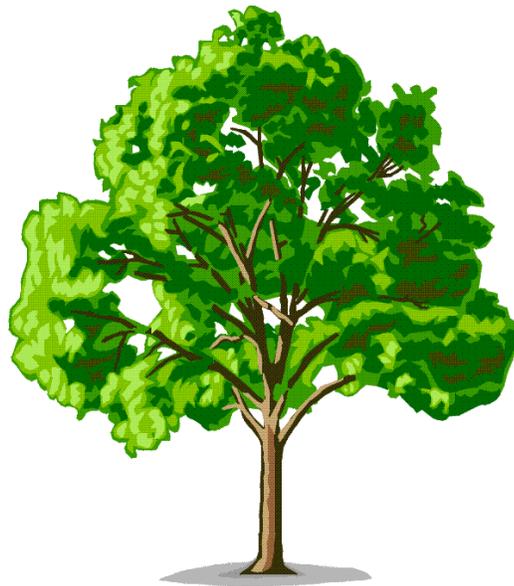


Crawford County Community School Corporation  
Elementary Handbook

2020 ~ 2021

**PARENT - STUDENT HANDBOOK**

East Crawford Elementary School  
South Crawford Elementary School  
West Crawford Elementary School



**"Growing Toward Greatness"**

Crawford County Community School Corporation Vision

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# CRAWFORD COUNTY ELEMENTARY SCHOOLS 2020-2021 ~ PARENT / STUDENT HANDBOOK

## FORWARD

### WELCOME

On behalf of the Crawford County Elementary Schools, welcome to the new school year. Your year will be exciting and filled with many new opportunities. We will make a special effort to create and promote a good relationship between home and school. Our curriculum is designed to meet the needs of each student, who will gain from school according to the efforts he or she applies. As a parent, you are your child's most important teacher. You set the stage and provide the social, emotional, and motivational props for what we do each day in school. Working together, your child will learn and grow to his or her fullest potential. Good luck and have a successful year.

### EQUAL EDUCATIONAL OPPORTUNITY

It is the policy of this Corporation to provide equal education opportunity for all students. Any person who believes that the School or any staff person has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the Corporation, or social or economic background, has the right to file a complaint. A formal complaint may be made in writing to the School Corporation's Compliance Officer listed below:

- Superintendent of Schools
- Phone: 812.365.2135

### HANDBOOK NOTES

We ask that you read all items of this handbook carefully. This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and guidelines. **Students and parents are responsible for knowing the contents of their handbook.** Please keep this handbook available for reference throughout the year.

To help provide a safe and productive learning environment for students, staff, parents and visitors, the Board of School Trustees publishes this updated Student/Parent Handbook annually to explain students' rights, responsibilities and consequences of behavior. This handbook replaces all prior handbooks and other written material on the same subjects. If any of the policies or administrative guidelines referenced herein are revised after handbooks are issued, the language in the most current policy or administrative guideline prevails.

## SECTION 1 – GENERAL INFORMATION

### SCHOOL TELEPHONE NUMBERS:

- East Crawford Elementary School - 812-633-4335
- South Crawford Elementary School - 812-739-2210
- West Crawford Elementary School - 812-338-2916
- Website: [www.cccs.k12.in.us](http://www.cccs.k12.in.us)

The office telephone is a business phone and is not to be used by students, except in an emergency or when directed by the teacher. Students are not allowed to use the phone to make personal arrangements (such as, requesting permission to go to another student's home after school).

### CANCELLATION OF SCHOOL / EARLY DISMISSAL

No student may leave school prior to dismissal time without either (a) a written request signed by the parent or guardian or a person designated by parent or guardian to pick child up or (b) by 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.

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. Therefore, school will not be cancelled unless a significant safety risk has been created by unusual circumstances. On days when we have snow or ice, our superintendent and transportation director will check on road conditions, confer with state and county highway officials, consult with meteorologist concerning weather forecasts, and talk with our bus drivers. After analyzing all available information, a decision will be made to run the regular bus routes, run on a delayed schedule, or to close the schools. **When conditions warrant, there may be a 1-hour or two-hour delay as well as a possible early release.** As soon as a decision is made, local radio and television stations will be

notified and website updated. All families may be notified of school cancellations or early dismissals by our automated messaging system. **If school is closed, the Boys and Girls Club is also closed. When Crawford County Schools are closed, all special education routes will not run.**

### **EMERGENCY INFORMATION**

**It is very important that every student maintains an up-to-date address and telephone number record at the school office. Notify the school immediately if you have a change of address or telephone number during the school year.**

In case of emergency, each student is required to have on file at the school office the following information:

1. Parents/guardian name.
2. Complete and up-to-date address.
3. Home phone, cell phone, parents work phone and email address.
4. Emergency phone number of friend or relative.
5. Physician's name and phone number.
6. Medical alert information.

### **ENROLLMENT IN THE SCHOOL**

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

- A. a birth certificate
- B. court papers allocating parental rights, responsibilities, or custody (if appropriate)
- C. proof of residency,
- D. proof of immunizations

New kindergarten students must be 5 years old on or before **August 1st** of the school year in which they are enrolling. New first grade students must be 6 years old on or before August 1st. Ages must be verified by a birth certificate and immunization records must be complete. A hospital record is not sufficient.

### **CLASSROOM ASSIGNMENT**

The principal will assign each student to the appropriate classroom and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the principal.

### **TRANSFERS OUT OF THE CORPORATION**

If a student plans to transfer from a Crawford County elementary school, the parent must notify the principal. School records shall be transferred within fourteen (14) days to the new school corporation.

### **TRANSFERS WITHIN THE CORPORATION**

If a parent/guardian requests a transfer to another school within the corporation from their home school area, parent should first contact the home school principal to discuss reasons for transfer, and then speak with principal of receiving school. Both principals must agree to sign the waiver for transfer. Final approval rests with the superintendent.

### **ATTENDANCE**

#### **Compulsory School Attendance Law**

It is unlawful for a parent to fail to ensure that his child attend school. Section 37: A person who knowingly violates this chapter commits a Class B misdemeanor. A person who commits a Class B misdemeanor shall be imprisoned for a fixed term of not more than one hundred eighty (180) days; in addition he may be fined not more than one thousand dollars (\$1,000.00).

#### **Attendance Policy**

Crawford County Community Schools believe that school attendance is an integral part of a student's total educational experience. We urge all parents and guardians to stress the importance of punctuality and good school attendance to their child. The development of good habits in these areas will be invaluable to their future job performance. When absenteeism noticeably affects a student's academic or personal success, or is in violation of the School Board Policy, the school shall take such action as deemed necessary to maintain good attendance.

The adopted Crawford County Community Schools Attendance Policy states that a student cannot be absent from class more than seven (7) days per semester. In order to attend an after school event, a student may not be absent for four (4) hours or four (4) periods

during the school day unless classified as an excused absence. The absence must fall into one of the following categories in order to be excused.

No student shall be absent from school (or class) except for the following reasons:

1. Illness of a student or serious illness of a member of his/her immediate family. Extended absence due to injury or chronic illness will be considered on an individual basis (doctor's excuse).
2. Funerals: a) in the immediate family; b) persons outside the immediate family when requested by parent/guardian.
3. Medical/dental/eye appointments provided the appointment cannot be scheduled after school hours. Students will be excused for travel time and the appointment time only, not for the entire day unless specified by the doctor.
4. Religious holidays with a week advanced notice to the office
5. Legal appointments for probation, attorney meetings, or court appearances must be documented by legal authorities.
6. Bus does not pick student up. This must be verified by bus driver.
7. Other highly extenuating circumstances for absences, which will be determined by the administration prior to the day of the absence.

All vacations are considered unexcused absences unless approved by administration in advance. The school reserves the right to determine if an absence is excused or unexcused. Parents must notify the school by 9:00 a.m. on the day that their child is absent to assure the school that the absence is legitimate and has parental authorization. Documentation must be produced on the day the student returns to school or the absence will be counted as unexcused. The note should state the student's name, the reason for the absence, the date of absence, and the signature of the parent/guardian. NOTE - Parent notes will be determined excused or unexcused at the administration's discretion. Excessive parent notes will be unexcused.

Parents will be notified when a student has been absent seven unexcused days per semester. When the student has been absent ten unexcused days per semester, parents will be notified and may be required to appear before the Attendance Committee unless waived by the building principal. This committee may take the following actions:

1. Referral to Crawford County Juvenile Probation Department or Crawford County Prosecutor's Office.
2. Referral of parent to the Crawford County Prosecutor's Office and/or Child Protective Services.
3. Other probationary measures as deemed necessary by administration.
4. The principal may recommend to the Superintendent of Schools that the student be expelled for the remainder of the semester.

If a parent/guardian fails to appear before the Attendance Committee, the Committee will make the determination without the parent/guardian's input.

### **Attendance of & Participation in Co-Curricular & Extracurricular Activities**

Students must attend the regular school day in order to participate in or attend any extracurricular activities. With approval of administration, certain situations may be excused (doctor appointments, funerals, etc.). If the other half of the day is unexcused, participating in or attending any extracurricular activities will result in the consequences of a truant absence.

You are INELIGIBLE to compete:

1. GRADES
  - a. Any student with a report card grade of an "F" will be ineligible to participate in extra-curricular activities until the mid-term, at which time eligibility will be re-evaluated. If the student has no "F's" at that time, they will again be eligible to participate in extra-curricular activities. Citizenship grades shall be included in determining eligibility. An unsatisfactory grade in Keyboarding will count as an "F."
2. ATTENDANCE
  - a. Members of each team must attend four hours of the regular school day on the day of the event in order to participate. This applies to the following extra-curricular activities: Cross County, Basketball, Cheer, Dance, & Track. The building principal has the right to waive this if warranted for good reason.
3. CONDUCT
  - a. If your conduct discredits your school or association or creates a disruptive influence on the discipline, good order, morale, or educational environment in the school. Students may not participate in the next competition following a discipline consequence of OSS or pending expulsion.

It is the sponsor's responsibility to enforce these policies.

## TARDY

Tardy times vary by school due to individual building transportation schedules.

## STUDENT ACTIVITIES - SCHOOL-SPONSORED CLUBS AND ACTIVITIES

The school provides students the opportunity to broaden their learning through curricular-related activities. Extra-curricular activities at Crawford County elementary schools may include the following academic and sports teams:

- Battle of the Books
- Math Bowl
- Spell Bowl
- Science Bowl
- Geo Bowl
- Cheerleading
- Basketball
- Dance

## PETS

Only under special circumstances may pets be allowed at school. Permission must be gained from the child's teacher and the principal.

## PERSONAL ITEMS / VALUABLES

The use of cell phones, personal music players, personal game players and other similar devices is not permitted during the school day. **The school will not be responsible for any personal electronic device that is brought and then stolen, lost, or damaged nor will it be the investigating party for such items.** The school reserves the right to hold all things of this nature upon misuse until a parent comes to get the item. iPads, electronic readers, and other similar devices used for educational purposes are permissible; however, if **brought and then stolen, lost, or damaged the school will not be responsible, nor will it be the investigating party for such items.** Children may bring other toys, but they will be the responsibility of the child. The administration and teachers have the right to request certain items not be brought to school. **Children are not permitted to carry pocketknives, real or toy guns, lasers, or any item that could present a safety issue.**

Common sense and consideration are the best guides in determining whether or not to bring personal possessions to school. The school administration and staff cannot be responsible for valuables, which students bring to school. It is recommended that students leave all valuables at home. **MARK all students clothing and personal belongings with name or initials including coats, jackets, special shoes, notebooks, etc.**

## TEXTBOOKS

Textbooks and workbooks are furnished for a yearly rental fee. The fee is payable upon enrollment at the school. Any charges must be prearranged. If a book is lost, misused, or damaged beyond reasonable wear, the student shall be fined or will be charged for replacement of the book. Rental fees are to be collected in accordance with the following procedure.

- A. During the enrollment period, the parent/student shall be given:
  - A statement of fees
  - Form 8531 F1 to take home to the parents (qualifications for inability to pay)
- B. Prior to October 1st, send Form 2510B F1 to the parents of students with delinquent fees. (Pending applications are not to be considered delinquent.)
- C. Prior to December 1st, send Form 2510B F1 to the parents of students with delinquent fees. (Pending applications are not to be considered delinquent.)
- D. Prior to February 1st, send Form 2510B F2 to the parents with students of delinquent fees. This form indicates notice of referral to small claims court for collection.

## VISITORS

All visitors are required to report to the school office upon entering the building. In order to protect the educational program of the schools from undue disturbance, each principal shall establish rules and procedures for visitors which shall include the following:

- A. Persons wishing to visit one or more schools are to make arrangements in advance through the school office of each school to be visited.
- B. Every visitor to a school must register at the school office. Sign-in lists indicate the name, time arriving/departing, and reason for visit, person visiting shall be maintained by the office. Any person who does not register with the school office is on school property illegally and should be asked to identify himself/herself properly or to leave the school grounds. If the visitor refuses to

leave the school grounds or creates any disturbance, the building principal should request aid from the local law enforcement officials.

- C. No visitor may see a student in school unless it is with the specific approval of the principal. If an emergency situation requires that a student be called to the office to meet with a visitor, a member of the administrative staff must be present during the conference. A student is never to be permitted to leave the school with anyone who is not clearly identified as his/her parent or an appropriately authorized person. Identification may be required.
- D. Students may not bring guests to school.
- E. No individual or organization may enter a school facility for the purposes of solicitation, selling, or similar activity without the approval of the principal.
- F. No staff member is to transact business with a visitor who has not duly registered at the school office and received authorization to be present for the purpose of conducting business. Each principal shall post in a conspicuous place at each entrance, the rules and procedures to be followed by visitors.

### **CIVIL RIGHTS NON-DISCRIMINATION STATEMENTS**

Crawford County Community School Corporation is committed to equal opportunity. It is an Equal Opportunity-Affirmative Action Employer and does not discriminate on the basis of age, race, color, religion, sex, national origin, or handicap in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity. If you have experienced discrimination in such educational programs or activities, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to the Superintendent of Schools, Crawford County Community School Corporation, 5805 E. Administration Rd., Marengo, IN 47140. Telephone (812) 365-2135

### **SEARCH AND SEIZURE POLICY**

The School Board recognizes its obligation to balance the privacy rights of its students with its responsibility to provide student, faculty, and authorized visitors with a safe, hygienic, and drug-free learning environment.

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of School Trustees, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted with or without a student's consent by school authorities. Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the School and may be searched at any time if there is reasonable suspicion that a student has violated the law or School rules. Locks are to prevent theft, not to prevent searches. Anything that is found in the course of a search that may be evidence of a violation of School rules or the law may be taken and held or turned over to the police. The School reserves the right not to return items which have been confiscated.

**Use of Dogs** --- The Board authorizes the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on School property. The dogs may be allowed to examine school property such as lockers or students and items in their possession, but any search of a student's personal items will be based upon individualized reasonable suspicion in addition to any information resulting from the dog's examination.

### **CRAWFORD COUNTY COMMUNITY SCHOOL CORPORATION TOBACCO FREE POLICY**

The Crawford County Community School Corporation Board of Education recognizes that it has a legal authority and obligation pursuant to G.S. 115C-407 Policy prohibiting Tobacco Use in School Buildings as well as the federal Pro-Children's Act, Title X of Public Law 103-227 and the No Child Left Behind Act. Therefore the board has adopted a tobacco free policy for the corporation which states the following:

No student, staff member or school visitor is permitted to use any tobacco product at any time, including non-school hours:

- o In any building, facility, or vehicle owned, leased, rented or chartered by the Crawford County School District.
- o On any grounds and property—including athletic fields and parking lots—owned leased, rented or chartered by Crawford County School District.; or
- o At any school-sponsored or school-related event on-campus or off-campus

In addition, no student is permitted to possess a tobacco product **or an electronic cigarette, or any anti-nicotine device.**

Visitors using tobacco products will be asked to refrain while on school property or leave the premises. If they refuse, law enforcement officers will be contacted to escort the person off the premises or cite the person for trespassing in case the person refuses to leave the property.

## **SECTION II - ACADEMICS**

## **ASSESSMENTS**

CCCSC utilizes multiple assessments to provide measures of student knowledge and mastery of standards. This information helps make informed decisions that improve student achievement. Each student will be expected to pass ILEARN. Grade 3 students are required to pass IREAD-3.

## **CONFERENCES (PARENT / TEACHER)**

Parents are encouraged to contact the school as deemed necessary to make an appointment with their child's teacher to discuss student progress. Parents should call in advance so that a meeting can be planned. Office personnel cannot call a teacher out of the classroom to take a phone call except in an extreme emergency. Your attendance is encouraged at parent/teacher conferences.

## **FIELD TRIPS**

Field trips to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips in advance of the scheduled trip date and will be asked at the beginning of the school year to sign a universal permission for all field trips. No student may participate in any school-sponsored trip without parental consent. Attendance and rules of conduct apply to all field trips. Students who do not attend school on field trip days will be counted absent. Sometimes a small amount of money may be requested from each student to help defray transportation or facility use cost. Most of the time the money collected for field trips must be sent in advance to theaters, museums, etc. Therefore, no refunds can be given if your child is absent the day of the field trip. When parents attend field trips they are considered a chaperone. Parents who chaperone must not bring other children along. All chaperones must ride the school approved transportation to and from the field trip. Use of tobacco products by chaperones is not permitted. Failure to comply could result in losing the privilege to chaperone future field trips. All chaperones must pass a criminal history check.

**Note: Students may only attend field trips with classes of the school in which the child is enrolled. Exceptions must be approved by all administration involved.**

## **GRADING SCALE FOR GRADES ONE THROUGH FIVE:**

A study committee composed of elementary teachers, and approved by the elementary principals and the superintendent of school recommended the grading scale system for the elementary school. Teachers may use any or all of the suggested grading scale for their daily class work:

| Letter | Points | Percentage |
|--------|--------|------------|
| ▪ A+   | 12     | 97 - 100   |
| ▪ A    | 11     | 93 - 96    |
| ▪ A-   | 10     | 90 - 92    |
| ▪ B+   | 9      | 87 - 89    |
| ▪ B    | 8      | 83 - 86    |
| ▪ B-   | 7      | 80 - 82    |
| ▪ C+   | 6      | 77 - 79    |
| ▪ C    | 5      | 73 - 76    |
| ▪ C-   | 4      | 70 - 72    |
| ▪ D+   | 3      | 67 - 69    |
| ▪ D    | 2      | 63 - 66    |
| ▪ D-   | 1      | 60 - 62    |
| ▪ F    | 0      | 0 - 59     |

All grades on final reports and records shall be in letter form. A space shall be provided on the report card for informative remarks by the teacher and parents. An average of 60% or one point will be considered passing in all grades.

Kindergarten students will be given letter grades in Language Arts, Reading, Math and Citizenship.

First, Second, and Third grade students will be given letter grades for Reading, Language Arts, Math, & Citizenship. An "S" or "U" will be given for Social Studies, Science, and Handwriting.

Fourth through Fifth grade students will be given letter grades for Reading, Language Arts, Math, Science, Social Studies & Citizenship. An "S" or "U" will be given for Keyboarding.

Report cards are issued following the completion of each nine weeks-grading period. Interim progress reports are issued midterm each 9 weeks. Please carefully review your child's progress and contact the school if you have any questions regarding grades. Progress

reports may be sent to you as needed. Grades are accessible through Harmony with a username and password. The school may be contacted for information regarding username and password.

### **HONOR ROLL**

There shall be a Distinguished Honor Roll which means the student has achieved all A's and S's, including citizenship grades. Regular Honor Roll which means the student has earned A's, B's, and S's, including citizenship grades.

### **PROMOTIONS, PLACEMENT, AND RETENTION**

Optimal school achievement is obtained when students are able to master standards, skills and concepts at each grade level. All aspects of the student must be considered as grade placements are made.

#### **DEFINITIONS:**

- A. Promotion:** Occurs when a student is mastering standards at the appropriate grade level and shows a readiness to learn at the next grade level.
- B. Placement:** Occurs when a student enrolls (from home school, other schools, etc.) or is determined to benefit from placement and is placed in the grade deemed appropriate.
- C. Retention:** Occurs when a student is not able to master standards at the appropriate grade level and is not ready to learn at the next grade level. Retention will only be considered at risk of failure when he/she has fully participated in the Response to Intervention (RTI) process and at the recommendation of the RTI team including the principal, school psychologist, classroom teacher, and parents. Students who do not pass the IREAD-3 assessment in 3<sup>rd</sup> grade will be retained unless specified in the child's Individualized Education Plan (IEP).
- D. Response To Intervention Team (RTI):**  
An RTI Team is to be appointed by the principal each year to consider situations in which students are not mastering standards with remediation support. Students who are being considered for retention must participate in the RTI process. Such a team should include:
  - 1. Classroom teachers
  - 2. Counselors and other support staff
  - 3. Principal
  - 4. School Psychologist, as consult

Final decisions on student promotion, placement, or retention rest with the principal to implement Board Policy 5410.

#### **A. Criteria for Consideration --** When the RTI team is convened, the following criteria shall be considered:

- Current level of achievement
- Potential for success at the next level
- Emotional, physical, social maturity

#### **B. Time Line for Elementary Grade Placement Changes**

- October-January: Teacher should inform parents of student progress. Student may participate in RTI process.
- February-March: Teacher will notify principal (and the RTI Team) if an alternative grade placement is being considered. The principal may convene the RTI Team.
- April: If placement or retention is still being considered, parents should have been notified by this time and commitment to the decision secured.
- May-June: Decision on placement or retention is made and student Grade Placement Recommendation is completed.

### **HOMELESS STUDENTS**

Under the McKinney Vento Act, State educational agencies (SEAs) must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. SEAs and local educational agencies (LEAs) are not required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youth.

### **PROTECTION AND PRIVACY OF STUDENT RECORDS (FERPA 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; date and place birth; participation in sports; attendance records, listing on an honor roll. 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 any or all "directory information" upon written notification to the Board.

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

### **SECTION 504 COMPLIANCE**

It is the policy of the CCCSC that no otherwise qualified disabled person shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by this school corporation. Inquiries regarding compliance with this policy should be directed to Section 504 Officer for the Crawford County Community School Corporation. The 504 Officer can be reached by contacting East Crawford Elementary School, 518 Speed Road, Milltown, Indiana or by contacting the Office for Civil Rights, U.S. Department of Education, Washington, D.C.

### **SPECIAL EDUCATION**

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. 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 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. 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).

### **INTERNET POLICY**

Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The District expects that faculty will blend thoughtful use of Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways which point students to those which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources, such as television, telephones, radio, movies, and other possibly offensive media. Students utilizing District-provided Internet access must first have the permission of and must be supervised by the Crawford County Community School Corporation's professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply. The purpose of District-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the Crawford County Community School Corporation. Access is a privilege, not a right. Access entails responsibility. Users should not expect that files stored on school-based computers will always be private. Electric messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

The following uses of school-provided Internet access are not permitted:

- a. to access, unload, download, or distribute pornographic, obscene, or sexually explicit material;
- b. to transmit obscene, abusive, or sexually explicit language;
- c. to violate any local, state, or federal statute;

- d. to vandalize, damage, or disable the property of another individual or organization;
- e. to access another individual's materials, information, or files without permission; and,
- g. to violate copyright or otherwise use the intellectual property of another individual or organization without permission.

Any violation of district policy and rules may result in loss of District-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

The Crawford County Community School Corporation makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The District will not be responsible for any damages users suffer, including--but not limited to--loss of data resulting from delays or interruptions in service. The District will not be responsible for personal property used to access District computers or networks or for District-provided access of the Internet.

**NOTICE:** This policy and all its provisions are subordinate to local, state, and federal statutes.

### **LIBRARY / MEDIA CENTER**

The library media center is open on a regularly scheduled basis and is supervised by the media specialist or the media aide. Classes in library skills are held for grades K-5 and for special classes in the school. Reading for enjoyment, as well as reading for knowledge, is heavily emphasized during these classes. Students are allowed to use the library during library hours with the permission of their classroom teacher and the media specialist or media aide. They may use the library to read, check out books, return books, use audio-visual equipment, and do reference work or work on special projects. Each student may check out books for seven (7) days, and renew the books if desired. Lost or damaged books must be paid for. The library collections are constantly updated and expanded. Materials are chosen for either their educational or recreational value. A variety of audio-visual materials and other learning aids are available through the library for teacher use in the classrooms.

### **SECTION III – HEALTH & SAFETY**

**Air Quality Control Coordinator** – James Smith, Administration Building, 5806 East Administration Rd. Marengo, IN 47140, 812-365-2135, [jsmith@cccs.k12.in.us](mailto:jsmith@cccs.k12.in.us)

#### **Asbestos Policy**

CCCSC, in compliance with certain A.H.E.R.A. REGULATIONS, completed an inspection of all facilities on all school campuses for the presence of asbestos containing materials. The purpose of such an inspection was to insure the safety and general welfare of all persons using these facilities. The inspection revealed that there is a relatively small amount of asbestos containing materials in some of our buildings, and these materials are so contained that they cause no health hazard to the occupants. A Management Plan has been developed and submitted to the Governor which details the response actions that will be taken in dealing with these materials that were identified by the inspection. The Management Plan is available for public inspection, upon request, at the Administration Office during business hours. The request should be made at least one (1) working day in advance. It has been, and continues to be, the policy of this Corporation to keep the public informed of all matters that pertain to the safety and general health of our students, faculty and visitors in our schools. This statement fulfills the requirements of A.H.E.R.A. by Crawford County Community School Corporation. Questions regarding the inspection reports or management plans should be directed to: Superintendent of Schools, 5805 E Administration Road, Marengo, IN 47140 Phone: 812-365-2135

#### **CHEMICAL MANAGEMENT/TOXIC HAZARDS**

In order to reduce student and staff exposure to chemical hazards used or kept at the school corporation facilities, the Superintendent will be responsible for developing and implementing a plan for minimizing exposure to these toxic hazards. These hazards exist in chemicals and other substances used in the school setting such as in laboratories, science classrooms, kitchens, in the cleaning of school buildings, buses, and equipment, and the maintaining of school grounds.

At least 48 hours prior to a pesticide application at a school, the school corporation must provide planned pesticide application details to parents, guardians, and staff members requesting to be notified. Parents, guardians and staff must be registered with the school to receive such advance notice. To be added to the advance notification registry please contact Crawford County School Corporation at 812-365-2135.

#### **FIRE, TORNADO, AND SAFETY DRILLS**

The school complies with all fire and safety laws and will conduct drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

## **SAFETY AND SECURITY**

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building
- C. Staff is expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are “hanging around” the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. Outside doors are locked during the school day.
- F. Portions of the building that will not be needed after the regular school days are closed off.
- G. If a person wishes to confer with a member of the staff he/she should call for an appointment prior to coming to the School in order to prevent any inconvenience.
- H. Students may not bring visitors to school without first obtaining written permission from the child’s teacher and the principal.

## **SUNSCREEN**

According to Indiana Code (SEA 24) students may possess and use sunscreen while on school property or at a school-sponsored event or activity. Sunscreen must be topical, non-aerosol sunscreen that is FDA approved for the purpose of limiting ultraviolet light-induced skin damage. School personnel may NOT assist students with the application of sunscreen without written parent permission. Students may not share sunscreen with others and must only apply to himself or herself.

## **WELLNESS POLICY**

(PL 108.265 SECTION 204): The Board of School Trustees of Crawford County supports increased emphasis on nutrition as well as physical activity at all grade levels to enhance the well-being of the school corporation’s students. Therefore, the policy of the Board is reflected and addressed in the following four areas:

## **NUTRITION EDUCATION**

1. Nutrition, health, and fitness topics shall be integrated within the health education curriculum taught at every grade level, K-12, and coordinated with the school corporation’s food service program. These topics may be integrated with other curriculum areas as deemed appropriate.
2. Nutrition education will be offered in lunchrooms as well as in classrooms through coordination between the food service and instructional staff.
3. Students in grades K-12 will receive nutrition education to support their adoption of healthy eating behaviors.
4. Schools will link nutrition education activities with the coordinated school health program.

## **PHYSICAL ACTIVITY**

1. Elementary students will be given opportunities weekly for structured physical activity. The integration of physical activity into the academic curriculum will be practiced by middle school and high school. The following guidelines from the Indiana State Standard as stated below:  
The Indiana Code recommends weekly minimum time allocations for physical education as:
  - Grades 1, 2, and 3 motor skills development and health education – 105 minutes weekly
  - Grades 4 and 5 physical education - 75 minutes weeklyA school corporation which currently is operating with less than the minimum minutes recommended for physical education may find it necessary to increase the minutes allocated for physical education in order to fully meet the standards for physical education as outlined in this document. Also, best practices calls for the utilization of a certified physical education teacher, especially at the elementary level. Recess periods should not be utilized as instructional time for physical education.
2. Students will be given opportunities for physical activity through a range of before-school and/or after-school programs including, but not limited to, intramurals, interscholastic athletics, and activity clubs.
3. Schools will encourage parents and guardians to support their children’s participation in physical activity, to be physically active role models, and to include physical activity in family activities.
4. Schools will promote lifelong physical activity among students.

## **FOODS AND BEVERAGES**

1. All food and sales in the District must comply with state and federal child nutrition program regulations.

2. All food available for sale to students including vending machines, student stores, and fundraisers should offer food choices that provide the opportunity for students to select products that reflect healthy and nutritional principles.
3. All beverages and food vending machines in the District that are available to students shall provide at least 50% better choice beverages and 50% better choice foods. The following definitions apply to this policy:
  - Better choice beverages include water, milk, fruit drinks with at least 50% fruit juice, vegetable drinks, and 100% fruit juices.
  - Better choice foods are any food item that does not have more than 30% total calories from fat, more than 10% of the recommended daily value for one of the following nutrients; vitamin A, vitamin C, calcium, iron, protein, or fiber.
4. Prices for all beverages and food items sold to students will be offered at comparable prices for comparable size packages.
5. Schools will encourage parents and guardians' in the selection of better choice beverages and better choice foods for student lunches that are brought from home. The following do not qualify as better choice beverages – soft drinks, punch, iced tea, and coffee.

#### **Other School–Based Activities Designed to Promote Student Wellness**

1. The District will provide a clean, safe, enjoyable meal environment for students.
2. The District encourages all students to participate in school meal programs and will protect the identity of students who eat free and reduced price meals.
3. The District will schedule lunch as near the middle of the day as possible.
4. The District will ensure that school fundraising efforts are supportive of healthy eating.

The superintendent and each building principal or designee shall jointly share the operational responsibility for enduring that the provisions of this policy and its regulations are met. The superintendent will be responsible for reporting to the board on an annual basis the progress of the school corporation in implementing this policy.

The superintendent is also responsible to prepare rules, regulations, and guidelines to implement and support this policy. Such provisions should address all food and beverages sold and/or served to students at schools, including competitive food sales, vending machine items, fund-raising activities, and rewards to students. The superintendent should also prepare regulations for staff development, community involvement and program evaluation.

#### **ILLNESS OR INJURY**

In cases of illness or injury a student should report to his teacher. The school nurse or a member of the school staff will care for him/her temporarily. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available the student will be taken to the emergency room at the hospital. Remember that an emergency telephone number of the student's family doctor must be on file at the school.

**Students will not be allowed to attend school until fever free for 24 hours without fever reducing medication.**

**Families will immediately notify the school of a positive test for any communicable disease.**

**IMMUNIZATIONS – MINIMUM REQUIREMENTS INDIANA STATE DEPARTMENT OF HEALTH 2010-2011**

**Indiana 2019-20 Required and Recommended School Immunizations**

| Grade                                       | Required   | Recommended  |
|---|--|--|
| <b>Pre-K</b>                                | 3 Hepatitis B<br>4 DTaP (Diphtheria, Tetanus & Pertussis)<br>3 Polio | 1 Varicella (Chickenpox)<br>1 MMR (Measles, Mumps & Rubella)                                 |
| <b>K-5<sup>th</sup> grade</b>               | 3 Hepatitis B<br>5 DTaP<br>4 Polio                                   | 2 Varicella<br>2 MMR<br>2 Hepatitis A  |
| <b>6<sup>th</sup>-7<sup>th</sup> grade</b>  | 3 Hepatitis B<br>5 DTaP<br>4 Polio<br>2 Varicella                    | 2 MMR<br>2 Hepatitis A<br>1 MCV4 (Meningococcal)<br>1 Tdap (Tetanus, Diphtheria & Pertussis) |
| <b>8<sup>th</sup>-11<sup>th</sup> grade</b> | 3 Hepatitis B<br>5 DTaP<br>4 Polio<br>2 Varicella                    | 2 MMR<br>1 MCV4<br>1 Tdap  |
| <b>12<sup>th</sup> grade</b>                | 3 Hepatitis B<br>5 DTaP<br>4 Polio<br>2 Varicella                    | 2 MMR<br>2 Hepatitis A<br>2 MCV4<br>1 Tdap   |

**Hep B:** The minimum age for the 3<sup>rd</sup> dose of Hepatitis B is 24 weeks of age.

**DTaP:** 4 doses of DTaP/DTP/DT are acceptable if 4<sup>th</sup> dose was administered on or after child's 4<sup>th</sup> birthday.

**Polio\*:** 3 doses of Polio are acceptable for all grade levels if the 3<sup>rd</sup> dose was given on or after the 4<sup>th</sup> birthday and at least 6 months after the previous dose.

\*For students in grades K-9, the final dose must be administered on or after the 4<sup>th</sup> birthday and be administered at least 6 months after the previous dose.

**Varicella:** Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 11<sup>th</sup> grade. Parent report of disease history is acceptable for grade 12.

**Tdap:** There is no minimum interval from the last Td dose.

**MCV4:** Individuals who receive dose 1 on or after the 16<sup>th</sup> birthday only need 1 dose of MCV4.

**Hep A:** The minimum interval between 1<sup>st</sup> and 2<sup>nd</sup> dose is 6 calendar months. 2 doses are required for grades K-7 and 12. For Pre-K and grades 8-11, 2 doses of Hep A are recommended.

Indiana State Department of Health,  
Immunization Division  
(800) 701-0704

Number next to vaccine denotes the number of cumulative doses needed.

Thus, in accordance with State Statutes, every child entering the CCCSC for the first time must provide a physician's written statement indicating that he/she has had the required inoculations. A Health Information Form may be obtained at the principal's office and should be presented with a **certified** birth certificate upon enrollment.

No child will be permitted to attend school beyond the first day of school without furnishing said written statement, unless...

1. The school gives the parents or the child a waiver; or
2. The local health department or a physician determines that the child's immunization schedule has been delayed due to extreme circumstances and that the required immunizations will not be completed before the first day of school. In this case, the parent of the child shall furnish this written statement and a time schedule, approved by a physician or the local health department, for the completion of the remainder to the immunizations.

The waiver referred to above may not be granted for a period that exceeds twenty (20) days.

All immunizations are logged into CHIRP (Indiana's Immunization State Registry). Any parent/guardian who does not want their student's record entered into CHIRP must alert the school nurse of this request in writing.

**USE OF MEDICATIONS (Prescription and Non-Prescription Medication Guidelines for Parents)**

The purpose of administering medication in school is to help all students maintain an optimal state of health to enhance the ability to learn. Medications given during school hours should be only those medications necessary to maintain the child in school. In order to comply with the Indiana Law IC 34-4-16.5-3.5 and to ensure that students receive the right medicine safely and effectively, parents, students and staff must follow the following guidelines:

1. No prescription (legend) or non-prescription medication (example: Tylenol, cough drops, and Ibuprofen) will be administered without the direct order of the student's physician and the written consent of the student's parent/guardian.
2. Consent forms should have a diagnosis as to why the student is receiving medication. **New consent forms must be completed each year.**
3. All medicine prescribed for an individual child **must** be kept in the original container bearing the pharmacy label and the child's name, along with the directions for the medication to be given. School personnel cannot give unlabeled medicines and those without directions.

4. Medication **MAY NOT** be sent to the school in a student's lunch box, pocket, or other means on or about his/her person. Medication cannot be transported on the bus. Medications must be brought to school by an authorized adult and given to the school nurse or office staff.

5. Medication Request Forms can be picked up at the office or, upon request, will be sent home.

6. Medications need to be picked up by an authorized adult at the end of the school year. The school nurse will properly discard any medications not picked up at the end of the school year.

#### **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS**

Because a school has a high concentration of people, it is necessary to take specific measure 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 contagious period as specified in the School's administrative guidelines.

#### **CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS**

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

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

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

#### **NURSE**

The nurse is responsible for the maintenance of health records, routine health checks, parental contact concerning health problem, care of minor injuries, and assistance in health teaching and vision screening. Please be sure to contact the nurse if your child has any unusual health problems. **Please call the school nurse if your child is absent from school due to a communicable disease.** Precautions may be taken to protect other children.

#### **EMERGENCY CARE**

Emergency information forms will be used. Any parent who does not want his child to receive emergency first aid care should notify the school in writing and be signed by the parent. Students who require emergency medical treatments (example: for seizures) are required to have a Care Plan and/or an emergency action plan signed by the physician and on file with the nurse.

### **SECTION IV – BUS TRANSPORTATION RULES AND CONSEQUENCES**

#### **PRIVATE TRANSPORTATION TO SCHOOL**

Students who walk home will not be released until after all the buses have left the parking lot. If you transport your child or other children to school, be sure you unload and pick up in the designated areas. Always be alert and watch for children walking to school, giving them the right-of-way. Your cooperation is essential if we are to have a safe school year. We are asking all children who walk, ride a bike, or whose parents bring them to school to enter the building at the main entrance no earlier than the official school starting time. Students arriving at school earlier than the school starting time must go to the Boys and Girls Club.

#### **BUS CONDUCT**

Authority for each bus driver comes from Indiana law, chapter 260, Indiana Acts of 1965.

1. School bus drivers are to have control of all school children between their home and school. The driver shall keep order, maintain discipline while on the bus, treat all children in a civil manner, see that no child is imposed upon or mistreated while in his/her charge, and use every care for the safety of the children under his/her charge.
2. Each student shall be seated immediately upon entering the bus in the place assigned by the driver.

3. No student shall stand or move from place to place during the trip.
4. Loud, boisterous, profane language or indecent conduct will not be permitted.
5. Pupils shall not be allowed to tease, shuffle, trip, hold, hit, or use their hands, feet, or body in any objectionable manner.
6. No windows or doors will be opened or closed except by permission of the bus driver or in an emergency situation where the driver is unable to give permission.
7. No pupil shall enter or leave the bus until it has come to a full stop and the door has been opened.
8. No pupil may sit in the driver's seat or operate any part of the bus.
9. Each pupil is to be waiting at his/her boarding station when the bus arrives. Each bus driver is required to stop at each boarding station. If no children are present, the driver must blow the horn. If children are persistently late arriving at the boarding point, the driver shall notify school officials, and the driver will not be required to stop if no students are present at the stop. In addition, if the bus driver is already late, the driver is not required to stop if no one is waiting.
10. No student will be allowed to get on or off the bus, other than his/her own, unless he/she has written permission from the parent or the principal (bus pass required).

The principal has the right to suspend a student from the bus for a longer period. The principal or superintendent may expel a student from the bus permanently. If each student is responsible for his/her behavior on the bus, it should be a safe trip to and from school.

### **Consequences**

Remember, riding a school bus is a privilege and not a right. This means that students not following the rules and/or conducting themselves poorly can and will lose their bus riding privileges. In this case, the law mandates the parents provide their own transportation to school.

When appropriate, the following consequences will apply to violations of the bus policy:

1. The bus driver – calls attention to the problem and warns the child to correct the situation.
2. If the problem continues, the bus driver will issue a written warning to the student & guardian with a copy issued to the office.
3. If the problem continues, the bus driver will issue a written conduct report to the student & guardian and office and suspend from transportation privileges for a period of one day. The bus driver will notify the parent and principal before the next opportunity to transport the student.
4. If the problem still continues: (Written documentation)
  - a. The bus driver may recommend that the Building Principal suspend student three days.
  - b. The principal shall notify the student and the student's parent/guardian of his/her loss of transportation privileges.
4. If the problem still continues: (Written documentation)
  - a. The bus driver may recommend that the Building Principal suspend student five days.
  - b. The principal shall notify the student and the student's parent/guardian of his/her loss of transportation privileges.

If the problem continues beyond this point, a hearing may be conducted by an appointed hearing officer to determine possible loss of transportation privileges.

Severe Clause: Severe violations will warrant immediate suspension from bus and/or school. In that event, steps 1, 2, 3, and 4 will be bypassed. Severe violation(s) will include, but are not limited to, the following: fighting, smoking, lighting of combustible materials (including matches and lighters), destruction of property, and weapons on buses.

Severe violation(s) will result in five day suspension, restitution (where applicable), and possible expulsion from transportation.

## **SECTION V – STUDENT CONDUCT**

### **SCHOOL AUTHORITY**

It should be clearly understood that the school authorities have jurisdiction over the student:

Section 1 IC 20-8.1--4 is amended to read as follows: Sec. 4 (a) Except as provided in subsection (b)(12), the grounds for expulsion or suspension in subsection (b) apply when a student is:

1. On school grounds immediately before, during, and immediately after school hours and at any other time when a school group is using the school
2. Off of school grounds at a school activity, function, or event
3. Traveling to or from school or a school activity, function, or event
4. During summer school or summer programs

### **STUDENT BEHAVIOR**

The success of public school education depends on the fundamental concept of self-discipline and cooperation. Self-discipline allows individuals to function within the rights afforded them by our Federal and State Constitutions and legal codes. Certain standards of student conduct are necessary to insure that students seeking to express their rights do not, at the same time, infringe upon the right of others. The purpose of disciplinary controls is to help create an atmosphere that promotes the best possible learning situation. An environment that provides equal opportunity for all and permits the teaching-learning process to proceed in an orderly manner is the objective of all school personnel.

### **CONDUCT IN THE BUILDING**

During the school day, as well as at extra-curricular activities after school, students are expected to treat the building and its contents with care and respect. At after-school practices, meetings, and events, students are to remain in the specific area of supervision by the sponsoring teacher or coach. Students must leave the building only by the exit in their specific area. **Students are not to be in the building without supervision.**

1. Without exception, students who are in the halls or out of the classroom while class is in session must have permission by the teacher.
2. Students are to refrain from loud boisterous behavior.
3. Students are not to litter school property.
4. Students are not to block halls.
5. Students who are excused early from school must leave the school grounds immediately.
6. Students should not loiter in the restrooms.
7. Students should not run in the halls.
8. The following cafeteria behavior is expected:
  - a. Enter and leave the cafeteria according to the specified times and use the main entrance.
  - b. Students are to observe proper behavior and shall not create excessive noise, throw food, crowd or cut in the line, or engage in other disruptive behavior.
  - c. Food and drinks are not to be taken from the cafeteria.
  - d. Remove all trays, dishes, and refuse and return them to the dish or disposal area as you leave the cafeteria.

### **CONDUCT ON THE PLAYGROUND**

Weather permitting; students are given a recess each day. Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor. Students should always dress for outside recess. All students must be on the playground during outside recess. Only students with medical excuses will be allowed to remain in the building during scheduled outside breaks.

1. Walk to the playground quietly.
2. All students must go outside unless they have a written doctor's excuse or a pre-arranged written excuse approved by the principal.
3. All students must follow the directions of staff on duty.
4. No student may re-enter the building or leave a supervised area (gym) without permission of the staff on duty.
5. Students must play in areas designated by supervising staff.
6. No wrestling, hitting, throwing rocks, tackle football, grabbing another child's clothing, piggy backing, fighting or riding will be tolerated.
7. No inappropriate throwing or swinging of any objects.
8. The throwing, kicking, or batting of balls toward the building shall not be allowed.
9. No skateboards, rollerblades, or music devices are allowed.
10. Students must keep shoes on at all times. Avoid water and muddy areas. Coats must be kept on during cold weather.
11. USE THE PLAYGROUND EQUIPMENT AS INTENDED. (One person per swing, no standing or jumping off slides, etc.)
12. No name-calling, bullying or intimidation.
13. Students must stay off fences.
14. STUDENTS MUST NOT ENTER ROADWAYS FOR ANY REASON.

**School Staff will supervise the playground/designated area (gym) during recess times. The playground is not supervised before or after school. Students are expected to leave for home immediately following dismissal.**

### **DISCIPLINE**

One of the purposes of our schools is to provide the best possible educational environment for the students of our school corporation. The students' prime responsibility is to secure an education, and we feel a proper atmosphere must be maintained within the school to make this learning possible. There are times when it is necessary for school officials to make decisions concerning the acceptability of students' behavior. These decisions must be based on the welfare of the total school community and on how the behavior will affect the learning environment. Indiana laws allow the Superintendent, Principal, Assistant Principal, any administrative personnel, any teacher, and any other school employee of the school corporation to take reasonable action in connection with student behavior that is necessary to help any student, to further school purposes, or to prevent interference with school purposes. Any corrective measure used must be in accordance with the laws of the State of Indiana and the policies of the Crawford County Community School Corporation. These actions may include, but are not limited to, reprimand, counseling, assigning additional work, rearranging class schedules, requiring students to remain in school before or after regular school hours to do additional school work or for counseling, restriction or denial of extracurricular activities and/or other privileges, detention, conferences, corporal punishment and disciplinary probation. Suspension, exclusion, or expulsion may also be used with the Principal or Assistant Principal filing charges according to Indiana Code 20-8.1-5-6 and Indiana Code 20-8.1-5-8.

Teachers have the authority and responsibility to maintain discipline in the classroom.

**Corporal Punishment Waiver** - Upon request from the school, a corporal punishment waiver form may be issued to those parents who object to corporal punishment and meet and agree to all conditions contained within the form.

Consequences for actions are as follows:

**Crawford County Elementary Consequence Table**

| <b>VIOLATION</b>   | <b>FIRST REPORT</b>   | <b>SECOND REPORT</b>   | <b>THIRD REPORT</b>  | <b>DEFINITION PG.</b> |
|--|---|--|--|-----------------------|
| ALCOHOL OR DRUGS, POSSESSION   | TEN DAYS OSS AND RECOMMENDATION FOR EXPULSION; PROBATION NOTIFIED |  |  |                       |
| ALCOHOL OR DRUGS, TEST POSITIVE                                      | TEN DAYS OSS; PROBATION NOTIFIED                                  | TEN DAYS OSS AND RECOMMENDATION FOR EXPULSION; PROBATION NOTIFIED  |  |                       |
| ASSAULT or BATTERY OR BODILY HARM or BODILY WASTE                    | ONE – THREE DAYS OF OSS; RESOURCE OFFICER NOTIFIED                | FIVE DAYS OSS AND RECOMMENDATION FOR EXPULSION; PROBATION NOTIFIED | TEN DAYS OSS AND RECOMMENDATION FOR EXPULSION; PROBATION NOTIFIED        |                       |
| ASSAULT, BATTERY OR BODILY HARM TOWARD STAFF MEMBER                  | ONE – THREE DAYS OF OSS; RESOURCE OFFICER NOTIFIED                | FIVE DAYS OF OSS; RESOURCE OFFICER NOTIFIED                        | TEN DAYS OSS AND RECOMMENDATION FOR EXPULSION; RESOURCE OFFICER NOTIFIED |                       |
| BULLYING OR INTIMIDATION   | ONE DAY OF ISS  | • ONE-THREE DAYS OF ISS  | ADMINISTRATORS' DISCRETION   |                       |
| DEFIANCE   |   | ONE DAY OF ISS   | ADMINISTRATORS' DISCRETION   |                       |
| DESTRUCTION OF PROPERTY/STEALING                                     | THREE DAYS ISS; ADMINISTRATORS' DISCRETION                        | THREE DAYS OSS; ADMINISTRATORS' DISCRETION                         | FIVE DAYS OSS; ADMINISTRATORS' DISCRETION                                |                       |
| DISRUPTION OR DISRESPECT   | LOSS OF RECESS AND/OR LUNCH DETENTION/LOSS OF SPECIAL             | LOSS OF RECESS AND/OR LUNCH DETENTION/LOSS OF SPECIAL              | ONE –THREE DAYS OF ISS   |                       |
| FIGHTING/DISRESPECTFUL TOUCH (does not rise to the level of battery) | LOSS OF RECESS AND/OR LUNCH DETENTION/LOSS OF SPECIAL             | ONE DAY OF ISS   | ADMINISTRATORS' DISCRETION   |                       |
| LEAVING CLASS WITHOUT PERMISSION/ NOT RETURNING TO CLASS             | LOSS OF RECESS AND/OR LUNCH DETENTION/LOSS OF SPECIAL             | ONE DAY OF ISS   | ONE –THREE DAYS OF ISS   |                       |
| LYING/FORGERY/CHEATING   | LOSS OF RECESS AND/OR LUNCH DETENTION/LOSS OF SPECIAL             | ONE DAY OF ISS   | ADMINISTRATORS' DISCRETION   |                       |

|   |   |   |   |  |
|---|---|---|---|--|
| PROFANITY   | VERBAL WARNING  | LOSS OF RECESS AND/OR LUNCH DETENTION/LOSS OF SPECIAL | ONE DAY OF ISS  |  |
| PROFANITY OR VERBAL AGGRESSION<br>(Directed at another person)        | ONE DAY OF ISS  | ONE –THREE DAYS OF ISS                                | FIVE DAYS OF OSS  |  |
| THREATENING TO HARM THE SCHOOL and/or ITS OCCUPANTS                   | ONE – THREE DAYS OF OSS;<br>RESOURCE OFFICER NOTIFIED             | FIVE DAYS OF OSS;<br>RESOURCE OFFICER NOTIFIED        | TEN DAYS OSS AND RECOMMENDATION FOR EXPULSION;<br>RESOURCE OFFICER NOTIFIED             |  |
| TECHNOLOGY MISUSE<br>(VIOLATION OF RESPONSIBLE USE POLICY)            | LOSS OF RECESS AND/OR LUNCH DETENTION/LOSS OF SPECIAL             | LOSS OF RECESS AND/OR LUNCH DETENTION/LOSS OF SPECIAL | ONE DAY OF ISS  |  |
| TOBACCO USE/POSSESSION<br>(includes Electronic Cigarettes, Lighters)  | THREE DAYS OSS;<br>PRODUCT DESTROYED                              | FIVE DAYS OSS;<br>PRODUCT DESTROYED                   | TEN DAYS OSS AND RECOMMENDATION FOR EXPULSION;<br>PRODUCT DESTROYED; PROBATION NOTIFIED |  |
| WEAPONS, KNIVES, HANDGUNS, RIFLES, SHOTGUNS, AND OTHER FIREARMS, ETC. | TEN DAYS OSS AND RECOMMENDATION FOR EXPULSION;<br>POLICE NOTIFIED |   |   |  |

The behaviors & consequences listed for each of the following violations are **SUGGESTED GUIDELINES** that the administration may implement. Discipline may be initiated at any level, depending on the severity of the violation and previous disciplinary record.

## **DEFINITIONS OF CONSEQUENCES**

### **DETENTION**

**LUNCH DETENTION:** is defined as the time when a student will obtain his/her lunch and then report to the office for the rest of his/her lunchtime.

**CLASS PERIOD DETENTION:** is defined as a period of time that students are not allowed to attend a particular class.

**IN-SCHOOL SUSPENSION:** is defined separation of a student from a school attendance for 10 or less days. In-School Suspensions do not fall in this categorical definition. The term does not include situations in which a student is: (1) disciplined under Indiana Code 20-33-8-25 (2) removed from school under Indiana Code 20-34-3-9, (3) removed from school for failure to comply with immunization requirements of Indiana Code 20-34-4-5.

### **OUT OF SCHOOL SUSPENSION**

The principal (or designee) may deny a student the right to attend school and take part in school functions. When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting, the student will be entitled to:
  - a. A written or oral statement of the charges;
  - b. If the student denies the charges, a summary of the evidence against the student will be presented; and,
  - c. The student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.

Students may not participate or attend athletic events and extracurricular activities at a Crawford County school on any day in which they were suspended. The student may complete all assignments during the period of the student's expulsion. Students may make up quizzes/tests upon return (SEA 29). At the Administrative Staff's discretion, an alternative to OSS placement may be arranged.

## **EXPULSION**

The principal (or designee) may deny a student the right to attend school and take part in school functions for more than 10 days. When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - a. legal counsel
  - b. a member of the administrative staff who did not expel the student during current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the expulsion meeting.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

The student or parent has no right to appeal an expulsion decision to the school board as the school board as has voted not to hear student expulsion appeals.

### **Effect of Expulsion upon Enrollment in another School**

If a student is expelled from any school corporation, the student may not enroll in another school corporation during the period of expulsion unless:

1. That student informs the school corporation in which the student seeks to enroll of the student's expulsion,
2. The school corporation consents to the student's enrollment, and
3. The student agrees to terms and condition of enrollment established by the school corporation.

If a student fails to inform the school corporation of an existing expulsion order of detention or follow the terms and conditions of enrollment under subsection (A), then the school corporation may withdraw its consent and prohibit the student's enrollment during the period of expulsion.

## **GROUND FORS SUSPENSION OR EXPULSION**

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

- a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group (including summer school);
- b. Off school grounds at a school activity, function, or event; or
- c. Traveling to or from school activity, function, or event.

### **A. Student Misconduct and/or Substantial Disobedience:**

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. The following rules define student misconduct and/or substantial disobedience for which a student may be suspended or expelled:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or damaging any school building or property.

- d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
- e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
- 2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, hazing, or other comparable conduct.
- 3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
- 4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
- 5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
- 6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself and/or another person is not a violation of this rule.
- 7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
- 8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
- 9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
- 10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
- 11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
- a. Exception to Rule 11: A student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
  - i. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
  - ii. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
  - iii. The student has been instructed in how to self-administer the prescribed medication.
  - iv. The student is authorized to possess and self-administer the prescribed medication.
- 12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
- 13. Possessing, using, transmitting or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
- 14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. These products include e-cigarettes, vaping devices, any type of look-alike products or other related products or devices associated with tobacco or nicotine use or electronic nicotine delivery systems.
- 15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
- 16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
- 17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
- 18. Falsely accusing any person of sexual harassment or of violating a school rule, and/or state or federal law.
- 19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purpose or an educational function.

20. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. Taking, recording, displaying, and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
23. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
24. "Sexting" or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated and any images suspected to violate criminal laws will be referred to law enforcement authorities.
25. Engaging in pranks or other similar activity that could result in harm to another person.
26. Using or possessing gunpowder, ammunition, or an inflammable substance.
27. Violating any board policy or administrative rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
  - a. engaging in sexual behavior on school property;
  - b. engaging in sexual harassment of a student or staff member;
  - c. disobedience of administrative authority;
  - d. willful absence or tardiness of students;
  - e. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity;
  - f. violation of the school corporation's acceptable use of technology policy or rules;
  - g. violation of the school corporation's administration of medication policy or rules;
  - h. possessing or using a laser pointer or similar device.
28. Possessing or using an electronic device (e.g. cellular phone, table computer, pager, digital camera, electronic equipment) in a manner which constitutes an interference with a school purpose or an educational function, an invasion of privacy, or an act of academic dishonesty, or is profane, indecent, or obscene. In addition to being disciplined, students who use an electronic device in a manner which is inconsistent with this rule may have the device confiscated by school administration. Such device will be returned to the parent.
29. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule. In addition to being disciplined, students who use an electronic device in a manner which is inconsistent with this rule may have the device confiscated by school administration. Such device will be returned to the parent.
30. Any student conduct rule the school building principal establishes and gives notice of to students and parents.

#### B. Bullying:

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, and computer system, or any computer network is 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:
  - a. places the targeted student in reasonable fear of harm to the targeted student's person or property;
  - b. has a substantially detrimental effect on the targeted student's physical or mental health;
  - c. has the effect of substantially interfering with the targeted student's academic performance; or
  - d. 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 committing bullying behavior and the targeted student attend 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 be 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 school administration 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 school administration. This report may be made anonymously.

5. The school administration 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 administration 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 administration and school counselor will be responsible for determination 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 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.

#### C. Possessing a Firearm or a Destructive Device

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.

2. The following devices are considered to be a firearm under this rule:

- Any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an expulsion.

3. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety or similar device. For purposes of this rule, a destructive device is:

- An explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,

- A type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or

- A combination of parts designed or intended for use in the conversion of a device into a destructive device.

4. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.

5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

#### D. Possessing a Deadly Weapon

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons for purposes of this rule:
  - A weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury;
  - An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime; or
  - A biological disease, virus, or organism that is capable of causing serious bodily injury.
3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
4. The superintendent may notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

#### E. Unlawful Activity

1. A student may be suspended or expelled for engaging in unlawful activity on or off school groups if:
  - A. the unlawful activity make reasonably be considered to be an interference with school purposes or an educational function, or
  - B. the student's removal is necessary to restore order or protect persons on school property.

This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

#### F. Legal Settlement

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

### **STUDENT DRESS**

Students' dress is the responsibility of the home, and appropriate choices of clothing will be reinforced at school. Proper dress at all times is important to students' attitudes. The way children dress affect the way they act. Children should dress in clothing appropriate for school activities. Students' appearance should reflect personal, school, and community pride. Common decency and courtesy is expected. Following are examples of wear which will not be permitted without prior principal approval, but are not limited to the following:

1. Any clothing (shirts or pants) which have holes, slits, or rips above the mid-thigh. No skin should be showing above the mid-thigh when sitting or standing.
2. Tops that do not cover the underarm ("sides cut out") areas, low cut tops that expose the chest, midriff tops, and mesh or see through clothing that expose the skin; sleeveless shirts are acceptable, so long as no undergarments are showing and there are no thin or spaghetti straps.
3. Yoga pants or leggings are permitted, so long as material is not see-through.
4. Shorts, skirts, or dresses that do not reach mid-thigh.
5. Any element of the concept of "sagging" pants; no undergarments shall be exposed.
6. Bare feet, sock feet, shoes with wheels, and slippers.
7. Hats, berets, caps, sun visors, bandanas, wigs, sunglasses, overly large headbands, and any other head coverings (religious exceptions will be approved by the principal).
8. Any type of chains that could be used as a weapon, including dog collars.
9. Any clothing that makes references to or can be construed as relating to drugs, alcohol, or sexual conduct will not be permitted.

If in the professional opinion of the Administrative staff, a student's dress/attire (including jewelry) or personal appearance detracts from, disrupts, or interferes with school purposes or educational function, the student will either be:

1. directed to modify his/her attire or personal appearance while at school, or
2. sent home to make necessary changes, or suspended from school or otherwise disciplined pursuant to the *Indiana Student*

*Due Process Code*

### **PHYSICAL EDUCATION DRESS**

Students should dress appropriately for the days they have physical education class. Boots and sandals are not appropriate shoes for physical education class. Athletic shoes are required for PE and are not to be worn as street shoes. They must be kept at school and used for inside recess as well.

## **LOCKERS / DESKS**

Students are expected to keep their lockers/desks clean and not to abuse them in any way. Placing stickers or taping items on lockers will not be permitted. The school cannot be responsible for valuables left in lockers/desks.

## **HARASSMENT OF STUDENT**

Harassment of a student(s) by other students or any member of the staff is contrary to the School Board's commitment to provide a physically and psychologically safe environment in which to learn and may be a violation of Federal or State law. In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any speech or action that creates a hostile, intimidating, or offensive learning environment. The Superintendent is to ensure that the Student Code of Conduct contains language prohibiting any form of sexual harassment and any use of racial or ethnic verbal or physical harassment. It should also provide a means for a student to report any incidence of harassing behavior from a fellow student, staff member, or a school visitor, in a way that avoids embarrassment and protects the confidentiality of the student. All such reports are to be investigated by the Superintendent promptly. Anyone found to have violated this policy and/or the Code of Conduct shall be subject to disciplinary action up to and including suspension or expulsion from the Corporation.

Report of violations must utilize the following complaint process:

### **Level One**

1. The officer, employee, student, or patron alleging a violation shall submit the initial complaint in writing to the building principal. The complaint shall stipulate the specific act or omission, the date of same, and parties involved.
2. The building principal shall initiate investigation of the circumstances of the complaint within seven (7) calendar days of the receipt of the written complaint. The decision shall be in writing to the complainant.
3. The building principal shall render a decision within fourteen (14) calendar days of the receipt of the written complaint. The decision shall be in writing to the complainant.
4. The complainant shall have seven (7) calendar days to react to the decision before it becomes final. If the complainant disagrees with the decision of the building principal and submits such a statement in writing to the superintendent of schools, a level two procedure shall be enacted.

### **Level Two**

1. The building principal shall submit the written disagreement statement and all related information to the superintendent within three (3) calendar days of receipt.
2. The superintendent shall review all material and schedule a meeting within seven (7) calendar days of receipt of the written disagreement and all related information. The participants shall be the complainant, the building principal, and the superintendent. Other witnesses may be called with mutual notice of three (3) calendar days.
3. The superintendent shall make a decision within seven (7) calendar days of the final meeting of parties. This decision shall be final.

Note: By mutual agreement circumstances of calendar availability may result in extension of stipulated time allowances if a request is made in writing by either party and so agreed to by the parties.

Note: If the alleged violation, interpretation, or application is of a corporate nature such as a written rule, regulation, or policy then Level Two is initiated immediately.

## **DRUG FREE SCHOOL**

Standards and Options for Attaining Drug Free School as required under Public Law 101-226 per the Drug Free Schools and Communities Act Amendment of 1989. The Crawford County Community School Corporation has addressed the above act by setting forth specific guidelines in the duly adopted discipline policy. Also, let it be noticed that Crawford County School Corporation's School Board, administrators, faculty members, and other employees do not condone the use of alcohol or drugs because of the significant health risk as indicated by government research. The corporation further states that drug and alcohol use is wrong and harmful and sets circumstances that would entail recommending rehabilitation and a counseling program for those students exhibiting problems with alcohol and drugs. Parents and students are aware of the discipline guidelines for illicit use of drugs and are also aware of the availability of counseling and rehabilitation programs stated in all copies of student rules and procedures which are distributed to all students and parents. Further, parents and students are aware of the legal specificity of the law indicated in the Indiana Code and are told that the Indiana State Law concerning use of drugs and alcohol will be strictly adhered to in possible expulsion, or suspension. Certified corporation employees are encouraged to counsel or refer for counseling anyone who exhibits a tendency to have an alcohol or drug problem. Drug and alcohol programs may be presented in grades K-12.

Let it be noticed that compliance with the law is mandatory and specific standards set forth in the discipline procedure will be followed.

Also, assembly programs may be held for grades K-12 to inform students about problems associated with drug usage so that students will be better able to form their own opinions concerning the use of alcohol and/or drugs. All students, 7-12, are required to take a semester of health for further education on alcohol and drug use.

### **STUDENT DRUG TESTING "REASONABLE SUSPICION"**

Crawford County Community Schools is authorized to require any student to submit to a chemical test of the student's breath, saliva, or urine if the administration has "reasonable suspicion" (as defined by Indiana Law) while:

- A. On school grounds immediately before, during, and immediately after school hours and at any other time when a school group is using the school.
- B. Off school grounds at a school activity, function or event; or
- C. Traveling to or from school activity, function or event.

Reasonable suspicion may arise from the following:

- A. A student's behavior, in conjunction with physical appearance and /or odor, indicates the possible use of alcohol, marijuana, or any controlled substance.
- B. The student possesses drug paraphernalia, alcohol, marijuana, or any controlled substance.
- C. Information communicated to an administrator by a teacher, parent, law enforcement personnel, other adult, or a student indicating a student is using, possessing, or under the influence of alcohol, marijuana, or any other illegal substance (Any such report will be investigated by the administration and will be substantiated by other indicators, if deemed necessary.).

A chemical test of the student's breath, saliva, and/or urine will be conducted at the discretion of the school corporation.

Any attempt or effort by any student to alter a urine sample that has been submitted for drug testing, or that is being submitted for drug testing will be considered a severe disruption. This includes possession of chemicals identified as agents known to invalidate such tests. The student who produces the urine sample and/or the person (s) who attempted to alter the urine sample will be subject to suspension and/or a recommendation for expulsion.

If any student tests positive, disciplinary action will be taken which may result in a recommendation for expulsion from school. The expulsion waiver requires that the student be suspended from attendance at school for a period of up to 10 days.

If the drug/alcohol offense is related to safety issues, extreme disruption, and/or trafficking, then the student will be recommended for expulsion following a 10 day suspension.

Students participating in privileges granted by the school, such as parking or extra-curricular activities, are subject to restriction of those privileges as outlined by the school student handbook and/or the athletic handbook.

A student's refusal to submit to the chemical test will result in the administration's proceeding as if the test were positive. If a parent or guardian refuses to allow the test to be administered to his/her child, a disciplinary action will be recommended as if the test were positive.

### **SECONDARY DRUG TESTING**

Research on adolescent substance abuse indicates a general consensus regarding the fact that certain behaviors can help identify those adolescents who are using alcohol or other drugs on a regular basis. Those behaviors include areas that can be easily identified in a school setting such as truancy and tardiness, verbal and physical abuse towards staff or classmates, vandalism, absenteeism, and a sudden drop in grades. These behaviors are not conclusive on their own that a student is using drugs, but they are indicators that point to that possibility.

The purpose of this drug testing policy is to help identify and intervene with those students who are using drugs as soon as possible and to involve the parents immediately. When students commit a disciplinary infraction which results in a second out of school suspension for three days or more, they will be required to submit to a drug test. The results of the test are for parental use only and will not result in any additional punishment by school officials. It will then be up to the parents, with the help provided by the designated school official, to seek the best treatment for the individual student.

Because tobacco use, involvement in fights, and continuous negative behaviors often indicate potential drug use, any student who commits any of the following acts within a period of 12 months must submit to a drug test administered under school supervision:

1. Habitually violates the school's tobacco policy (possessing and/or using tobacco products). Upon the third offense, an alternative of counseling may be allowed in lieu of expulsion. Upon the 4th offense, an automatic expulsion will be given with drug testing mandated for readmission to school.
2. Is suspended out of school for the second infraction of fighting for three (3) or more days.

3. Violates any other school policy that results in the student being suspended for the second out of school suspension for three (3) or more days.
4. Habitual truancy.
5. Reasonable individualized suspicion.
6. In addition, the school may require a student to submit to a test for drugs and alcohol if a student exhibits behaviors which lead school authorities to suspect the student is under the influence of a controlled substance. Further, the school may subject items in such student's possession to tests to decide if those items contain drugs or alcohol. Any student found to be under the influence or in possession of alcohol or other drugs will be dealt with according to the student discipline policy.

The results of the drug test will be provided to the designated school official who will always share the results with the parents. The results of the drug tests shall not become part of the student's permanent record. If the results are positive, the designated school official will proceed as follows:

1. **FIRST POSITIVE TEST**- The results of the test will only be provided to the parent or guardian and the principal/designee. The designated school official will work with the parents to provide evaluation and/or treatment as indicated. The results of the drug test will be kept confidential.
2. **SECOND POSITIVE TEST**-The results of the test will only be provided to the parent or guardian and the principal/ designee. The designated school official will work with the parents to provide evaluation and/or treatment as indicated.
3. **THIRD POSITIVE TEST**-The parents will be required to pay for the drug test and the results of the test will be provided to both the parents and the principal/designee. The designated school official will work with the parents to provide evaluation and/or treatment as indicated.

Crawford County School Corporation officials will provide information regarding school approved drug education programs in which the student must participate. Refusal to participate in such a program may result in expulsion from school. Refusal to submit a drug alcohol test will be considered an admission of being under the influence of alcohol or other drugs. This is a violation of school rules and will be dealt with according to the student discipline policy. The administration/designee shall develop procedures to carry out this policy. Under this drug testing program, any staff, coach, or sponsor of Crawford County School Corporation who may have knowledge of the results of a drug test will not divulge to anyone results of the test or the disposition of the student involved other than in the case of a legal subpoena being made upon that person in the course of a legal investigation. Once again, this will underscore the Crawford County School Corporation commitment to confidentiality with regards to the program.

#### **CHAIN OF CUSTODY**

1. The certified laboratory will provide training and directions to those who supervise the testing program, set up the collection environment, and guarantee specimens and supervise the chain-of-custody. To maintain anonymity, the student's number, not name, will be used.
2. The principal/administrative designee will be responsible for escorting students to the collection site. The student should bring all materials with him/her to the collection site and should not be allowed to go to his/her locker (The administrator should not bring all the students drawn from the pool to the collection site simultaneously. Calling four or five students at a time allows the collections to be carried out quickly and will not cause students to wait a long time, thereby creating a loss of important time in class. Athletes may be called after school, perhaps during practice time.)
3. Before the student's urine is tested by the laboratory, students will agree to fill out, sign, and date any form which may be required by the testing laboratory. If a student chooses, he/she may notify the administrator that he/she is taking a prescription medication.
4. A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed upon the bottle. The student will sign that the specimen has been sealed. The seal may be broken only by the lab testing the specimen.
5. If the seal is tampered with or broken, after leaving the student's possession and prior to arriving at the lab, the specimen is invalid. The student will be called again as soon as possible. The student will remain eligible for extra-curricular activities until a retest.
6. The supervisor obtaining the urine specimen will be of the same gender as the student. Students will be instructed to remove all coats and wash their hands in the presence of a supervisor prior to entering the restroom. The door will be closed so that the student is by himself/herself in the restroom to provide a urine specimen. The supervisor will wait outside the restroom. The student will have two minutes to produce a urine specimen. The commode

will contain a blue dye so the water cannot be used to dilute the sample. The faucets in the restrooms will be shut off.

7. After it has been sealed, the specimen will be transported to the testing laboratory by lab personnel. The testing laboratory will report the results back to the principal/administrative designee.
8. In order to maintain confidentiality, the container which contains the urine specimen to be tested will not have the name of the student on the container. Instead, the student's random identification number will appear on the container. Also, the results sheet for the urinalysis will be mailed back to the principal/administrative designee with no name attached; only the student's random identification number will appear on the results sheet.

### **TEST RESULTS**

1. This program seeks to provide needed help for students who have a verified "positive" test. The student's health, welfare, and safety will be the reason for preventing students from participation in extracurricular activities.
2. The principal/administrative designee will be notified of the student testing "positive" (that is, if the test shows that drug residues are in the student's system after using at least two different types of analysis). The principal/administrative designee will notify the student and his/her parent/guardian. The student and his/her parent/guardian may submit any documented prescription, explanation, or information which will be considered in determining whether a "positive" test has been satisfactorily explained. In addition, the student or parent/guardian may appeal by requesting that the urine specimen be tested again by the certified laboratory at a cost to the student or his/her guardian.
3. If the test is verified "positive," the principal/administrative designee will meet with the student and his/her parent/guardian at the school corporation facility. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may want to contact for help. The student will be prevented from participating in extra-curricular activities until after a "follow-up" test is requested by the principal/administrative designee and the results are reported.
4. A "follow-up" test will be requested by the principal/administrative designee after such an interval of time that the substance previously found would normally have been eliminated from the body. If this "follow-up" test is negative, the student will be allowed to resume extra-curricular activities. If a second "positive" result is obtained from the "follow-up" test, or any later test of that participant, the same previous procedure shall be followed. In addition, the Crawford County School Corp reserves the right to continue testing at any time during the remaining school year for any participating student who tested "positive" and did not make satisfactory explanation.
5. Information on a verified "positive" test result will be shared on a "need to know" basis with the student's coach or sponsor. The results of "negative" tests will be kept confidential to protect the identity of all students being tested.
6. Drug testing result sheets will be returned to the principal/administrative designee identifying student by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location that only the principal/administrative designee have access to.

#### **FINANCIAL RESPONSIBILITY**

Under this policy, Crawford County School Corporation will pay for all initial random drug tests, all initial reasonable suspicion drug tests, and all initial "follow-up" drug tests (Once a student has a verified "positive" test result and has subsequently tested negative from a "follow-up" test, any future "follow-up" drug test that must be conducted will be paid for by the student or his/her parent/guardian.).

### **RIGHT TO APPEAL**

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

#### **LEGAL REFERENCE:**

- I.C. 20-33-8-1 et seq.
- I.C. 35-47.5-2-4
- I.C. 35-41-1-8
- I.C. 35-47-1-5

### **SUSPENSION PROCEDURE**

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
  - (a) a written or oral statement of the charges;
  - (b) if the student denies the charges, a summary of the evidence against the student will be presented; &
  - (c) the student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonable possible following the date of the suspension.
3. Following suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension; describe the student's misconduct, and the action taken by the principal.

### **EXPULSION PROCEDURE**

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - a. legal counsel
  - b. a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the expulsion meeting.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

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

#### **LEGAL REFERENCE:**

- I.C. 20-38-8-16
- I.C. 20-33-8-18
- I.C. 20-33-8-19

### **EXCLUSION FROM SCHOOL**

20-8.15-5. Grounds for exclusion: Any student may be excluded from school in the following circumstances, subject to the procedural provisions of this chapter:

1. If the student's immediate removal is necessary to restore order or to protect persons on school corporation property. This includes conduct off school property if the student's presence in school would constitute an interference with an educational function of school purposes.
2. If the student's legal settlement is not in the attendance area of the excluding School Corporation. If no transfer has been granted by the school corporation or has been ordered by the state board of education, if no agreement has been made to pay cash tuition or no tuition has been paid under an agreement, and if no other governmental entity is obligated to pay transfer tuition to the excluding school corporation. An exclusion under this subdivision is not, however, effective until the student's right to attend a public school of another School Corporation has been established in accord with this subdivision. Another school corporation that is asserted to be the student's legal settlement, if known, and any governmental entity that is asserted is obligated to pay the transfer tuition for the student, and shall be obligated to pay the transfer tuition for the student, shall be made a party to the hearing. Appeals involving exclusion under this subdivision may not be taken to court, but to the state board of education that shall determine the question of exclusion, and the school corporation in which the student is entitled to attend school in accord

with the procedures set out in IC 20-8.1-6.1-10. [IC 20-8.1-5-5. as added by Acts 1973, P.L. 218, & 1; Acts 1976 P.L. 101, & 9; Acts 1980, P.L. 146, & 11; P.L. 20-1984, & 93; P.L. 196-1987, & 2.]

### **DUE PROCESS RIGHTS**

Before a decision is made as to whether or not to suspend or expel a student from school, the School will follow specific procedures.

**Suspension from School** — When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the administrator in charge will make a decision whether or not to suspend. If a student is suspended, his/her parents will be notified, in writing, of the reason for and the length of the suspension.

**The Appeal Process** --- The suspension may be appealed after receipt of the suspension notice. The request for an appeal must be in writing and made within two (2) days after notification. During the appeal process, the student shall not be allowed to remain in School. When a student is suspended, s/he may make-up work missed while on suspension. The burden is on the student to gather work from the teacher. Any learning that cannot be made up such as labs, fieldtrips, skill-practices, and the like or any learning that the students chooses not to make-up may be reflected in the grades earned.

**Expulsion from School** --- If, in the Principal's opinion, the alleged infraction warrants a longer period of removal from school, s/he shall refer the case to the Superintendent for consideration for expulsion. The Superintendent shall review the case and may appoint a designee to conduct the expulsion meeting. This person may be an administrator who has not been involved in the particular expulsion case or circumstances leading to it.

**Notice of Expulsion Meeting** --- The student and/or parents will be notified of the time and place of the expulsion meeting and their rights in connection with that meeting as well as their right to waive the meeting if they choose to do so. The expulsion examiner, appointed by the Superintendent, will issue a written decision following the expulsion meeting.

**Appeal of an Expulsion** --- Upon receipt of a written appeal, the Board shall hold a meeting to consider the written evidence and arguments presented at the expulsion meeting. The Board may then decide to uphold the expulsion, authorize alternative disciplinary action, or decide no disciplinary action is necessary. The student or his/her parents may appeal the Board's decision to the appropriate court.

### **STUDENT RIGHTS OF EXPRESSION**

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students must receive administrator approval to distribute or display, at appropriate times, non-sponsored, non-commercial written material, buttons, badges, or other insignia; and the like. All items must meet School guidelines.

- A. A material cannot be displayed or distributed if it:
  2. Is obscene to minors, libelous, indecent, or vulgar,
  3. Advertises any product or service not permitted to minors by law,
  4. Intends to be insulting or harassing,
  5. Intends to incite fighting; or
  6. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

~~Students who are unsure whether or not materials they wish to display meet the school guidelines may present them to the principal twenty-four (24) hours prior to display.~~

- B. Materials may not be displayed or distributed during passing times between classes. Permission may be granted for display or distribution during lunch periods and/or before or after School in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

## **SECTION VI - FOOD SERVICE**

### **BREAKFAST AND LUNCH**

A breakfast and lunch program is provided at all Crawford County Schools. You may deposit money in your child's account at any time. We suggest that you make a minimum of a \$20 deposit into your child's account at the time of registration. When sending money to school, please put the money in an envelope labeled with your child's full name, grade and amount enclosed so the correct account will be credited. If you are sending money for more than one child, please be sure to indicate how much is to be deposited into each child's account. A receipt for money deposited into your child's account will be sent home with students. **You will be sent a reminder if your child's account falls short. Safeguards are built into the system to prevent the abuse of accounts. If there are no funds available in your child's account, other nutritional options will be given to your child for breakfast and lunch until the account is balanced.**

Some schools make **SNACKS** available in the afternoon. These will be sold at designated times, generally during the last recess. STUDENTS ARE RESPONSIBLE FOR DAILY SNACK MONEY. *Students may not buy snacks if they owe lunch money.*

### **FREE LUNCH APPLICATION**

Free and Reduced lunch applications will be completed at student enrollment. Parents/Guardians will be notified of eligibility for free or reduced meals. The school corporation has only limited authority to grant free or reduced status while paperwork is being evaluated and verified. **THIS IS FEDERAL LAW.**

### **USE OF METAL DETECTORS**

When the school administration has reasonable suspicion to believe that weapons are in the possession of an identified student, the administration is authorized to use a mobile metal detector to search the student. Any search of a student's person as a result of the activation of the detector will be conducted in private and in accordance with the policy on personal searches. Only school personnel who have been trained in the usage of metal detectors, law enforcement officers assigned to the school corporation, or school resource officers shall operate the metal detectors under the direction of the administration. In view of the escalating school violence, the potential presence of weapons in our schools, and the school corporation's duty to maintain a safe learning environment, the Board of School Trustees authorizes the use of metal detectors to check a student's person or personal effects. Only school personnel who have been trained in the usage of metal detectors, law enforcement officers assigned to the school corporation, or school resource officers shall operate the metal detectors under the direction of the administration.

- School officials or law enforcement officers may conduct metal detector checks of groups of individuals if the checks are done in a minimally intrusive, nondiscriminatory manner. Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.
- If a school official or a law enforcement officer has reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized metal-containing object or weapon, he or she may conduct a metal detector check of the student's person and personal effects.

Notice of the Board policy and procedures on the use of metal detectors will be sent to parents and students and posted on the websites of the school corporation and of each middle and high school.

The Superintendent shall develop procedures for implementing this policy. The metal detector checks will be done only in accordance with the provisions of the Board policy and procedures by school personnel or law enforcement officers under the supervision of the school administrator.

#### **Procedures**

The following procedures for the use of metal detectors in the schools are developed pursuant to Board policy on the Use of Metal Detectors. The Superintendent may modify or expand these procedures in any manner consistent with the Board's policy.

A notice will be posted in a central location at each middle and high school stating that weapons are not permitted at school and that students may be required to submit to a metal detector check. In addition, the metal detector policy and these procedures will be included in the student handbooks for each middle and high school. Notice of the Board policy and procedures on the use of metal detectors will be sent to parents and students of each middle and high school on a regular basis throughout the school year. A notice must be sent out before the beginning of school and at least once per semester during the school year. The superintendent will determine the specific dates when the notice will be sent out throughout the school year.

#### **Metal Detector Random Checks**

A principal may decide to conduct a random metal detector check on all students before entering the school at the beginning of the school day, or he or she may select a group of students to be checked at random on a neutral, nondiscriminatory basis. The group selected for a random check may be a classroom(s), a bus(es), or any other group of students determined by the principal in accordance with these procedures and board policy. Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.

- Before conducting the metal detector checks, the participating administrator or law enforcement officer ("officer") will explain the scanning process to students, emphasizing that the checks are intended to maintain safe schools.

- An administrator or officer will escort each student with his or her personal effects into a designated area to proceed with the metal detector check. An adult will closely observe students to make sure no objects are removed from pockets or personal effects.
- The administrator or officer will ask the student to remove all metal-containing objects from his or her clothing and personal effects. The administrator or officer will then scan the student without touching his or her body and scan the outside of the student's personal effects. The metal detector scan of the student's person will be done by an adult who is the same sex as the student. If the student refuses to cooperate, the administrator or officer may proceed with the check in the presence of another adult.
- If the metal detector is activated during the scanning of the student's effects, the administrator or officer will ask the student to open the bag, purse, etc., and the officer will proceed to look for weapons. If the metal detector is activated during the scanning of the student's person, the student will be given a second opportunity to remove any metal-containing object from his person. A second scan will be conducted and if the metal detector is activated again, an administrator or officer of the same sex will conduct a pat-down search of the student's outer clothing in the area where the metal detector was activated. The pat-down search will be done in a private room or area and in the presence of an adult witness, when feasible. If the administrator or officer feels an object on the student's person, the student will be given an opportunity to remove the object. If he or she refuses, the administrator or officer will remove the object from the student in the presence of an adult witness of the same sex.

#### **Metal Detector Checks of Individual Students**

Before conducting a metal detector check of an individual student, the administrator or officer must have individualized reasonable suspicion that the student is in possession of an illegal or unauthorized metal-containing object or weapon. The provisions of the Board Policy regarding personal searches and the use of metal detectors shall be followed under these circumstances.

If a properly conducted search yields a weapon or any other illegal material, it shall be turned over to the proper legal authorities for disposition.

## **CRAWFORD COUNTY COMMUNITY SCHOOL CORPORATION** **TITLE I PARENT INVOLVEMENT POLICY**

UPDATED 6/7/2018

#### Parental Involvement Policy Requirements:

Crawford County Community School Corporation from this point forward will be referred to as CCCS.

1. *Involve parents in the joint development of the plan and the process of school review and improvement.*
  - CCCS will request parents from each Title I school to participate in a forum to review the parent involvement plan, policies and the school-parent compact.
2. *Provide the coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance.*
  - CCCS may provide transportation to Title I events.
  - CCCS will provide adequate facilities for workshops and parent meetings during and after school hours.
  - CCCS will provide administrative staff to process purchase orders and technical staff to maintain computers.
  - CCCS will coordinate parent involvement activities district-wide as appropriate.
3. *Build the schools' and parents' capacity for strong parental involvement by*

- *Providing assistance to parents of children served as appropriate in understanding such topics as the State's academic content standards and student academic achievement standards, and how to monitor a child's progress and work with educators to improve the achievement of their children.*
    - Inform parents that the Indiana College and Career Academic Standards are available on the Indiana Department of Education website (<http://www.doe.in.gov/standards>) or through the link on the Crawford County Community Schools website ([www.cccs.k12.in.us](http://www.cccs.k12.in.us)) under Forms & Links. A copy will be available upon request at each school.
    - All Title I schools will send progress reports to the parents throughout the school year.
    - All Title I schools should provide summative assessment (ISTEP+, ILEARN, IREAD-3, ECA, ISTAR, etc.) information for parents.
  - *Providing materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate to foster parental involvement.*
    - Title I schools will offer parent education opportunities. These opportunities will offer training and/or materials to help parents work with their children to improve achievement.
    - Inform parents of the free resources available from IDOE at <http://www.doe.in.gov/idoe/parent-portal>.
  - *Educate educators with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.*
    - All Title I schools should encourage educators to attend Parent/Teacher Organization meetings allowing time for parent/teacher discussion.
    - An evaluation should be distributed after each Title I Parent Involvement Event and will be shared with educators, as appropriate.
  - *Ensure that information related to school and parent programs, meetings, and other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, to the extent practicable, in a language the parents can understand.*
    - Title I schools should communicate information to parents using newsletters or flyers.
  - *Other reasonable support for parental involvement activities under section 1118 as parents may request.*
    - CCCS and Title I schools will offer reasonable access to staff by phone, email and appointment.
    - Opportunities for parents to volunteer and observe in the child's classroom activities should be given by each Title I school.
4. *Coordinate and integrate parental involvement strategies with strategies under other programs such as Head Start, Reading First, Early Reading First, Even Start, Parents as Teachers, and Home Instruction Program for Preschool Youngsters, and State-run preschool programs.*

- Title I schools should distribute pre-kindergarten learning packets to parents and students during the Kindergarten Round-up event.
- Head Start teachers and their students are invited to shadow the kindergarten class for half a day as well as attend Kindergarten Round-up.

5. *Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parent involvement policy in improving the academic quality of the schools served under this part, including identifying barriers to greater participation by parents in activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background) and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies.*

- CCCS will request parents from each Title I school to participate in a forum to review the parent involvement policies and the School Parent Compact.
- Title I schools will evaluate the parent involvement program by distributing an evaluation after each Parent Involvement event or at the end of the year.
- Parents will have the opportunity to have input on upcoming events and identify the reasons why parents are unable to attend.

6. *Involve parents in the activities of the schools served under Title I.*

- Title I schools will involve parents in activities such as Book Buys, Bingo for Books, parent education events, etc.

## Crawford County Community School Corporation Title I Parents' Right to Know Letter

July 26, 2018

In accordance with the Elementary and Secondary Education Act, Section 1111(h)(6) PARENTS' RIGHT TO KNOW, this is a notification from the Crawford County Community School Corporation to every parent of a student in a Title I school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. This information regarding the professional qualifications of your student's classroom teachers shall include the following:

- If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which Indiana qualifications and licensing criteria are waived;
- The teacher's baccalaureate degree major, graduate certification, and field of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If you have questions or concerns, please feel free to contact the school principal at your child's school.

Sincerely,



Mr. Michael Key  
Superintendent