amount of money sent to school to the exact amount needed for a particular purpose. Please keep all payments separate (for example, lunch money should be separate from book rental money).

TELEPHONE CALLS

To communicate with teachers during the school day, it is recommended that parents call the office, asking to be directed to the teacher's voicemail. Teachers are not able to receive phone calls during instruction times. If there is an emergency, call the school office. Students are not permitted to speak to their parents on the telephone during school hours unless the principal/teacher has given them permission to do so. Unless there is an emergency, please do not call after 3:00 p.m. with a message for your child because it may not get to your child before the buses are loaded.

VISITORS

In order to ensure safety, all visitors must show a driver's license or valid ID and obtain a visitor sticker or badge. Only parents, guardians or other approved adults will be allowed to visit the school. If you plan to visit a classroom, follow the procedures for volunteering (listed below) and arrange the time and purpose of the visit with the teacher at least 24-hours in advance.

For the safety of all staff and students, the following guidelines are in place for visits to the cafeteria during student lunch:

1. Any adult who is listed as a child's emergency contact will be allowed to eat lunch with that child.
2. If an adult is not a child's emergency contact, they may eat lunch with a child if they have been given written permission by the parent or guardian.
3. All lunch visitors should be prepared to show picture ID in the front office.
4. Lunch visitors and the child they are visiting will sit at a separate table or in another location such as a parent center, conference room, or other spaces. Seating locations will be designated by the building principal.
5. Visitors may not stay for recess.

6. Restaurant food is not permitted in the school cafeteria, and thus may not be brought with visitors to school.

VOLUNTEERS IN OUR SCHOOL

Home-School partnerships are the mutual collaboration, support and participation of parents and school staff in activities and efforts that directly and positively affect the educational process of children.

The state requires all building volunteers to have a criminal history check. The forms are available in the office or on the school websites. Any adult who volunteers and works directly with students is required to fill out the corporation volunteer application/criminal background check and receive approval *before* volunteering in the classroom or going on field trips. A new application must be filled out each year. This application can take 2 or 3 days to process.

There are many opportunities for volunteers in our school. Classroom volunteers enrich the educational experiences by assisting teachers with instructional tasks. Dependability, flexibility, willingness to assist in any capacity, and an interest in the education of children are qualities that describe a good classroom volunteer. Any parent interested in volunteering should contact your child's teacher or the PTO officers to discover volunteer opportunities. Due to assessment windows and instructional time, classroom volunteers and schedules are at the discretion of our teachers and school administrators

Elementary Additional Building and Contact Information

Each school will utilize this space to provide specific building information such as:

- ***Building Name***
- ***Address***
- ***Office Phone Numbers***
- ***Office Staff***
- ***Arrival and Dismissal Times***
- ***Tardy Procedures***
- ***Bus Arrival and Dismissal Procedures***
- ***Car Rider Arrival and Dismissal Procedures***