

South Grove Intermediate School

Student and Parent Handbook

2020-2021

**851 South 9th Avenue
Beech Grove, IN 46107
Phone: 317-786-7687
Fax: 317-781-2933
Homepage: www.bgcs.k12.in.us/south-grove-home
Dr. Paul Kaiser - Superintendent**

**Gina Kuntz Fleming - Principal  Melissa Keeley - Home/School Advisor
Lin Pugh - Assistant Principal Morgan Bastin - Home/School Advisor
Nathan Long - Behavior Coach**

BOARD OF SCHOOL TRUSTEES

**Rob Challis Jannis King Jill Laker Aaron Lamb
April McManus Beth Prindle Rick Skirvin**

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

SKYWARD/SKYLERT INFORMATION

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

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

Skylert will be used to send a weekly communication home on Fridays from the office of South Grove Intermediate in addition to the “Hornet Blast” for BGCS.

WEBSITES

South Grove Intermediate: <http://www.bgcs.k12.in.us/south-grove-home>

Beech Grove City Schools: <http://www.bgcs.k12.in.us/>

On the South Grove Intermediate School Website, you will find electronic copies of our newsletters, schedules of upcoming activities, calendars, and other valuable information about our school.

NOTE

This Student/Parent Handbook is based in significant part on policies adopted by the Board of School Trustees and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was updated in July, 2017. If you have questions or would like more information about a specific issue or document, contact your school principal or access the document on the Corporation’s website: www.bgcs.k12.in.us by clicking on “Board” and finding the specific policy or administrative guideline in the Table of Contents for that section.

FOREWORD This Student Handbook was developed to answer many of the commonly asked questions that parents may have during the school year and to provide specific information about certain Board policies and guidelines. Please take time to become familiar with the following important information contained in this Handbook and keep the Handbook available for frequent reference. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your building principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board’s policies and the School’s rules as of June, 2017. If any of the policies or administrative guidelines referenced herein are revised after June, 2017, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the Corporation’s web site.

MISSION OF SCHOOL

The mission of South Grove Intermediate School is to create a culture of excellence that prepares our students to be ready to learn, responsible for themselves, and respectful of others as we work together to create productive citizens.

The Student Mission at South Grove Intermediate (to be repeated each day during announcements) is: *"Today at South Grove I choose to be ready to learn, responsible for myself and my property, and respectful of others. I will make today a great day for my classmates, my teachers, and myself."*

BLENDED LEARNING (AT-HOME AND IN-SCHOOL MODEL)

In Beech Grove City Schools, students in Grades K - 6 have been given the option to choice in-school or at-home learning every nine weeks, or each grading period. Extra precautions have been put in place to ensure cleanliness, sanitization, proper hygiene, and appropriate social distancing so that all children and adults at South Grove Intermediate are safe. Classrooms are organized in ways that allow for new procedures to be enacted, and protocols throughout common spaces (e.g., busses, gymnasium, hallway, cafeteria, and restrooms) will be enforced.

The blended learning environment allows for a teacher to conduct small group learning sessions both virtually (or electronically) and in person simultaneously. At South Grove Intermediate, your child may be in a classroom setting or at home learning with others.

As part of this endeavor, all students have been granted a school-issued Chromebook and charger. In order to be ready for learning each day, students are asked to charge the Chromebooks nightly. Lessons, resources, and other curricular supports can be found in each teacher's Canvas course.. Students have been given the necessary login information and will use this platform for both in-school and at-home learning. If ever your child struggles with the technology, please reach out to his/her classroom teacher for support.

EQUAL EDUCATION OPPORTUNITY (See Policy 2260)

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

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

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

The complaint procedure is described on Form 2260 F2.

The complaint will be investigated and a response, in writing, will be given to the

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

STUDENT RIGHTS AND RESPONSIBILITIES

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

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

HOME/SCHOOL COMMUNICATION

Weekly WSGI News: Mr. Pugh and Mrs. Fleming will create a weekly video for staff and families to also highlight goings-on, updates, and BUZZWORD of the week. This will go out on Friday mornings.

All are also encouraged to read the weekly publication entitled "Hornet Blast" produced by Melody Stevens. This publication includes news from the entire district!

Newsletter: A school newsletter will be published each month. We will email this information to our families using a program called ". It will give announcements and information about upcoming events. Be sure to read it carefully and keep it available until the next newsletter. We will also share this newsletter via our Facebook page.

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

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

Phone Access: By dialing the school phone number, (317) 786-7687, parents may report a student's absence through an automated system. It is also possible to leave a voicemail message with your child's teacher any time during normal school hours of 8:10 a.m. to

3:10 p.m. No calls will be forwarded directly to the teacher during the instructional day. Instead, calls will be put through to the teacher's voicemail in order to not interrupt student learning.

Email: Email is an efficient way to communicate with any Beech Grove City Schools employee. If you have any problems sending an email to an employee, please contact the BGCS Technology Center at (317) 780-5055. Please know that the teacher may not be able to respond right away. We ask teachers to remain fully engaged with students during their time together, so emails are often answered after the instructional day concludes.

SCHOOL DAY SCHEDULE (ARRIVAL AND DISMISSAL)

- Student May Enter Building at 8:00
- Students Required to be in room at 8:10 (Tardy Bell Rings)
- Afternoon Announcements at 3:00
- Car Riders Dismissed at 3:05
- Bus Riders Dismissed at 3:10
- Walkers and Bike Riders Dismissed AFTER Last Bus Rider AND Car Rider has left

WEDNESDAY EARLY DISMISSAL SCHEDULE

- Afternoon Announcements at 2:15
- Car Riders Dismissed at 2:20
- Bus Riders Dismissed at 2:25
- Walkers and Bike Riders Dismissed AFTER Last Bus Rider AND Car Rider has left

TRANSPORTATION

BUS RIDERS

Beech Grove City Schools provide transportation to and from school for all students at South Grove Intermediate School who live in the Beech Grove City School District. We encourage parents to take advantage of this service. Riding the bus is a privilege that will be revoked if a student creates safety issues for other students while riding or waiting at the bus stop.

SCHOOL BUS TRANSPORTATION (POLICY 8600)

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

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

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

Bus drivers are responsible for the safety of their passengers. Loud noises and distracting behaviors are not acceptable and can jeopardize the safety of everyone on the bus. The following offenses are subject to a written citation:

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

Consequences of failure to follow the rules are:

1. VERBAL WARNING
2. FIRST WRITTEN WARNING - School bus driver documents the situation with a bus incident report (warning). Principal/Assistant Principal/Behavior Coach talks to the child and sends home a write up.
3. SECOND WRITTEN WARNING - School bus driver documents and contacts parent/guardian. Principal/Assistant Principal/Behavior Coach talks to the child, consequence is determined, and bus incident report is sent to parents.
4. THIRD WRITTEN WARNING - School bus driver documents and contacts parent/guardian. Child is suspended from the bus for ten school days. The parent will receive a letter from Ms. Mack (transportation director) and the bus incident report.
5. FOURTH WRITTEN WARNING - School bus driver will complete bus incident report and notify the transportation administrator who will contact the parent/guardian. Child is suspended from the bus for 30 school days. The parent will receive a letter from Ms. Mack and the bus incident report.
6. FIFTH WRITTEN WARNING - School bus driver will complete bus incident report and notify transportation administration who will contact the parent/guardian. Child is

suspended from the bus for the remainder of the school year. The parent will receive a letter from Ms. Mack and the bus incident report.

**A single serious offense could result in immediate suspension from the bus.*

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

PARENT RESPONSIBILITIES BEFORE SCHOOL

It is each parent's right to allow his/her child to walk to school or to drop the child off at school. Responsibility for the safety of students who walk or ride to school in private vehicles is also that of the parent(s) until **8:00** when students may enter South Grove. For safety reasons, children should not be on school grounds unattended before **8:00**.

WALKERS:

Students who walk to and from school are expected to come directly to school each morning and go directly to their homes each afternoon. While on route to and from school, students are under the jurisdiction of both parents and school. Inappropriate or dangerous behaviors on route to or from school may result in disciplinary action. For a student to go home in a way other than their normal method, (example: will be picked up rather than ride the bus) the classroom teacher must receive a note giving specific information about the change in schedule and signed by a parent/legal guardian.

STUDENT DROP OFF IN THE MORNING

Cars should form a single file line along the curb in front of the school. Parents should not stop along the curb any longer than it takes for their child to disembark from the car. Adults dropping off or picking up students should never leave a car unattended along the curb at these times. Please do not block the drive, form a double line, or park at the curb making it necessary for students to walk between cars. These actions create serious safety issues for the students. When pulling in, please pull all the way to the cafeteria doors. A supervisor will be there to help students get into the building.

BICYCLES

Riding bicycles to school is a privilege to all South Grove students. Students riding bicycles to school may not arrive on school property before 8:00 A.M. Students riding bicycles must have a bike lock to use for their safety. Bicycle riders should obey bicycle safety rules. Violations of safety rules will result in the revoking of bicycle riding privileges. No skateboards, scooters, or roller skates should be ridden to school.

END OF THE DAY TRANSPORTATION CHANGES:

The office would appreciate a phone call or a note from the parent prior to 1:30 on the day of the transportation change. It is very difficult to notify the student and teacher with

short notice and we will be enforcing this policy this year. We understand that an emergency situation may arise for a family and we will do what we can to assist, however we need your help in notifying us prior to 1:30.

CAR RIDER PICK UP

Car rider dismissal will follow this procedure: cars enter through the north entrance and immediately go to the left driving to the end of the parking lot next to the houses. In order to get all cars off of 9th Ave., please line up 3 abreast. As you come to the right curve to go towards the building, take turns to make a single line. Proceed to the right towards the gym and move in a single file line down the sidewalk to the very end by the cafeteria.

Students will be called out a few at a time from the cafeteria.

While in the car rider line, please do not:

1. *Smoke or Vape*
2. *Let small children out of the car to play.*
3. *Be an aggressive driver.*

While in the car rider line, please:

1. Be polite to other drivers.
2. Be prompt.
3. Be vigilant of our students departing the building and getting in cars.

PLANS for Emergency Closing of School

It is important for parents to make plans in case of an emergency closing of school. School closing or 2-hour delay: When it is likely that school will be closed or delayed because of bad weather, parents and students should listen to local radio or television stations WIBC, WENS, WRTV, WISH, WTHR, or WXIN beginning at 6:00 A.M for news of closings. Whenever possible, announcements concerning school delays or closings will be made on the 11:00 P.M. news on these radio and TV stations the night before. Parents will also receive an ALERTNOW phone message from Beech Grove City Schools. In case of an emergency, students will remain under the continual supervision of South Grove staff. When it is safe, students will be released to a parent or other adult listed on the emergency card or transported home by corporation busses.

LATE BUS

A late bus will be available for students who need to stay after school for a supervised activity or tutoring. This service will be available Monday through Thursday. Riding the late bus, as with any school bus, is a privilege. Students are expected to follow all bus rules and requests of the driver. No snacks, opened or closed, are permitted on the late bus. Students who receive one bus write-up on the late bus will lose their late bus privileges for the remainder of the year. The late bus departure time will be determined.

Attendance Policy 5200

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

It is the ambition of SGI to achieve an attendance goal of 97% each school year. Each student cannot miss more than 5 days of school to meet this attainable goal. SGI believes this responsibility is shared by students, parents, and school staff in order for there to be success. Please encourage your child to make school his/her top priority.

MORNING ARRIVAL

The morning tardy bell will ring for all students at 8:10 a.m. All students should be in their seats at that time.

ABSENCES*

It is expected that a student will be at school every day possible. Excused absences include personal illness, death of a family member, and medical appointments that cannot be scheduled outside of school hours. A student is not considered absent when he or she is performing one of the following:

1. Is a member of a school-sponsored field trip.
2. Is serving as a Page or Honoree in the Indiana General Assembly.
3. Is a witness in judicial proceedings; this includes only required court appearances.
4. Is a helper to a political candidate, a political party, or to a precinct election board on the date of an election

Missing school for any other reason than those listed above will be considered an unexcused absence.

REPORTING A STUDENT'S ABSENCE

When a child is absent from school, the parent is asked to call the South Grove office at 786-7687 by 9:00 a.m. to report the absence. If we are not notified, the school will call the home or the parent's place of employment. It is very important that we can verify a student's absence each day for safety reasons. On the day the child returns, please send in any applicable doctor's notes.

EXCESSIVE ABSENCES

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

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

When a student has 5 absences, they will have a conference with the school advisor. At 7 absences, a letter will be sent home to the parents. When a student has 10 absences in a school year, parents are required to attend a conference with the Student Services Team. A maximum of 9 of a student's absences will be considered excused with parental notification. All other absences will require documentation from a doctor's office in order to be excused.

Failure to comply with the attendance policy may result in educational neglect or truancy charges being filed with the Beech Grove Police Department and the Marion County Prosecutor's Office.

10 UNEXCUSED MISSED DAYS OF SCHOOL

Once a child has missed 10 unexcused days of school, a South Grove letter will be sent home. The South Grove Home/School Advisor will place a phone call requesting that the parent meet with the Student Services team. If the school is unable to reach the parents/guardians, a home visit will take place by either a member from the Student Services Team or the School Resource Officer.

Under I.C. 20-33-2-25, the Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of this chapter to the Department of Child Services, DCS. The Department of Child Services shall proceed in accord with IC 31-30 through IC 31-40.

Due to the current status of COVID19 and the uncertainty of what that may bring, there will be no Attendance Awards given for the 2020-21 school year. We do not want a student to feel as if they need to come to school to remain eligible for an award when it is in the best interest from a health standpoint of both the student and the school that they stay home.

TARDY POLICY

Promptness is important for student success in school. Research shows that attendance habits formed in elementary school tend to become lifelong patterns that carry over into the adult work world. At South Grove, students are expected to be in school and in class on time. A student who is not in his or her classroom by 8:10 a.m. will be counted tardy.

EXCESSIVE TARDINESS

When a student is tardy 7 times, a letter will be sent to the parents reminding them of the school's attendance policy and the importance of being at school on time. There will also be a conference held with the student. When a student is tardy 10 times, a letter will be mailed to the parent requesting they meet with the Student Services Team. Upon the 10th

tardy and every tardy thereafter, the student will serve a lunch detention to make up for the lost instructional time. Continued violations to the tardy policy may result in educational neglect or truancy charges being filed with the Beech Grove Police Department and the Marion County Prosecutor's Office.

**For the 2020-21 school year, due to COVID19, Beech Grove City Schools and the Department of Education for the state of Indiana have decided to be flexible with the attendance policy listed above as it relates to student absences due to COVID19.*

ENROLLING IN THE SCHOOL

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

Students are expected to enroll in the attendance corporation in which they have legal settlement, unless other arrangements have been approved. Students that are new to the School are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

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

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

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

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

Insurance and Liability

"In cases of accidental injury to or by students on school grounds, the parent's primary insurance is the coverage that will pay any and all medical bills or obligations. If your insurance coverage does not include accident coverage, we strongly recommend considering this voluntary coverage. Beech Grove City Schools takes full responsibility in the cases where neglect of duty or lack of supervision is the cause of an accident."

TRANSFER OF STUDENTS WITHOUT LEGAL SETTLEMENT (Policy 5111)

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

ADDRESS CHANGES

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

EARLY DISMISSAL (Policy 5230)

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

TRANSFER OUT OF THE CORPORATION (Policy 5131)

If a student plans to transfer from South Grove Intermediate School, the student must bring in a note to school, or email mhamilton@bgcs.k12.in.us at least two days before their last day in school. Students will be held liable for all fees, and book rental will be prorated and returned upon request. School records shall be transferred within fourteen (14) days to the new school corporation. Parents are encouraged to contact the office for specific details.

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

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

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

Free and Appropriate Public Education Students are entitled to a free appropriate public education in the "least restrictive environment." The School provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA). A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the School encourages the parent to be an active participant. To inquire about the procedure, a parent should contact Amy Reeves, Director of Quality Learners, at 317-788-4481.

Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed through an interactive dialogue between the School, the student and the student's parent(s). Parents who believe their child may have a disability that interferes substantially with the child's ability to function properly in school, should contact your building principal at 317-786-7687.

SERVICE ANIMALS (Policy 8390)

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

HOMELESS STUDENTS (Policy 5111.01)

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

PROTECTION AND PRIVACY OF STUDENT RECORDS (Policy 8330)

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

Directory information includes:

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

The Board designates school-assigned email accounts as "directory information" for the

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

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

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

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

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

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

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

- A. political affiliations or beliefs of the student or the student's parents;
- B. mental or psychological problems of the student or the student's family;
- C. sexual behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family

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

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

The parent may access the following:

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

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

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-4605 www.ed.gov/offices/OM/fpco

MAKING UP SCHOOL WORK AS A RESULT OF AN ABSENCE

Parents may request assignments from the student's teacher when an absence is called in. Assignments may be picked up at the end of the school day or sent home with siblings at South Grove.

LEAVING DURING THE SCHOOL DAY

Occasionally, students must leave school during the day. If this becomes necessary, parents should send a signed note to the homeroom teacher stating the reason their child will leave, the time he/she will be leaving, and who will be picking him/her up. The person taking the student from school must come to the school office and sign the student out. The student must check back in at the office if he/she returns the same day. Only persons listed on the child's emergency contact list will be allowed to take a child from school without notification from the child's custodial parent/legal guardian. Late arrivals, early departures, and missing time during the school day for any reason will be reflected on attendance records and figured into the determination of Perfect and Outstanding Attendance Awards.

PRE-ARRANGED ABSENCES

Pre-Arranged absences may be considered excused or unexcused depending on the purpose. All absences will count on attendance reports. Pre-Arranged Absence Form must be turned in to the principal at least 2 weeks before the absence will occur. Pre-arranged absences will be approved by the principal only if:

- The absence is because of an event or trip with an educational value
- The school is notified 2 weeks in advance in writing
- The student involved is making passing grades in all subjects
- The student involved has a good attendance record. Family vacations will generally not be accepted as pre-arranged absences. Pre-Arranged Absence Forms are available in the SG office.

STUDENT FEES AND CHARGES (Policy 6152)

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

BOOK RENTAL

Parents and students understand that they are financially responsible for book rental fees and any charges the school may assess for but not limited to lost books, damaged Chromebooks, lost or damaged power cords, cafeteria fees, library books, extracurricular activities, fundraisers. Parents shall also be responsible for all reasonable costs of the collection of this account, which may include but not limited to, late fees, client collection fees, collection agency fees, reasonable attorney fees, and court costs on any outstanding balance.

HOMEWORK

Homework will provide practice on previously taught material which students are ready to practice independently without adult assistance. Homework will be assigned on an as needed basis depending on the skill and student. Parents of 4th graders may need to assist their child a little more than parents of 6th graders. By 6th grade, the parent's role should be one of oversight and assisting with time management rather than actual assistance with assignments. Set aside time and quiet space for students to work on assignments.

BGCS Grading Scale - Percentage Grade

100-98 A+	89-87 B+	79-77 C+	69-67 D+
97-93 A	86-83 B	76-73 C	66-63 D
92-90 A-	82-80 B-	72-70 C-	62-60 D-
			59-0 F

Students that maintain grades for the entire school year that are either an A or a B in ALL of their classes will earn the award of A/B Honor Roll. This is an award that is based on a student's work and grades for the entire school year (ALL 4 grading periods).

FAMILY ACCESS

All students at South Grove and their parents will have access to Family Access through Skyward. Using Family Access, current grades, attendance, and missing assignments can be checked online. Teachers will also be able to use Family Access to post assignments, class policies, links to websites, tests and assignment due dates. Family Access codes remain the same for each child from year to year. Codes will be sent home at the beginning of the school year. Parents can also request codes by calling the South Grove office.

Once parents have activated their account, they will be able to:

- Check their child's latest grades.
- Receive email alerts when new grades are posted.
- Receive emails with school or class information.
- See what assignments are not turned in and read notes from your child's teacher.
- Verify attendance.

PARENT/TEACHER CONFERENCES

Scheduled once a year in the fall to give parents and teachers an opportunity to discuss student progress. This year, classroom teachers will schedule conferences. Conference dates will be in late September or early October. Your homeroom teacher will notify you. Conferences are generally held before or after the school day in order to accommodate parents. All parents are strongly encouraged to take advantage of this opportunity to talk with your child's teacher.

Email is an efficient way to communicate with any Beech Grove City School employee. Addresses are: first initial followed immediately by full last name@bgcs.k12.in.us. For example: Lin Pugh's email would be lpugh@bgcs.k12.in.us.

Telephones are available in every classroom at South Grove. Teachers are encouraged not to make or answer calls during instructional periods, but messages can be left on voicemail and will be returned as soon as possible. You may reach a teacher's voicemail by calling the office number (317) 786-7687.

MEAL SERVICES (Policy 8500 and AG 8500)

The South Grove cafeteria serves breakfast and lunch. The cost of meals is as follows: Lunch - \$2.80 Extra Milk - \$.50 Universal Free Breakfast for all students is available. Some students may qualify for either free or reduced lunch meals. Applications for meal assistance are offered to all students during enrollment. Additional copies are available in the South Grove office. For students who qualify, reduced meals are: Lunch - \$.40 Students may pay daily as they go through the meal lines or prepay their account by the week or month. Students who wish to prepay may bring their money on the first day of the week. Parents may also pay into their child's account online by going to the Beech Grove City Schools website www.bgcs.k12.in.us. Students who bring a lunch from home may buy milk or juice as they go through the serving line. Students bringing a liquid to school for lunch should bring it in a plastic container. *Students are **not** permitted to bring canned or bottled carbonated drinks to school. Glass containers are also not allowed. No large bags of chips or candy are permitted in the cafeteria. Single serving sizes only are permitted.*

BREAKFAST AND LUNCH MENUS

South Grove's breakfast and lunch menus are planned to provide nutrition as well as a variety of choices. Four different entree options and choices of fruits and vegetables are available to students each day. A copy of the menu cycle is available on the Beech Grove website: www.bgcs.k12.in.us/menus/bgsg/breakfast/calendar.htm.

LUNCH CHARGES

Students who lose or forget lunch money may charge lunch that day. There is a limit of three (3) charges per student for lunch. Students who exceed three charges will be given a peanut butter sandwich and a carton of milk rather than a regular lunch. No lunches may be charged during the last two weeks of the school year. Permission for Students to Leave School Premises during Lunch Hour. A parent may take a student out of the building for lunch during the student's lunch period. A note informing the teacher should be sent that day. The student must be signed out from the office and signed in upon return by the parent.

VISITORS FOR LUNCH

Due to security and space issues, parents are not permitted to have lunch with their students at South Grove.

SCHOOL PARTIES

South Grove has two school parties per year for the students at Christmas and Valentine's Day. Parents may be asked to help provide refreshments on these occasions. All food items for student parties must be commercially prepared. No invitations to out-of-school

functions should be passed out at school.

ILEARN

ILEARN is the statewide assessment all students take. The window for testing is open April 20-May 15. Please do not schedule appointments, vacations, or other absences during the open testing windows.

ADDRESS AND TELEPHONE NUMBER CHANGES

It is critical that school personnel have access to a student's most recent address and telephone numbers. If your address or telephone number changes during the school year, please notify the school office immediately. The same is true of the changes in emergency contact information and place of employment. To insure the safety of your child, South Grove Intermediate School **MUST** have a current, working telephone number for reaching a parent during the day and 2 other emergency contact numbers on file at all times.

BEECH GROVE CITY SCHOOLS – STUDENT CODE OF CONDUCT

GENERAL SCHOOL EXPECTATIONS

Students enrolled in the Beech Grove City Schools are expected to adopt an attitude that is conducive to an educational environment.

For the health and safety of ALL, students MUST adhere to all COVID19 health and safety guidelines established by the classroom teacher, the school, and Beech Grove City Schools. Failure to comply could result in a student being transitioned to “at-home” e-learning.

Established expectations are to be adhered to while:

- (1) on school property, before, during and after school hours including weekends, and any other time when the school is being used by a school group,
- (2) off school property at, prior to and immediately following a school activity, function or event and
- (3) traveling to or from school or school activity, function or event. These general expectations include:
 - be punctual at all times
 - be honest with school staff and fellow students
 - stay in assigned areas
 - be responsible for personal items and school materials
 - adhere to directions and comply with requests made by school officials
 - place all refuse in waste receptacles
 - avoid inappropriate and rowdy behavior and language
 - avoid public displays that will cause a disruption to our educational process
 - bring no dangerous or unnecessary items to school

- walk through hallways quietly and orderly
- be considerate of fellow students and their personal items and school materials
- assume responsibility for using school-owned equipment in the manner for which it is intended and in its designated location
- dress in a manner that will not cause a disruption to our educational process
- report the actions or plans of another person to a teacher or principal where those actions or plans, if carried out, could result in harm to another person or persons or damage to property.

SOUTH GROVE INTERMEDIATE SCHOOL BEHAVIOR MANAGEMENT & DISCIPLINE POLICY

In order to maximize learning opportunities each and every school day, students are expected to adhere to rules and demonstrate appropriate behaviors. Simply put, students are expected to be ready, be responsible, and be respectful! School and classroom rules and procedures exist to ensure a safe and positive learning environment.

At South Grove Intermediate, staff employs Positive Behavior Intervention Strategies (PBIS) designed to focus on positive choices/behaviors while providing tools and strategies to those struggling with appropriate behaviors. We are fortunate to be able to offer a plethora of resources for students and families that aid in their emotional, social, intellectual, and physical wellbeing.

South Grove will use the program DOJO as a communication tool between teachers, parents, and students. Communication through DOJO can come in the form of written communication and DOJO's points program. Assignment of points indicates a student is meeting classroom expectations. See more details under the section entitled "PBIS."

When students demonstrate negative or inappropriate behaviors/choices, they will be held accountable for their actions in accordance with the Student Code of Conduct. The expectations established in the Beech Grove City Schools Code of Student Conduct will be used as guidelines for student conduct at South Grove Intermediate School. All students and their parents are expected to review this document and understand its contents before students begin classes. A copy of the Student Code of Conduct is located in the handbook. Parents will be contacted to solicit their help and support when classroom behaviors become a problem. Disciplinary action such as detention or suspension may be assigned in an attempt to change disruptive and/or inappropriate behaviors. Students may also be referred to the office for disciplinary action.

EXPECTED BEHAVIOR

Students are expected to:

1. Follow ALL COVID19 policies and procedures as directed by South Grove and Beech Grove City Schools.
2. Do all of their work to the best of their ability.
3. Do what the adult asks/tells them to do.

4. Keep their hands, feet, and unwelcome comments to themselves.

Students are expected to Be Ready, Be Responsible, and Be Respectful!

BULLYING (Policy 5517.01)

South Grove will not tolerate bullying. Appropriate consequences will occur as outlined in the *Student Code of Conduct Indiana Code* defines bullying as:

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.

2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

- places the targeted student in reasonable fear of harm to the targeted student's person or property;

- has a substantially detrimental effect on the targeted student's physical or mental health;

- has the effect of substantially interfering with the targeted student's academic performance; or

- has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

3. This rule may be applied regardless of the physical location of the bullying behavior when a student commits bullying behavior and the targeted student attends a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.

4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the [school administrator] who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the [school administrator]. This report may be made anonymously.

5. The [school administrator] shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be

notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.

6. The [school administrator] will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.

7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.

8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.

9. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.

10. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.

11. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.

12. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

13. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

LEGAL REFERENCE: I.C. 20-33-8-0.2 I.C. 20-33-8-13.5

“Any overt, repeated acts or gestures, including verbal, written, or electronic communications transmitted; physical act committed; or any other behaviors committed by a student or a group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. This type of behavior has the purpose or effect of unreasonably interfering with the student’s ability to benefit from their education or of creating an intimidating, hostile or offensive environment.”

South Grove Intermediate School's Bullying Policy

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

The Four Steps of Bullying Documentation

1. *Step One:* When a student(s) reports that he or she is being bullied, an adult will sit down with the student(s) and go over the provided bullying flowchart. If the incident is determined to be bullying, the adult will write a referral/behavior report for documentation purposes. The parent(s) will be notified.
2. *Step Two:* If the bullying continues, the parent(s) will be called and they must come in with their child for a meeting the next morning. If the parent(s) cannot come in for the meeting, then they will be notified that their student(s) will be put into a different class within their pod until the meeting can be held.
3. *Step Three:* Student(s) must stay after school for detention and/or meet with Mrs. Keeley or Mrs. Bastin so that pro-social interaction skills can be discussed and taught.
4. *Step Four:* Parent(s) comes in and sits with student(s) in class OR student(s) must serve an in-school suspension working on anti-bullying material. A bullying incident report will be filled out and put into the student(s) cumulative file.

USE OF SECLUSION AND RESTRAINT (Policy 5630.01)

Pursuant to State law and Board Policy 5630.01, staff may use seclusion and restraint as disciplinary strategies. Refer to Board Policy 5630.01 for the definitions of seclusion and restraint.

DISCIPLINE REFERRALS AND PROCEDURES

Prior to an Office Referral -

- *Parents and students must know the teacher expectations and procedures*
- *Parents and students must know the teachers discipline plan and procedures*

Mr. Pugh will primarily handle 4th grade discipline and Mr. Long will primarily handle 5th and 6th grade discipline. Both can/will also assist with all grades as needed.

Tier 1 behaviors are handled by the teacher

- The teacher will follow individual classroom policies of behavior management.
- At least 3 interventions/strategies (one must be a parent phone call) must be implemented before an office referral is written.
- Documentation of interventions/strategies attempted are required as well as parent contact for records and future referrals.

Tier 2 behaviors will be handled by the administration

- Results in direct office referral
- Administration will handle parent contact and consequences

Accumulated referrals *could* result in the following series of consequences:

7 referrals = 1 day of OSS

8 referrals = 3 days of OSS

9 referrals = 5 days of OSS

10 referrals = Suspension pending Expulsion

This series of consequences is determined by and at the discretion of school administration.

CARES PROGRAM (Communicate, Appreciate, Remember, Educate, Support)

The CARES Program will be for students that struggle in meeting classroom expectations after all other supports/resources have been exhausted. Placement in the CARES Program is determined by the principal on an individual basis with input from all stakeholders involved with the student. Placement in the CARES Program is temporary with the expectation of the student returning to the general education setting.

SERIOUS BEHAVIOR INFRACTIONS THAT RESULT IN MORE SEVERE CONSEQUENCES

1. Aggressive behavior, either verbal or physical, that could result in a fight situation.
2. Bullying
3. Willful destruction of property.
4. Deliberate insubordination or the failure to comply with a fair and reasonable request of any adult staff member.
5. Inappropriate language that is offensive to others (using degrading religious, ethical, lewd, or racial remarks toward others) or possession of obscene materials.

6. Possession of or using a tobacco product or vaping device in the school building, on school grounds, or during a school sponsored activity.
7. Possession of items related to use of tobacco such as matches, lighters, vape devices or paraphernalia.
8. The intentional throwing or shooting of objects.
9. Selling, giving away, or accepting a prescription or non-prescription substance from another student.
10. Possession of drug or alcohol paraphernalia. Other infractions may apply that are not specifically listed but are similar in nature.

A STUDENT COMMITTING ANY OF THESE SERIOUS INAPPROPRIATE BEHAVIORS MAY BE SUBJECT TO IMMEDIATE SUSPENSION OR RECOMMENDATION FOR EXPULSION

1. Excessive or willful destruction of property.
2. Possession of, being under the influence of, buying, selling, or giving away any controlled substance or alcohol in the school, on school grounds, or at school sponsored activities.
3. Threatening to harm any student or staff member, threatening to bring a weapon to school, or threatening to use a weapon against a student or staff member.
4. Use or possession of a weapon or dangerous object that could cause harm to others. (These items include guns, knives, fireworks, sticks, glass or other related items.)
5. Extortion, or causing a person to give up money or anything of value by threat or force.

POLICE REPORTS

Any crime involving controlled substances or criminal delinquent behavior will be reported to the School Resource Officer assigned to South Grove or the Beech Grove Police Department when these crimes occur on school property, within 1000 feet of school property, when students are traveling to or from school, or in conjunction with school- sponsored activities. Any of the following violations must be reported to police: Arson, possession of a weapon, theft/conversion of school or staff property, battery (assault or fighting) resulting in need for immediate medical treatment, robbery, narcotics, sex offenses, homicide.

CRIMINAL ORGANIZATIONS AND CRIMINAL ORGANIZATION ACTIVITY (Policy 5840)

The School Corporation adopts this policy pursuant to State law in order to address the detrimental effects of criminal organizations and criminal organization activity on its students, demonstrate its commitment to preventing and reducing criminal organization

membership and eliminating criminal organization activity, educate Corporation students, employees, and parents about criminal organizations and criminal organization activity, and comply with State and Federal laws and regulations. The Corporation prohibits criminal organization activity and similar destructive or illegal group behavior on Corporation property, on buses owned by the Corporation or used to transport Corporation students, and at school-sponsored functions. The Corporation prohibits reprisal or retaliation against individuals who report criminal organization activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of criminal organization activity and similar destructive or illegal group behavior.

DEFINITIONS

1. "Criminal organization," as used in this policy, means a group with at least three (3) members that specifically either promotes, sponsors, or assists in, or participates in, or requires as a condition of membership or continued membership the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (I.C. 35-42-2-1).
2. "Criminal organization activity," as used in this policy, means to:
 - A. actively participate in a criminal organization;
 - B. knowingly or intentionally commit an act:
 - with the intent to benefit, promote, or further the interests of a criminal organization; or
 - for the purpose of increasing the person's own standing or position within a criminal organization;
 - C. knowingly or intentionally solicit, recruit, entice, or intimidate another person to join a criminal organization or remain in a criminal organization;
 - D. threaten another person because the other person:
 - refuses to join a criminal organization;
 - has withdrawn from a criminal organization; or
 - wishes to withdraw from a criminal organization when engaged in by a student who attends a Corporation school.

PROCEDURES FOR REPORTING AND INVESTIGATING SUSPECTED CRIMINAL ORGANIZATION ACTIVITY

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

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

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

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

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

Appropriate consequences and remedial action will be imposed when students are found to have engaged in criminal organization activity, criminal organization intimidation, or criminal organization recruitment on Corporation property, while riding on Corporation buses or buses used to transport Corporation students, and at school-sponsored events or when they are found to have engaged in retaliatory conduct towards a Corporation employee or student who reported an incident of criminal organization activity, according to the severity of the offense and considering both the

developmental age of the student offender and the student's history of inappropriate behavior, per the code of student conduct. Consequences and appropriate remedial action for a student who engages in criminal organization activity may range from positive behavioral interventions up to and including suspension or expulsion. Incidents that result in the expulsion of a student(s) or alternative school placement of a student(s) will be referred to the local law enforcement officials for further investigation. The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings and the Superintendent's guidelines. As appropriate, the principal may provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce criminal organization activity and enhance school climate, enlist parent cooperation and involvement or take other appropriate action). The principal shall inform the parents of all students involved in alleged incidents as provided below, and, as appropriate, may discuss the availability of counseling and other intervention services.

The principal shall provide the parents of the students who are parties to any investigation with information about the investigation, in accordance with Federal and State laws and

regulations. This information includes the nature of the investigation, whether the Corporation found evidence of criminal organization activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided immediately upon completion of the investigation and issuance of written findings by the principal or designee.

ANNUAL REPORTING OF INVESTIGATIONS TO THE STATE

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

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

ESTABLISHMENT OF EDUCATION PROGRAMS

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

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

INFORMATION ABOUT THE TYPES OF SERVICES, INCLUDING FAMILY SUPPORT SERVICES, FOR A STUDENT SUSPECTED OF PARTICIPATING IN CRIMINAL ORGANIZATION ACTIVITY

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

a. criminal organization awareness education for students, parents, faculty/personnel, law enforcement, and community stakeholders that, at a minimum, shows potential for effectiveness based on research, revised and updated regularly to reflect current trends in organization and organization-like activity;

- culturally and/or linguistically appropriate services/supports for parents and families;
- counseling coupled with mentoring for students and their families;
- referral to community organizations and civic groups that offer related programs or counseling;
- viable, sustainable after-school programs developed in collaboration with other stakeholders;

- job training and employment opportunities as both a deterrent to criminal organization involvement and an incentive to leave criminal organization involvement;
- related extracurricular activities;

RECOMMENDATIONS CONCERNING CRIMINAL ORGANIZATION PREVENTION AND INTERVENTION SERVICES AND PROGRAMS FOR STUDENTS THAT MAXIMIZE COMMUNITY PARTICIPATION AND THE USE OF FEDERAL FUNDING

- The Superintendent shall seek Federal funding to implement criminal organization prevention and intervention services and programs, including the following:
 - Dissemination of criminal organization awareness information to students and parents. The organization awareness information should be revised and updated regularly to reflect current trends in organization activity.
 - Training for staff and teachers on criminal organization prevention and intervention resources.
 - Creation of formal collaboration plans between Corporation administration and community-based prevention and intervention providers to address criminal organization prevention and intervention.
 - Coordination of resources and funding opportunities to support organization prevention/intervention activities.
 - Integration of available School Resource Officer Programs.
 - Incorporation of the Organization Resistance Education and Training (G.R.E.A.T.) Program into the curriculum.

PUBLICATION OF THE POLICY

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

VISITORS (Policy 9150)

[Currently, due to COVID restrictions, there are no visitors allowed at South Grove. If restrictions change, we will follow the guidelines listed below.](#)

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

NONCUSTODIAL PARENT ACCESS

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

ENTERING THE BUILDING AFTER HOURS

The building is locked after 4:00 p.m. Children must be accompanied by an adult before they will be allowed to re-enter the building. This is for your child's safety and security reasons. Thank you for your cooperation.

LOST AND FOUND

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

FIELD TRIPS (Policy 2340)

(Due to COVID precautions being in place, field trips are suspended until further notice.)

Students at South Grove Intermediate School may have opportunities for first-hand learning experiences such as field trips. Teachers appreciate parents who support these educational opportunities by chaperoning and providing for the added expenses. The following guidelines for chaperones will apply for field trips:

- Chaperones must be parents, grandparents, or guardians
- A criminal background check must be turned in and approved.
- A limited number of chaperones are needed for each field trip. Teachers schedule the number of parents needed for each trip. They may ask for volunteers, but volunteering does not automatically insure that the parent will be able to go on the field trip.
- The role of parents on the field trip is to assist in the supervision of children during the entire trip. Because of this, younger children may not accompany parents on the field trip. Other family members may not join at the field trip destination.
- All children and chaperones must ride the bus to and from the field trip destination.
- We ask all chaperones to park in the high school parking lot and walk over. Long-term parking is not permitted in the Community Center lot north of the building.
- If a child is late to school and misses a field trip, he/she will not be driven to the field trip destination to join the class.
- Chaperones may not have food or drinks on the bus.
- Smoking is not permitted at any time on a field trip.
- Chaperones may not purchase gifts or refreshments for any children. Students are

- also not allowed to bring along extra spending money on a field trip.
- On field trips, teachers are legally responsible for all children. Parent chaperones are under the direction of the teacher and must consult with the teacher about any problems that occur.
- We will ask that each chaperone sign an agreement to follow these procedures.

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

CRIMINAL HISTORY CHECK

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

SMOKE/TOBACCO FREE POLICY

The Beech Grove School Board prohibits the use of all tobacco and/or vaping products (and product related paraphernalia) within all corporation owned or leased buildings, in all corporation owned or leased vehicles, and on all corporation owned or leased grounds. This policy is in force twenty-four (24) hours a day.

Student inspections and searches may be conducted in accordance with Beech Grove City School's Student Inspections and Search Policy. This search may be done by school administration, South Grove's SRO, or the Beech Grove Police Department.

ITEMS NOT TO BE BROUGHT TO SCHOOL

Items that interfere with instruction or create a safety hazard are not permitted at school. IF the following items are brought to school, they must be left turned off and left in the student's backpack for the entire day. No exceptions. Items to be left in their backpack are: All electronics such as: Ipods, cell phones, electronic games, and other toys. Students should never bring large amounts of money, expensive jewelry, or other valuables to school. *The school will not be responsible for such items if brought to school and stolen or lost, and this includes cell phones and all electronics.*

TELEPHONES

Students are not permitted to use the school telephone unless given permission by the teacher or office personnel. Only requests deemed necessary will be granted. Use of school telephones without appropriate authorization may result in disciplinary action. Students are not permitted to use their cell phones during the school day as well. If there is a time when a parent needs to reach his/her child, call the school office and school personnel will put the parent in touch with the student. South Grove Intermediate School and Beech Grove City Schools is not responsible for cell phones brought to school that

are either damaged or stolen.

DRESS CODE

South Grove Intermediate School strives to provide a safe and productive learning environment for all students. In order to achieve this, students are expected to dress appropriately during school hours and at all school- sponsored functions. Students should wear clothing that is appropriate for current weather conditions. We strongly believe that the way a student looks and dresses affect attitudes, behavior, and school safety. Health related safety issues are also of serious concern regarding various garments and ornaments. When a student's dress is dangerous, disruptive, distracting, or interferes with the learning process, it will be prohibited.

BEECH GROVE CITY SCHOOLS STANDARDIZED DRESS

1. Pants, Capris, Shorts, and Skirts must be worn at the waist. Undergarments may not be seen above the waistline.
2. Pajamas or similar nightwear are not permitted.
3. Logoed merchandise from other high schools is not permitted.
4. Hats, head coverings, sunglasses, curlers and slippers are not permitted at any time during the school day.
5. Clothing and jewelry with double meanings, sexual references, satanic symbols, or advertising for alcohol, drugs & tobacco are not permitted.
6. All tops must reach down to at least the waistband. Exposed midriffs are not permitted.
7. Absolutely no plunging necklines or exposed cleavage are permitted. Appropriate undergarments must be worn at all times.
8. Dresses, skirts, and shorts must be near knee length or longer. Dresses, skirts, shorts, pants, and capris must have NO holes, cuts, rips, or frays.
9. All tops must be capped at the shoulders or have sleeves. Spaghetti straps and visible undergarment straps are not permitted.
10. The administration reserves the right to determine appropriate dress or attire and will offer an alternative clothing choice or will send the student home for the school day if this dress policy is not appropriately followed.

DRESS CODE INFRACTIONS

Parents will be contacted if a serious infraction of the dress code occurs that requires a change of clothing. Until a parent arrives, the student will be kept in the office area. Students may also be asked to reverse inappropriate clothing, or will be loaned appropriate clothing to wear while at school. Students with repeated violations will be subject to additional disciplinary action.

PBIS

South Grove uses a behavior system based on a Positive Behavior Incentive Support System, known as PBIS. The goal of this program is to create a social culture in our school building that will encourage positive behaviors and interactions, while discouraging problem behaviors. This social culture will lead to a safe environment where students achieve academically and build positive relationships with each other and with adults. The foundation of the approach emphasizes teaching students the behaviors we expect to see, reminding them to use those behaviors, acknowledging them when they do, and correcting them when they do not.

We will use PBIS to create a social culture by:

- having 3 school wide expectations for all students, staff, and settings. Be Ready, Be Responsible, and Be Respectful
- direct instruction of the expected behavior
- organized routines and transitions for students and staff (ex. arrival, dismissal, hallway, cafeteria)
- regularly acknowledge expected behaviors
- respond to problem behaviors with consistent and mild consequences that are focused on re-teaching the expectation

We would like to request that parents ask and remind their child(ren) every day before school what the expectations are and each day after school ask their child(ren) to give an example of how they followed the expectations. Please watch for PBIS information throughout the year from classroom teachers and administration. Your child(ren) will also earn points throughout the day through an incentive system that will earn them rewards and incentives from the school.

PHYSICAL EDUCATION

Dress for Physical Education Classes - Students will not need to change clothing for physical education classes. Each student should have a pair of tennis shoes to wear during PE classes. These shoes must be securely tied or fastened to participate in class. Tennis shoes are for the safety of the student and will help prevent damage to the hardwood floor.

EXCUSED RELEASE FROM PHYSICAL EDUCATION

If a student needs to be released from Physical Education, an excuse signed by a parent is needed. This excuse should be given to the Physical Education teacher at the regular class period. If the student is to be excused from Physical Education for more than three (3) consecutive class periods, a doctor's excuse will be needed.

IMMUNIZATIONS (Policy 5320 and AG 5320)

Students must provide documentation that complies with the rules set forth by the Indiana State Board of Health that all immunizations required by law are current, including but not limited to pertussis (whooping cough), poliomyelitis, measles, diphtheria, rubella (German measles), tetanus, mumps, hepatitis A, hepatitis B, and varicella (chicken pox),

or have an authorized exemption from State immunization requirements (I.C. 20-8.1-7-9.5). From time-to-time other communicable diseases may be designated by the Indiana State Board of Health as diseases that require immunizations. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to Nursing Coordinator Brandee Beikman, RN.

MENINGOCOCCAL DISEASE

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

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

MEDICAL EXCUSE NOTES

If a medical condition has prohibited your child from participating in a particular activity (such as gym, recess, etc.), a physician's statement must accompany the child each day or state the length of time he/she will not be participating in that particular event.

USE OF MEDICATIONS (Policy5330)

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

- Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- The Medication Request and Authorization Form 5330 F1, F1a, and F1b must be filed with the respective School Clinic before any medication will be administered during School hours.
- Any medication, over the counter or prescription, must be given to the Health Assistant. Prescription medication must be in the original prescription bottle with the pharmacy label including the student's name, name and dose of medication, and when the medication is to be given. A parent must bring over the counter medication to the clinic in the original container labeled with the student's name. Directions for administering the medication must accompany the medication. No expired medication will be given in the Clinic.
- Medication that is brought to the office will be properly secured. Medication may

be conveyed to School directly by the parent. . A two to four (2-4) week supply of medication is recommended. Medication MAY NOT be sent to School in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.

- Students who may require administration of an emergency medication may have such medication stored in the School Clinic.
- Medication that is possessed by a school for administration during school hours or at school functions, for students in grades K-8 may be released only to the student's parent or to an individual who is eighteen (18) years of age or older and who has been designated, in writing, by the student's parent to receive the medication.
- Any unused medication unclaimed by the parent will be destroyed by School personnel when a prescription is no longer to be administered or at the end of the School year.
- A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

BGCS does not stock any medication in any of the clinics. Per Indiana Code all medications must be in the original containers with legible labels. For the safety of the students, clinic staff will not administer anything received in a baggie or envelope or a bottle with someone else's name on it. No expired medications will be given at school. Medications containing Aspirin cannot be administered at school. The manufacturer's label on Over-The-Counter medications will serve as the guidelines for dosing and frequency of administration. If the parent/guardian desires a dose or schedule that differs from the label, a physician order is required. In order for students to carry emergency medications (Epi-pen or inhaler) or diabetic monitoring equipment, please turn in a note from the physician. Otherwise, the medication should be kept in the clinic. For students who receive medication on a daily basis during the school year, any changes that are needed in medication or dosage given must be made in writing and should be accompanied by a signed script from the child's physician. Parents should send to school only the amount of medication that will be needed during school hours, based on the number of days of the anticipated treatment.

SELF-ADMINISTERED MEDICATION (Policy 5330.01)

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

The physician's statement must include the following information:

- An acute or chronic disease or medical condition exists for which the medication is prescribed.
- The student has been given instruction as how to self-administer the medication.

The nature of the disease or medical condition requires emergency administration of the medication.

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

NON-PRESCRIBED (OVER-THE COUNTER) MEDICATIONS

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

ELEMENTARY (GRADES K-8)

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

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

Because a School has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

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

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

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES (Policy 8453)

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

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

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

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

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

HEAD LICE PROCEDURE

When students are suspected of having head lice, they are sent to the office to be checked by the school nurse. Any student found to have lice will be sent home for treatment. The student who has had lice may return to school as soon as treatment has occurred. Parents should accompany the child. The school nurse must again check the student before he or she may return to class. Parents must show proof of treatment, such as the label from the lice shampoo used. Students who have had lice may not ride the bus until this second head check has been completed. Periodic head checks of students are done by the school nurse as a preventative measure.

ASTHMA PLAN

Students who have asthma must have an Asthma Treatment Plan on file with the school nurse. Copies of this plan should be completed and turned in prior to the first day of school.

FEVER

Students sent home with a fever must remain fever free for 24 hours without the assistance of fever reducing medicine.

COVID 19 EXPECTATIONS FOR PARENTS

COVID-19 Screening for Parents

Every morning before you send your child to school please check the following:

1 Your student does **NOT** have a fever greater than 100.4 degrees (*may be lower based on your school's policy*) OR lower if your child is not feeling well.

2 Other signs of illness such as:



CONGESTION
OR RUNNY NOSE



FEVER 100.4*
*or school board policy
if threshold is lower



COUGH



SHORTNESS OF BREATH OR
DIFFICULTY BREATHING



DIARRHEA



NAUSEA
OR VOMITING



SORE THROAT



MUSCLE PAIN
AND FATIGUE



CHILLS



NEW LOSS OF TASTE
OR SMELL

3 Were you in close contact (within 6 feet for more than 15 minutes) with anyone confirmed with COVID-19 within the last two weeks?

→ If the answer is **YES** to any of the questions, **DO NOT** send your student to school. Instead, begin quarantine of your child and contact your healthcare provider. Strongly consider COVID-19 testing.

Updated: 7/8/20