

J.B. Stephens Elementary School

2023-2024 Student Handbook

**J.B. Stephens Elementary
1331 N Blue Road
Greenfield, IN 46140
317-462-4491**



MISSION: Learning for all, all for learning. Every student, every day.

**J.B. Stephens; Respectful, Responsible, Kind
COUGARS!**

Table of Contents:

Activity Fee	
Attendance	
Attendance Policy	
Tardiness	
Hancock Co. Attendance Protocol	
Absence Categories	
Cafeteria Procedures and Policies	
Food Allergies	
Free and reduced Meals	
Meal Payments	
Parents Bringing Lunch to School	
Calendar	
Celebrations	
Clinic Procedures and Policies	
Administering Medicine at School	
Accident or Illness at School	
Cell Phones in the Clinic	
Fever	
Head Lice	
Hearing Screening	
Immunizations	
Medical Coverage for Students	
Meningococcal Disease	
Vision Screening	
Concerns	
Co-Curricular Activities	
District Policies	
Asbestos	
Bullying	
Collection and Forgiveness of Debt	
Criminal Organization Policy	
Cyberbullying	
Digital Learning Technology	
Free and Reduced Priced Meals	
Food Service Meal Charging-Board Policy	
High Ability Program	
McKinney Vento Residency and Educational Rights	
Metal Detectors	
Non-Discrimination/Anti-Harassment	
Non Service Animals for Curricular Purposes	
Parents Right to Know	
Pesticide Use	
Release of Information to Military	
Restraint and Seclusion	
Rights Under FERPA for Elementary and Secondary Institutions	
School Property	
Student Person and Possession	
Student Privacy & Parental Access to Information and Inspection of Materials	

- Testing
- Textbook Rental
- Textbook and School Property
- Tobacco and Smoke Free Environment
- Virtual Learning/E-Learning Day
- Volunteers
- Wellness
- Dress Code
- Electronic Devices/Personal Cell Phones
- Emergency School Closing
- Field Trips
- Grading and Reporting
- Honors
- Homework
- Items from Home
- Lockers
- Lost and Found
- Media Center/Library
- Non-Sufficient Funds
- Parental Involvement
- School Safety
 - Emergency Dismissal
 - Evacuation Drills
 - Standard Response Protocol
 - Release of Students
 - Visitation and Conferences
- Student Assistance Programs
- Student Data Management
- Student Discipline Policy
 - Home Suspensions
 - Grounds for Suspension or Expulsion
 - Removal from Class or Activity by a Teacher
 - Student Misconduct and/or Substantial Disobedience
 - Suspension Procedures
 - Expulsion Procedures
- Telephone
- Transportation Policies and Procedures
 - After School Transportation Changes
 - Bicycles/Scooters/Skateboards/Skates
 - Drop Off/Pick Up Area
 - Guest Bus Riders
 - Transportation Rules
 - Student Discipline Procedures for Bus Transportation Violation
 - Walking from School
- Valuables and Personal Property

SCHOOL INFORMATION

Principal	Amy Sutton	asutton@gcsc.k12.in.us
Assistant Principal	Scott Miller	smiller@gcsc.k12.in.us
School Counselor	Aleesha Broadus	abroadus@gcsc.k12.in.us

School Website: <https://jbs.gcsc.k12.in.us/>

ParentSquare: Staff utilize this platform to send communication home to families.



STOPit

STOPit is our district's tip reporting service. If you have information about a threat to our safety, do your part and report it! Report tips on Bullying, Intimidation, Harassment, Weapons, Drugs and other safety threats. You will remain anonymous.

3 Easy Ways to report:

1. Download the STOPit app
2. stopitsolutions.com
3. Call 1-463-213-9525

J.B. Stephens School Hours

7:30am: Doors open for student arrival. Breakfast available at a cost.
7:45am: Tardy bell rings. Students are to be in classrooms.
2:10pm: Student dismissal

Please Read this J.B. Stephens Handbook

Each student and parent should read this handbook and be knowledgeable of its content. This handbook provides the key provisions of G-CCSC Board Policy. The Board Policy Manual should be consulted for the full text of a particular policy. If any provision in this handbook contradicts G-CCSC Board Policy, the Board Policy prevails. Please contact the office with questions regarding information in the handbook.

Greenfield Central Corporation Calendar

Greenfield-Central Community Schools 2023-2024 SCHOOL CALENDAR

July 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
S	M	T	W	Th	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
S	M	T	W	Th	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

July

31 - Teacher Work Day #1

August

1 - Teacher Work Day #2

2 - First Day of School for Students

September

4 - Labor Day – No School

October

9-20 - Fall Break

November

22 - Teacher Work Day #3

23-24 - Thanksgiving Break

December

25-29 Winter Break, Week 1

January

1-5 Winter Break, Week 2

15 - Martin Luther King Jr. Day (No School)

February

19 - Presidents Day (No School)

March

18-29 - Spring Break

May

27 - Memorial Day – No School

30 - Last Student Day

31 - Teacher Work Day #4

June

8 - Commencement - Tentative

	Teacher Work Day
	Students Attend School
	Students Not in School

Quarter 1: 47 Days

Quarter 2: 42 Days

Quarter 3: 48 Days

Quarter 4: 43 Days

January 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
S	M	T	W	Th	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
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March 2024						
S	M	T	W	Th	F	S
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10	11	12	13	14	15	16
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24	25	26	27	28	29	30
31						

April 2024						
S	M	T	W	Th	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
S	M	T	W	Th	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
S	M	T	W	Th	F	S
						1
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23	24	25	26	27	28	29
30						

PARENT-TEACHER ORGANIZATION (P.T.O.)

The J.B.S P.T.O. serves to provide a richer learning environment for all our children. The P.T.O. helps to promote the welfare of children in the home, school, and community. Various committees of the P.T.O. perform many valuable services for the students, parents and staff. We welcome each parent to join the P.T.O. to help bolster your child's education. PTO Contact: jbstephenspto@gmail.com

Officers for the 2023-2024

President	Alison Morrell
Vice-President	Gina Jacobs
Treasurer	Mykaela Valangeon
Secretary	Chrystal Smith

TWO HOUR DELAY SCHEDULE K-3

9:30am: Students enter school from buses and go to their classrooms
9:45am: Tardy Bell rings - attendance taken - morning announcements
2:10pm: Dismissal

GRADING PERIOD DATES **Grades K-3**

Quarter	Beginning Date	Ending Date
1	August 2, 2023	October 6, 2023
2	October 23, 2023	December 22, 2023
3	January 8, 2024	March 15, 2024
4	April 1, 2024	May 30, 2024

ATTENDANCE

The Greenfield-Central Board of Trustees, as an agency of the State, is required to enforce regular attendance of students. The Board recognizes that the presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel. Attendance shall be required of all Corporation students, except those exempted under Policy C175 or by other provisions of State law, during the days and hours that the school is in session.

The Superintendent shall require, from the parent of each student or from an adult student who has been absent for any reason, a written statement of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of each:

- single absence;
- prolonged absence;
- repeated unexplained absence and tardiness.

Keeping up with schoolwork is important. Parents may call the office and arrange to pick up work at the end of the day if a student will be absent for more than two days. Students will be given one day for each day absent to make up assignments missed due to absences. It is the student's responsibility to turn in the makeup work.

While medical and dental appointments during the school day are sometimes unavoidable, we do ask they be scheduled after school hours or toward the beginning or end of the school day to minimize the school time missed. We also ask that vacations and other special days be scheduled when school is not in session.

Excessive Absenteeism

Excessive absenteeism is considered to be anything over ten school days per year.

Exempt Absence - (does not count as an absence)

*If verified with appropriate documentation

Called to service with the National Guard

Death of a Relative

College Visit

Election day poll worker

Field Trip (including educational activities such as showing at the 4-H Fair)

General Assembly Page

Medical absences with doctor documentation

Subpoena for a required court or probation appointment

Service as a page or honoree of the General Assembly

Participation in an election
Subpoena to appear in court
Duty with the National Guard
Civil Air Patrol Participant
Educationally related non-classroom activity at principal's discretion
State Fair Participation

Excused Absence (A)

*If verified by the parent *within 24 hours* through the office. Documented proof of absence **may** be required.

Personal Illness
Illness in the Family
Quarantine of the Home
Observance of a Religious Holiday
Emergency Set of Circumstances
Any other good cause acceptable to the Superintendent or his designee or permitted by law

Absent Unverified (AUV)

No notification by parent/guardian within 24 hours of absence.

All other absences not listed above will be considered unexcused. This includes family vacations while school is in session. Class participation is an integral part of teaching and learning. It is consequently, an element in the determination of a student's grade. The participation element of a student's grade for class time lost during an **excused** absence will be waived.

Please contact the school when your child will be absent. You may report the absence to the office, use the school Dismissal Manager, or leave a message in the General Voice Mailbox. Please make this phone call before 9:00 AM. If a telephone call is not feasible, please send a medical note with your student when they return to school.

ATTENDANCE POLICY

Recorded tardy: A student will be marked tardy if entering school after **7:45AM**.

Recorded absence (Full day): A student shall be recorded absent if out for a full day.

Recorded absence (Half day A.M.): A student shall be recorded absent in the A.M. if they arrive after **10:50 AM**.

Recorded absence (Half day P.M.): A student shall be recorded absent in the P.M. if leaving school prior to **10:50 AM**.

When picking up your child, please come to the office to sign out your child.

TARDINESS

Prompt attendance is essential for success in school. Tardiness is discouraged. Being on time is part of learning a sense of responsibility. Regular attendance and punctuality are very important qualities all individuals should develop early in life. Tardiness interrupts the learning environment. School Corporation policy states that three tardies per semester are excessive, and may warrant an attendance contract.

HANCOCK COUNTY ATTENDANCE PROTOCOL

Greenfield-Central Schools participates in the Hancock County attendance initiative. This initiative unites the schools of Hancock County in their efforts to improve school attendance. At designated intervals throughout the school year, parents/guardians of students with accumulated **unexcused** absences will receive:

- Phone calls from the student's home school
- Attendance violation letters from the student's home school
- Notice of a Student Attendance Contract
- Invitation to attend required meetings between principal (or designee) and parents/guardians
- Attendance violation letter from the Hancock County Prosecutor's Office
- Formal referral to the Hancock County Prosecutor's Office
- Parents/guardians may be required to submit a Certificate of Incapacity signed by a licensed physician under Indiana Code 20-33-2-18 at request for continued absences.

After 3 excused absences per semester families will be required to provide medical documentation for an absence. If no documentation is provided the student will be marked as unexcused. After 7 unexcused absences the school will initiate the Hancock County Attendance Protocol.

HANCOCK COUNTY PROSECUTING ATTORNEY

27 AMERICAN LEGION PLACE
GREENFIELD, INDIANA 46140
MAIN TELEPHONE: (317) 477-1139



CHILD SUPPORT TELEPHONE:
(317) 477-1713
FACSIMILE: (317) 477-1180

Dear Parents and Guardians,

Hancock County is committed to encouraging the happiness and potential of our youth. Safeguarding their positive future requires your cooperation to ensure consistent school attendance, which is a vital step in helping students to master the academic skills necessary to succeed in life. Truancy can result in damaging and far-reaching consequences and can harmfully impact our young people in ways they may not yet fully comprehend. Students who do not attend school regularly are at much greater risk of developing substance abuse problems and engaging in criminal activity. The State of Indiana has several laws related to school attendance with which you should become familiar. Please be aware that failing to enforce your child's attendance at school is a crime and may lead to criminal prosecution. The relevant Indiana Laws are as follows:

- 1) IC 20-33-2-28 It is unlawful for a parent to: 1) fail; 2) neglect; or 3) refuse; to send the parent's child to a public school for the full term as required under this chapter unless the child is being provided with equivalent to that given in the public schools.


A violation of this law is class B misdemeanor and is punishable by up to 180 days in jail and a fine of up to \$1,000.

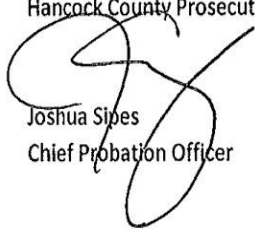
- 2) IC 35-46-1-4(a)(4) A person having the care of a dependent...who knowingly or intentionally: (4) deprives the dependent of education as required by law; commits neglect of a dependent.

A violation of this law is a Level 6 Felony and is punishable by up to 2 ½ years in jail and a fine of up to \$10,000.

- 3) IC 31 37 2 3 A child commits a delinquent act if, before the age of 18, the child violates 20-33-2 concerning compulsory school attendance.

Hancock County takes the future of its youth seriously. Please give your child the best opportunity to succeed by ensuring lawful school attendance.


Brent E. Eaton
Hancock County Prosecutor


Joshua Sipes
Chief Probation Officer


Brad Burkhart
Hancock County Sheriff


Hon. R. Scott Sirk
Hancock County Circuit Court Judge

Corporation Policies

STUDENT PERSON AND POSSESSION

Prior to a search of a student's person and personal items in the student's immediate possession, consent of the student shall be sought by an administrator. If the student does not consent, such a search shall be permitted based only upon the administrator's individualized reasonable suspicion to believe that the search will produce evidence of a violation of a law, school rule, or a condition that endangers the safety or health of the student or others. Searches of the person of a student shall be conducted and witnessed by a person of the same gender as the student and shall be conducted in a private place. A searched student's parent or guardian shall be notified of the search within twenty-four (24) hours if possible.

Searches, pursuant to this policy, shall also be permitted in all situations in which the student is under the jurisdiction of the Board as defined by I.C. 20-8.1-5.1-8.

Permission for a student to bring a vehicle on school property shall be conditioned upon consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of law, a school rule, or a condition that endangers the safety or health of the student driver or others. The student shall have no expectation of privacy in any vehicle or in the contents of any vehicle operated or parked on school property. The Superintendent may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the Superintendent, the search shall be conducted by the law enforcement officers in accordance with the legal standards applicable to law enforcement officers.

METAL DETECTORS

Administrators are authorized to use metal detectors to conduct searches when there is reasonable suspicion that a student may be in possession of an item in violation of school rules.

The Superintendent shall promptly record in writing the following information for each search pursuant to this policy:

- A. the information upon which the search was based
- B. the time, date, location, students, or places searched, and persons present
- C. a description of any item seized and its disposition
- D. the time and date of notice to the parent or guardian in the case of the search of the person of a student

An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the principal, superintendent or assistant superintendent reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of (1) an interference with school purposes or an educational function; (2) a physical injury or illness to any person; (3) damage to person or school property; or (4) a violation of state law or school rules. Examples of circumstance justifying a general inspection of a number of lockers are as follows: The school corporation receives a bomb threat; evidence of student drug, tobacco, or alcohol use creates a reasonable belief of student use; at end of grading period, and before or during school holidays to check for missing library books, or lab chemicals or school equipment; where student violence or threats of violence creates a reasonable belief that weapons are stored in the lockers.

If a general inspection of a number of lockers is necessary, then ALL lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while an inspection is being conducted.

Student Privacy, Parental Access to Information, and Inspection of Materials.

The School Board respects the privacy rights of parents and their children. No student shall be required as a part of the school program or the Corporation's curriculum, without prior written consent of the student (if an adult or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- political affiliations or beliefs of the student or his/her parents;
- mental or psychological problems of the student or his/her family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating, or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- religious practices, affiliations or beliefs of the student or his/her parents; or
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The Superintendent will establish procedures whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

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

Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

The administration will notify parents of students in the Corporation, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- Activities involving the collection, disclosure, or use of personal information collected from

- students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose); and
- The administration of any survey by the Corporation or a third party that contains one or more of the items described above.

MENINGOCOCCAL DISEASE

Indiana law requires each year that parents/guardians be informed “about meningococcal disease and its vaccine” (I.C. 20-30-5-18). Meningococcal disease is a dangerous disease that can strike children and youth. The disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability including loss of hearing, brain damage, and limb amputations. Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea, and stiff neck, making the disease difficult to diagnose. The bacteria that cause meningococcal diseases are transmitted through air droplets and by direct contact with an infected person. Fortunately there is an immunization available and the U.S. Centers for Disease Control and Prevention recommends routine meningococcal immunizations at 11 to 12 years old. For teenagers, immunization is recommended at high school entry and incoming college freshman.

Please talk with your child’s health care provider about meningococcal disease and vaccination.

PESTICIDE USE

On occasion, the Corporation may find it necessary to utilize pesticides in order to control a pest problem. When these occasions occur, the school will use the lowest risk products available. If higher risk pesticides must be used, notices will be sent to all individuals registered in the school corporation’s Pesticide Notification Registry.

Parents, legal guardians, and school staff will be notified of specific pesticide applications made at the school. To receive notification, you must be placed on the notification registry. Forms are available in each school’s office. Notification will be given at least two days before planned pesticide applications during the normal school year. In addition, for pesticides applied anytime during the year, emergency application notifications will be given as soon as possible. Notifications need not be given for pesticide applications recognized by law to pose little or no risk of exposure to children or staff. The Corporation will keep records of pesticide applications and information about the pesticides used for two years. Anyone may request to review these records by contacting the corporation’s Director of Buildings and Grounds at 317-3263126.

WELLNESS

The Corporation promotes student wellness by supporting healthy choices, good nutrition, and physical activity as part of the total learning environment. For more details, the Corporation’s Wellness Policy is available online under Board Policy A275.

TOBACCO AND SMOKE FREE ENVIRONMENT

The Corporation prohibits the use of tobacco in any form, including cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco, and the use of any electronic, “vapor,” or other substitute forms of cigarettes in any school building or facility; on Corporation property or grounds (including parking lots, athletic facilities, etc.); in vehicles owned, leased, or operated by the Corporation; and during Corporation events, if held outside of Corporation property (for example, prom or field trips). This policy applies to all employees, students, partners, patrons, vendors,

visitors, and all third parties at all times.

McKinney Vento Residency and Educational Rights

The corporation will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided corporation services for which they are eligible, including Head Start, Title I, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

Students determined to be in a homeless living situation have the following rights:

- Enrollment in the school they last attended or the school in whose attendance are they are currently staying even if they do not have all of the documents normally required at the time of enrollment;
- Access to free meals and textbooks, Title I and other educational programs, and other comparable services including transportation where applicable;
- To attend the same classes and activities that students in other living situations also participate without fear of being separated or treated differently due to their housing situations.

Any questions about these rights can be directed to the Corporation's Civil Rights Coordinator or the State Coordinator.

Non-Discrimination & Anti-Harassment

The Greenfield-Central Community School Corporation does not discriminate on the basis of a protected class including but not limited to race, color, national origin, age, religion, disability or sex (including sexual stereotype nonconformity), in the programs or activities which it operates or the employment therein or admission thereto. The Corporation strictly adheres to all non-discrimination and anti-harassment laws. Discrimination, harassment, hazing, provocation, or intimidation of another person is prohibited and will not be tolerated on school grounds immediately before, during, or immediately after school hours; in any school program or activity taking place in school facilities, on school transportation, or at other off-campus locations, such as at school-sponsored field trips or a training program; or using property or equipment provided by the school, including school-owned computers and the school's computer network.

The School Corporation has designated several staff members as coordinators of non-discrimination and anti-harassment. The identity and contact information for these staff members are listed below. The coordinators are responsible for monitoring and ensuring compliance with all non-discrimination and anti-harassment law. The coordinators shall document all reports of discrimination or harassment and establish a protocol for recordkeeping. Nothing in this procedure shall supersede or substitute an employee's other mandatory reporting obligations including, but not limited to, reporting suspected child abuse and neglect and bullying.

For further information, clarification, or complaint, please contact the following persons at 110 W. North Street, Greenfield, IN 46140:

Title IX Coordinator (Sex, including sexual harassment/sexual assault, gender discrimination)
Mr. Dan Jack

Title VI Coordinator (Race, color, national origin) Mr. Dan Jack

Section 504 Coordinator (Disability) Mrs. Robin LeClaire

Non-discriminator Coordinator (All other forms) Mrs. Robin LeClaire

Individuals with questions regarding non-discrimination laws may contact the appropriate coordinator listed above or the United States Department of Education, Office for Civil Rights' Chicago Office, which serves Indiana, as follows:

Office for Civil Rights, Chicago Office

U.S. Department of Education

Citigroup Center

500 W. Madison Street, Suite 1475

Chicago, IL 60661-4544

Telephone: 312-730-1560

Fax: 312-730-1576; TDD: 800-877-8339

Email: OCR.Chicago@ed.gov

A student violating this Policy is subject to discipline including suspension and expulsion. An employee violating this Policy is insubordinate and is therefore subject to discipline, including reprimand, suspension without pay and discharge.

Information on the Corporation's nondiscrimination and anti-harassment policy and procedures can be found on the Corporation's website. Hard copies can be obtained in the office upon request.

IDLING VEHICLES NEAR A SCHOOL BUILDING

Board Policy G225 prohibits vehicles from idling within 100 feet of schools. Vehicles should not idle within 100 feet of our school facility.

BEHAVIOR GUIDELINES

The principal or his/her designee retains the right and privilege to issue penalties for acts of discipline not specifically stated herein and to alter any penalties, as he/she considers necessary. Furthermore, the principal reserves the right to amend any provision in this handbook, which he/she deems to be in the best interest of the educational process.

Positive self-discipline, self-control, and respect for one another are expected from all students and staff. Each teacher has developed a set of behavior guidelines that will help assure a positive learning environment for all. **Disruptions of the learning process will not be tolerated.**

School-Wide Behavior Rules:

1. All students and staff are responsible for being prepared for class, for turning in completed assignments (representative of their own thoughts and effort), and having all necessary materials.
2. Respect should be demonstrated between all students and staff. This includes demonstrating

- respect for the personal property of others and school property.
3. Students and staff are expected to assist in maintaining a positive learning environment.
 4. Students will show respect for other people, other classes, and their property.
 5. Students will listen and follow instructions the first time given.
 6. Students will be honest.
 7. Students will be considerate of others when in the hallways, playground, and all other school areas.
 8. Students will keep hands, feet and objects to themselves.

We believe that the responsibility for the development and maintenance of self-discipline falls to the cooperative efforts of students, parents, teachers, administrators, and community. Positive recognition and reinforcement will be given as self-discipline is achieved.

Unacceptable behavior must be dealt with to maintain a positive learning environment. Loss of privileges, loss of recess, reprimand, probation, referral to special personnel in the schools, parent conferences, detention, restriction of extra-curricular participation, suspension, and expulsion are methods used in handling school discipline problems.

Playground Guidelines

The children are expected to be on the playground during normal playground activities - such as recess. Children will not be sent to the playground during inclement weather or when we feel the weather is undesirable. Fresh air is good for children when they are properly clothed. The rule of thumb we use for recess is a wind chill temperature of more than twenty degrees. For more precise information, refer to Weather Guidelines located on the Greenfield-Central website under the Parents button. All children will be expected to go outside unless they have a doctor's statement that they should not go outside for an extended period.

The J.B. WAY

Expectations	Be Respectful	Be Responsible	Be Kind
Classroom	<ul style="list-style-type: none"> I will have listening ears I will be on task I will have a safe body I will have no hurts I will stick together 	<ul style="list-style-type: none"> I will be on task I will complete my tasks I will be using my tools for their purpose I will keep track of my items I will clean up after myself I will ask questions when I don't understand 	<ul style="list-style-type: none"> I will raise my hand when needed I will keep Hands, Feet and other items to myself I will have no hurts I will stick together I will use kind words I will be a problem solver: Tattling VS. Reporting
Cafeteria	<ul style="list-style-type: none"> I will talk at a level 2 at my table I will be at level 0 when waiting for food I will be at a Level 0, when someone is on the microphone I will respect others property, including their lunch 	<ul style="list-style-type: none"> I will leave my table and area clean I will remember to grab all your items the first time I will remain seated until I have permission I will use walking feet 	<ul style="list-style-type: none"> I will use kind words I will respect other student's lunch I will practice table manners I will use manners in the lunch line
Hallways	<ul style="list-style-type: none"> I will walk on the right side of the hallway I will use a level 1 voice I will use walking feet 	<ul style="list-style-type: none"> I will keep my hands and feet to myself I will use level 1 voice I will always walk 	<ul style="list-style-type: none"> I will not waste time in the hallway I will use level 1 voice I will always use walking feet
Restroom	<ul style="list-style-type: none"> I will be at level 0 in the hallways I will use the restroom appropriately I will keep my hands, feet and other items to myself 	<ul style="list-style-type: none"> I will wash my hands with 2 pumps of soap I will keep the bathrooms clean I will give my peers privacy I will use the bathroom quickly 	<ul style="list-style-type: none"> I will open and close doors softly I will wait my turn
School office	<ul style="list-style-type: none"> I will use a level 2 voice while in the office I will wait to speak until office staff has acknowledge me 	<ul style="list-style-type: none"> I will come to the office only when sent by a staff member I will be honest to office staff 	<ul style="list-style-type: none"> I will return to class promptly after leaving the office
Outside Recess	<ul style="list-style-type: none"> I will line up when whistle is blown I will play tag the proper way- 2 finger touch I will respect others personal space 	<ul style="list-style-type: none"> I will be safe I will make sure equipment is collected I will make sure to collect my belongings at the end of recess I will keep mulch on the ground I will use playground equipment properly 	<ul style="list-style-type: none"> I will use kind words I will report injuries to an adult I will report unsafe behavior I will have kind bodies when playing at recess

CORPORATION STUDENT DISCIPLINE POLICY

The following is the approved student discipline policy for the school corporation.

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to discipline a student. In this event and in accordance with the provisions of IC 20-33-8 (formerly IC 20-8.1-5.1), administrators and staff members may take the following actions:

1. **REMOVAL FROM CLASS OR ACTIVITY - TEACHER:** An elementary teacher will have the right to remove a student from his/her classroom or activity for a period of up to (1) school day, if the student is assigned regular or additional work to be completed in another school setting.
2. **SUSPENSION FROM SCHOOL - PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to five school days. (10 school days if an expulsion request is filed.)

The superintendent (or designee) may continue a suspension of a student for more than the ten (10) school day period of the principal's suspension and until the time of the expulsion decision if the

- (1) interference with an educational function or school purposes: superintendent (or designee) determines that the student's continued suspension will prevent or substantially reduce the risk of:
 - (2) a physical injury to the student, other students, school employees, or visitors to the school.
3. **EXPULSION:** A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester. In cases where the student is being expelled for possession of a firearm, a destructive device, or a deadly weapon, the maximum length of the expulsion period is listed under the Grounds for Suspension and Expulsion, Section C and Section D.

GROUND FOR SUSPENSION OR EXPULSION

The grounds for suspension or expulsion listed in section A: 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 or a school activity, function or event

A. Student Misconduct and/or Substantial Disobedience

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience.

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable 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. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school 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, bullying, 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. Intentionally causing or attempting to cause physical injury or intentionally 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 some other person does not, however, constitute a violation of this provision.
7. Threatening or intimidating any person for any purpose including obtaining money or anything of value from the person.
8. Threatening (whether specific or general in nature) damage or injury to persons or 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, or is represented to be 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:

1. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
3. The student has been instructed in how to self-administer the prescribed medication.
4. If 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 similar over-the-counter products.

14. Possessing, using, distributing, purchasing, or selling tobacco products, including rolling papers and e-cigarettes.
of any kind or in any form.

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 education 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 a state or federal law.

19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.

20. Aiding, assisting, 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 or displaying pictures (digital or otherwise) without the consent of the student or staff member in a situation not related to a school purpose or educational function.

23. Engaging in pranks that could result in harm to another person.

24. Use or possession of gunpowder, ammunition, or a flammable substance.

25. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are

established in accordance with Indiana law, 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, which is profane, indecent, lewd, vulgar, or offensive to school purposes.
 - f. violation of the school corporation's acceptable use of technology policy or rules;
 - g. violation of school corporation's administration of medication policy or rules;
 - h. possessing or using a laser pointer or similar device.
26. Engaging in inappropriate use on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device in a situation not related to a school purpose or educational function.
27. Any student conduct rule the school building principal establishes and gives publication of it to all students and parents in the principal's school building.

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, any computer system, or any computer network is also prohibited.
2. For purposes of this rule, bullying is defined by IC 20-33-8-0.2. Bullying means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors; that are committed by a 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. Bullying includes activities that
 - a. Place the targeted student in reasonable fear of harm to the targeted student's person or property;
 - b. Have a substantially detrimental effect on the targeted student's physical or mental health;
 - c. Have the effect of substantially interfering with the targeted student's academic performance; or
 - d. Have 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 the bully and 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 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 a school administrator. A student or parent may also report the conduct to a teacher or counselor, who will be responsible for notifying the school administrator. This report may be made anonymously.
5. The school administrator shall investigate 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. The parents of the bully and the targeted student(s) shall be within 24 hours of the reported incident of the progress and the findings of the investigation and of any remedial action that has been taken, with periodic follow-up as necessary.
6. False reporting of bullying conduct as defined in this rule shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions.
7. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
8. Counseling, corrective discipline, and/or referral to law enforcement may be used to change the behavior of the bully. This may include appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.

Cyberbullying

Greenfield Central will not accept any type of cyberbullying. Our Schools do not support social media entries that are cruel, harmful, threatening or demonstrate a likelihood of causing a disruption to the school day or any school-sponsored event. Prohibited behavior includes fake profiles, embarrassing pictures or videos of students or staff, threatening or harassing texts or other electronic communications that fit these criteria. The administration reserves the right to investigate such entries that might cause a disruption to the school setting. If there is a clear link to a substantial disruption of the school day/event, the administration may take formal action through suspension or expulsion, and/or may report the incident to police. Students may pursue civil remedies for defamation and/or intentional infliction of emotional distress.

C. Criminal Organization Activity ~~_____~~ **Prohibited Conduct**

The School Corporation prohibits criminal organization activity and similar destructive or illegal group behavior on school property, or school buses, or at school-sponsored functions.

The Corporation prohibits reprisal or retaliation against individuals who report suspected criminal organization activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about criminal organization activity and similar destructive or illegal group behavior.

Definitions

“Criminal Organization”: a formal or informal group with at least three members that specifically either:

- (1) promotes, sponsors, or assists in; or participates in;
- (2) requires as a condition of membership or continued membership; or
- (3) has as one of its goals;

the commission of a felony or an act that would be a felony if committed by an adult or a battery offense included in IC 35-42-2.

“Criminal Organization activity”: a student who knowingly or intentionally actively participates in a criminal organization, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal organization.

Procedures for Reporting and Investigating

Corporation employees are required by law to report any incidence of suspected criminal organization activity, criminal organization intimidation, or criminal organization recruitment to the principal and school safety specialist.

The principal or designee shall conduct a thorough and complete investigation for each report of suspected criminal organization activity.

Each school within the Corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the Superintendent or his or her designee, who shall submit a written report to the Indiana Department of Education by June 1 of each year.

Consequences

A confirmed incident of criminal organization activity is a violation of the Corporation’s code of conduct. The principal or the principal’s designee shall respond to criminal organization activity, according to the parameters described in the Corporation’s code of student conduct and policy.

Intervention Services

The principal may provide intervention or relevant support services to a student involved in, or suspected of being involved, in criminal organization activity. The following types of services, including family support services, are available: counseling, establishing training programs to reduce criminal organization activity and enhance school climate, enlist parent cooperation and involvement, community and faith-based organizations and civic groups, after-school programs

developed in collaboration with other stakeholders, school sanctioned/facilitated extra-curricular activities, or other appropriate action.

Criminal Organization Prevention and Education

The Corporation shall establish an evidence-based educational criminal organization awareness program for students, school employees, and parents. The Corporation shall implement school employee development program to provide training to school employees in the implementation of its criminal organization policy.

The Superintendent or his or her designee shall ensure that notice of this policy appears in the student handbooks and on the Corporation's website.

D. Possession Of A Firearm Or A Destructive Device

1. No student shall possess, handle or transmit any firearm on school property.
2. The following devices are considered to be a firearm under the rules:
 - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
 - the frame or receiver of any weapon described above
 - any firearm muffler or firearm silencer
 - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
 - any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter
 - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
 - an antique firearm
 - a rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes.
3. For purposes of this rule, destructive device is:
 - An explosive, incendiary, or over pressure 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. 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.
4. The penalty for possession of a firearm: 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 length of the expulsion may be reduced by the superintendent if the circumstances warrant such a reduction.

5. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

E. 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 as defined in I.C. 35-41-1-8:

- * a weapon, laser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or can 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.

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 shall notify the appropriate law Enforcement agency when a student engages in behavior described in this rule.

F. Unlawful Activity

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the 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.

G. Legal Settlement

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled and the student has not been accepted to the school under transfer procedures.

SUSPENSION PROCEDURES

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 the suspended students 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 PROCEDURES

When a principal (or designee) recommends to the superintendent 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 by a student or a student's parent to request and to appear at this meeting will be deemed a waiver of their right 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.

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, and make a recommendation to the superintendent for appropriate action to be taken.

6. The superintendent will make the final determination of the action to be taken, and give notice of this action to be taken to the student and the student's parent/guardian.

STUDENT DRESS CODE

How students dress for school has a direct effect on how well they behave and how well they feel about themselves. This influences learning. Students attending elementary school are expected to dress according to weather conditions and according to clothing that properly fits the student without causing interruptions in classroom activities or causing a safety hazard for students or staff. Shorts and skirts are not to be shorter than mid-thigh length. Tops are to be long enough that the midriff area is fully covered at all times. Loose fitting mesh tops, tank tops, short shorts, biker shorts, or other extreme articles of dress are NOT acceptable school wear. Any clothing advertising drugs, alcohol, or tobacco products will not be allowed to be worn. Rude or suggestive messages on clothing will not be permitted. Hats, caps, or bandanas must be removed inside the school, except for

designated school pride days.

An easy way to determine if a student's appearance is appropriate is to remember the 4 Ds:

Damaging – you should not wear any clothing or accessories that could damage school property.

Dangerous – you should not wear any clothing or accessories that could cause a dangerous situation to you or anyone around you.

Distracting – your appearance should not distract you or others around you.

Drug Related – you should not wear any clothing or accessories that display any kind of alcohol, nicotine product, illegal drug, or anything else that indicates the use of these things.

TRANSPORTATION

Walking to/from School

1. School rules are in effect.
2. Students are to cross with the crossing guards when applicable.
3. Stay off other's property.
4. Walk directly home.

Drop off/Pick up Area:

1. Students are to be dropped off using the car-rider line. Please wait until our staff members have come out before you allow your child to exit the car. .
2. School staff members are on duty before and after school to ensure student safety and to enforce safety rules. Students are to follow their directions.
3. Please do not ask your child to cross in front of other cars. Students should wait until your car is along the curb.
4. Parents wishing to walk students up to the building, may park in our parking lot, but must walk their child to the FRONT OF THE BUILDING, and not simply allow them to walk alone through the parking lot or across the crosswalk.

TRANSPORTATION RULES FOR BUS SAFETY

The Greenfield-Central Community School Corporation bus drivers are responsible for and have control of their assigned buses at all times. The driver shall keep order, maintain discipline, treat all individuals in a civil manner, see that no one is imposed upon or mistreated while on the bus and ensure the safety of everyone on the bus.

1. When school children are being transported on a school bus, they are under the supervision, direction, and control of the school bus driver and are subject to disciplinary measures by the bus driver and the governing body of the school corporation. The school

bus driver shall keep order and maintain discipline among the children while in the school bus or along the route, being firm but polite, impartial and fair and shall use every care for the safety of the children.

2. Students are not permitted to video or photograph other students or adults without their permission while on the bus.
3. A student shall be located immediately upon entering the bus in the place assigned by the driver as deemed necessary.
4. Students shall not stand or move from place to place during the trip. If students are assigned seats, they will remain seated throughout the trip on the bus.
4. Loud, boisterous, or profane language, or indecent conduct will not be tolerated.
5. Students shall not be allowed to tease, scuffle, trip, hold, hit, or use their hands, feet or body in any other objectionable manner.
6. Windows and doors will not be opened or closed except by permission of the bus driver. There is a safety line on all side window posts and windows must not be lowered past that line. All body parts must be inside the bus at all times. No objects are to be thrown out the window.
7. Students shall not enter or exit the bus until it has come to a full stop and the door has been opened by the bus driver.
8. Students shall be waiting at their designated bus stop area five (5) minutes prior to the expected bus arrival time. The bus driver will not be required to wait longer than any other stop. If there is no signal from the parent, the driver may leave.
9. If a student does not ride for three (3) consecutive days without prior notification from the parent or guardian, the driver is not required to stop. Bus service will resume after the parent or guardian contacts the Transportation Department.
10. Students should stay at least ten (10) feet back from the spot where the school bus stops for pickups. Students should not crowd to be first on bus. They should wait until the bus has come to a complete stop.

STUDENT DISCIPLINARY PROCEDURE FOR BUS TRANSPORTATION VIOLATIONS

Any student behaving in such a manner that prevents a school bus driver from performing his/her responsibilities may be dismissed from the bus and possibly lose his/her riding privileges after recommendation of the Driver and approval of the Principal and Director of Transportation. The parent(s) shall be notified at each step.

Under normal conditions, the school bus driver shall first discuss the problem with the student. If the problem continues, the following steps will be used:

Step 1. First Documented Violation: Student Issued a Written Warning

Step 2. Second Documented Violation: Student Denied Bus Transportation for One (1) Day

Step 3. Third Documented Violation: Student Denied Bus Transportation for Three (3) Consecutive Days

Step 4. Fourth Documented Violation: Student Denied Bus Transportation for Five (5) Consecutive Days

Step 5. Fifth Documented Violation: Student Denied Bus Transportation for (20) Consecutive Days

Step 6. Sixth Documented Violation: Student Denied Bus Transportation for the Balance of the School Year.

Each step shall be documented by the bus driver using the corporation's Bus Conduct Report Form and given to the building principal within one (1) working day. The principal shall sign the form, respond as needed and forward a copy of the form to the parent/guardian and Director of Transportation.

If, in the opinion of the school bus driver, circumstances warrant immediate discipline, the driver shall have the authority to deny a student bus privileges for one day per occurrence. The parents and principal shall be notified before implementation.

Bus Rules for Pupil Safety

The safety of your child is one of the most important factors involved on and off the school bus. It is most critical that your child stays back from the edge of the bus pick-up area until the bus has come to a complete stop and the stop arm is out. Then, after your child has checked that traffic has stopped in both directions, she/he should proceed onto the bus.

Transportation is provided for students in the morning and afternoon. School bus drivers are to have control of all school children conveyed between the homes of the children and the school, and the return trip. The driver shall keep order, maintain discipline among the children while in the bus or along the route, shall treat all the children in a civil manner, see that no child is imposed upon or mistreated while in his/her charge, and shall use every care for the safety of the children in his/her charge.

Virtual Learning Days

In order to fulfill state attendance requirements for a given school year, the Greenfield-Central Community School Corporation may opt to conduct a school day as a virtual learning day. This may occur for planned professional development, for inclement weather or for other reasons deemed necessary. During a virtual learning day all school facilities will be closed for students during regular school hours. All assigned student work should be completed on school-supplied digital devices within one week of the specified days. Students who do not complete the assigned work may be counted absent for the day.

ELECTRONIC DEVICES

It is not permitted to engage in inappropriate use of an electronic device, a cellular telephone, or any other telecommunication device in a situation not related to a school purpose or educational function while on school grounds during school hours. Student's personal cell phones/cellular smart watches should be turned off and placed in their backpacks during school hours.

iPad Take Home Policy

Any student issued an iPad for take home purposes will also be provided with a digital copy of the Greenfield -Central CSC Digital Learning Technology Handbook for iPad Devices. This will be made available digitally on their device.

NOTIFICATION OF CLOSINGS, DELAYS, EMERGENCY EARLY DISMISSALS, CANCELLATIONS AND MAJOR SCHOOL SAFETY ALERTS

Occasionally it is necessary to close school due to weather related or mechanical problems. Parents and students are advised to listen to radio stations or TV stations. Closing information will also be posted on the corporation website, Facebook and Twitter pages. The Parent Square System is the primary notification of school closings, delays, emergency early dismissals, cancellations and major school safety alerts. During the registration process, parents will provide the necessary information to determine how Parent Square messages will be sent to them. Message formats include, but are not limited to, email, phone, text messaging, pager and PDA devices. It will be the responsibility of the parent to provide updated information for the Parent Square system. An annual charge for this service will be included in the fees portion of textbook rental & fees.

You may also listen to WRTV-TV (6), WISH-TV (8), WTHR-TV (13), FOX(59) or Greenfield-Central School Corporation radio station, WRGF. You may also reference social media sites (Twitter and Facebook). Every effort will be made by school officials to make such decisions before 6:30 A.M., so that the word can be spread to all involved parties. Please do not call Central Office or school offices.

EMERGENCY EARLY DISMISSAL

While such dismissals are infrequent, it is important that every student knows what he/she is expected to do in such cases. Arrangements should be made in advance with a friend or neighbor if you work or are frequently away from the home. In case of early dismissal, calling the school for arrangements is strongly discouraged. Having students call home or your workplace in cases of early

dismissal is not an option.

PARENT CONCERNS

If a parent is concerned about an academic or behavior problem, it is very important that they contact the school so the problem may be solved. It is best for the parent to first contact the teacher. No problem can be solved without the combined efforts of the parent and teacher. If a parent still has concerns, the second step would be to contact the school principal.

NON-SUFFICIENT FUNDS

You may make payments to the school from your checking account if you have sufficient funds in your checking account at the time you make each payment. If a payment is returned due to Non-Sufficient Funds "NSF" in your checking account, you will be charged an additional \$20 NSF fee plus the amount of the original check. If more than one NSF check is received, the school may request payments to be made in cash only. Outstanding money owed the school, including NSF charges, may be turned over to a collection agency if not paid in a timely manner.

STUDENT INFORMATION (K-3)

This information is kept online for teacher use and emergencies. It is important that you keep this information up to date in PowerSchool. If there is a change in address, phone numbers, place of work, emergency contact, doctor, etc. please contact the office IMMEDIATELY. Our office staff will be happy to quickly update your information.

HEALTH POLICIES

MEDICATION AT SCHOOL

In order to comply with Indiana law IC 20-33-8-13 and IC 34-30-14, and to protect all parties involved, Greenfield-Central Community School Corporation has adopted the following medication policies. NOTE: ALL PRESCRIPTION MEDICATION AND OVER THE COUNTER MEDICATION MUST BE BROUGHT TO SCHOOL AND PICKED UP FROM SCHOOL BY A PARENT, GUARDIAN, OR DESIGNATED ADULT.

Prescription Medicines

A parent/guardian must bring these medications to school in the original container. Students may not carry medication to school. The container must be labeled by the pharmacy with the student's name, physician's name, name of medication, dosage, route (i.e., by mouth), conditions for storage, prescription date and expiration date. Form 5330 F1 must also accompany this medication, which is to be signed by the prescribing authority and the parent/guardian.

If it is necessary for a student to keep emergency prescription medication with him/her (insulin, inhaler or EpiPen), the appropriate care plan, signed by a physician, must be filed each school year with the clinic.

Over the Counter Medications

All over the counter medications stored in the clinic require a physician to complete Form 5330 F1b. The parent/guardian must also sign this form and bring the medication to the clinic. Only medication brought to the clinic in a new, sealed, unopened container will be accepted. Over the counter medicines will not be administered if they do not comply with the guidelines.

Medications must be kept in the clinic for dispensing. Students may not carry medication on their person or in their desk. Students are permitted to carry and self-administer throat lozenges without

physician documentation. It is the parent's responsibility to provide instruction to the student on the appropriate usage of throat lozenges.

Immunizations

If your child is new to the school, you must provide an immunization record on the day of enrollment. Indiana law states that children shall not be permitted to attend school for the first time in a school corporation unless they have submitted written evidence from a physician that certain school health requirements have been met. You may have the student's host school fax this information to the school your child will be attending.

Medical Coverage for Students

Although we make every effort to keep our playgrounds and buildings safe, occasionally students are injured. The school corporation's insurance policy does not provide medical or accident insurance for students. You may wish to check with your health and accident insurance carrier to assure that your policy includes coverage for injuries to your child that may occur at school.

Accident or Illness at School

If your child is injured or becomes ill while at school, every effort will be made to make the child comfortable and, if necessary, contact a parent or guardian of the child. If a parent or guardian cannot be reached, we will attempt to contact the emergency numbers that you have listed. If this is not possible or if, in the opinion of school officials, immediate action is required, emergency ambulance services will be called. The cost of such emergency ambulance services will be the responsibility of the parents or guardians.

When a student comes to the clinic during the day with a complaint of illness, their temperature will be checked by clinic personnel. If the student has a temperature (oral, axillary, tympanic or infrared) of 100 degrees or higher, is vomiting, has diarrhea, or other apparent illness, the parent/guardian will be notified. The students may return to school when symptoms have been improving for 24 hours and they are 24 hours free of fever, vomiting and diarrhea, without the use of medication. Students who do not appear ill or do not have active vomiting, diarrhea or temperature of 100 or higher will be returned to class.

Vision and Hearing

Each year, students in kindergarten and grade 1 are given a hearing screening. The students in grade 1 and grade 3 are given a vision screening. In the event that the screenings indicate a potential area of concern, parents will be notified.

Cell Phone Use

Due to the confidential nature of the clinic, students are not permitted to use their cell phones while in the clinic.

Cafeteria and Lunch

The school cafeteria serves breakfast and lunch every day school is in session, and offers a variety of a la carte items along with the main meal daily. Menus are published semi-annually and are available on the school's website. Milk, and other a la carte items are available for students who bring their lunch. Charges for milk are not allowed. Adult lunches are available for staff, parents, and guests. If you plan to join us for lunch, please contact the office by 9:00 A.M.

Free and Reduced Meals

Each year during registration of students and anytime during the school year, families may request an application for free and reduced meals. Parents are encouraged to apply for free and reduced meal assistance if there is a need. The application may be secured from any school office and filed with the

office of the superintendent. Signup is also available through the Corporate website under the Parents portal. Parents are financially responsible for meals consumed prior to a free and reduced application being processed.

Food Allergies

Requests for substitutions due to allergies or any other dietary needs will require a note from the student's doctor stating exactly what accommodation needs to be made. The Food Service Program will not accommodate a student's request for specific substitutions to their meal that is based solely on religious or lifestyle choices. Notes can be submitted to the cafeteria or corporation Registered Dietitian.

Parents Bringing Lunch In to Students

Occasionally, parents choose to bring food in to their children for lunch. If you choose to do this, you may bring food for your child only. You may not bring food in for other students.

Meal Payments

Meal fees for the week should be paid the first day of the week. For security, we encourage you to make payment by check and enclose it in a sealed envelope labeled with your child's name. No change will be given at the register; the money will be placed in the student's account. Parents may pay online using EZ School Pay - signup is available through the Corporate website under the Parent pulldown menu.

Prepaid meal funds will rollover each school year. If a student withdraws from the school district, they can request a refund by contacting the Department of Food Services. The students prepaid meal account will be inactive after 9 weeks of no transactions. Available funds less than or equal to \$10.00 will be donated to the Feed the Future donation account.

Board Policy F176 – Food Service Meal Charging

F176

Unpaid Meals

Meal Charging Procedures

Meal accounts for students should be consistently funded throughout the school year to avoid students needing to charge for a meal. However, the Board recognizes that an occasional emergency may make it necessary to charge for a meal. Families needing assistance to apply for free or reduced meals should contact the Greenfield-Central Community School Corporation's Director of Food Service.

The Board's policy and Superintendent's procedure related to meal charges shall be distributed in writing to all households at the start of each school year and to households transferring to the school or Corporation during the school year. Additionally, the Board's policy and Superintendent's procedure related to meal charges shall be distributed to all Corporation staff responsible for policy enforcement, including Corporation food service employees, accounting staff, and all other staff involved in enforcing any aspect of the meal charge policy. Information can also be found on the school's website – www.gcsc.k12.in.us.

Greenfield-Central Community School Corporation's policy for meal charges is as follows:

Elementary (K-6)

- Students may charge breakfasts and lunches
- A la carte items may not be charged
- Notifications will be sent to parents/guardians concerning the status of their child(s) prepaid account via low balance letter, email, text, or phone call to the household.
- All charges must be paid by the last school day of the month; after that time the parent/guardian may be assigned to collections.
- Any arrears in excess of \$50 will be assigned to collections on a monthly basis. Any costs associated with collections will be passed on to the parent.

Secondary (7-12)

- Students may charge up to four (4) meals. If the (4) charge limit is met the parent/guardian shall provide meals from home
- A la carte items may not be charged
- Notification will be sent to parents/guardians concerning the status of their child(s) prepaid account via low balance letter, email, text, or phone call to the household.
- All charges must be paid by the last school day of the month

Families may deposit money into students' meal accounts using a credit or debit card. Students may also pay with check or cash at the register as they go through the meal line. Any change due at the point of sale will be receipted into the prepaid meal account.

The superintendent may develop administrative guidelines to implement this policy.

Inactive Prepaid Meal Accounts

All balances, positive or negative, will transfer to the next school year. A prepaid account becomes inactive when a student withdraws from the corporation, graduates, or after nine (9) weeks with no transaction activity. In order to receive remaining prepaid meal account funds, requests must be made within sixty (60) days of becoming inactive. If unclaimed, these funds will then become property of Greenfield-Central Community School Corporation Department of Food Services and placed in the Feed the Future account. However, provided that a parent requests and can document entitlement to the positive balance in the prepaid account, the parent is entitled to a refund of that amount.

School Safety

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

Standard Response Protocol

Our school is expanding the safety program to include the Standard Response Protocol - Extended (SRPx). The SRPx is based on these five actions: Hold, Secure, Lockdown, Evacuate and Shelter. Per Indiana code, schools are required to conduct and document safety drills for students in these areas. Please take a moment to review these actions, per Indiana law, we are required to conduct drills regarding each of these scenarios multiple times each year.

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

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AFTER SCHOOL TRANSPORTATION

CHANGES

If there is a change in your child's after school transportation routine (baby-sitter, going home with a friend, riding home with parents instead of the bus), **you can make this change** using the **School Dismissal Manager** system. **STUDENTS WILL NOT BE ALLOWED TO CHANGE THEIR USUAL TRANSPORTATION ROUTINE A CHANGE ON SCHOOL DISMISSAL MANAGER.** We ask that dismissal arrangements not be made over the telephone. In an emergency, phone call messages will be accepted, but we cannot guarantee messages after 1:00 PM will be delivered. A **Special Request for Transportation form is required for long-term changes for students who will be riding the bus to someplace other than their HOME.**

RELEASE OF STUDENTS

Children will not be released from the classroom. They must be released at the school office. **Children will not be released to anyone other than a parent or guardian, unless prior arrangements have been made at the office by the parent or guardian.** Students must be signed out of the office and signed back in. In the interest of safety, please do not stand near the bus pick-up area to "catch" your children as they leave the building. Please come early enough to sign them out in the office prior to dismissal.

FIELD TRIPS

Field trips of an educational value are a lasting learning experience for children. Sometimes during the year, an occasion arises when a class or classes plan to take a field trip. It is necessary that permission slips be signed for each activity. Your cooperation in signing those slips and returning them to your child's teacher will be appreciated. Field trips will be planned to correlate with the curriculum for that classroom. **Students without properly signed permission slips will not be allowed to attend the trip.** Responsibility for returning permission slips lies with the student. Students may be denied attending a field trip due to previous discipline problems, excessive tardiness, or excessive absences.

HOMEWORK

Parents must be the major force in providing the students with a well-organized routine in completing homework assignments. The following recommendations are for students and their parents:

Role of the student

Each student has the responsibility to develop good work and study habits. The student, in preparing an assignment should:

1. Make sure he/she understands the assignment - its purpose, when it is due, and how it should be done.
2. Learn to budget his/her time so that there is time to do homework. When study time is

provided during the school day, the student should take advantage of it. Long-term assignments should be planned so they do not have to be done all at once.

3. Analyze his/her study habits and take advantage of available study helps. Although research shows that there is no best way to study, all students do need effective study skills.

Role of the parent

Cooperation by parents is a necessary factor in a meaningful homework experience. Parents can encourage their children by showing interest and setting up helpful attitudes toward homework. They should:

1. Provide an environment conducive to study: a quiet well-lighted place, ample workspace and necessary basic materials.
2. Help in development of a satisfactory study schedule.
3. Motivate toward best work and completion of assignments.
4. Make suggestions toward growth and independence.
5. Point out principles involved, giving illustrations.

STUDENT RECOGNITION

Outstanding achievement and good behavior will be recognized throughout the school year. Each school has developed its own specific recognition program to meet the individual needs of its student body. (*Please see the privacy statement on the last page of the handbook.*)

INVITATIONS

Students who would like to bring and pass out personal invitations for a special event may do so only if there is an invitation for each student in the class.

STANDARDS BASED REPORT CARD

Greenfield-Central Community School Corporation uses a Standards-Based Report Card (SBRC) at the Tier 1 elementary level.

Standards describe what a student should know and be able to do at each grade level in all subjects, and this report card is designed to give parents more and better information about how their children are progressing.

On the report card, parents will learn whether or not their child is *Proficient*—meaning that the child has met grade-level standards, *Developing*—meaning that the child is approaching the standards, *Below Grade Level*—meaning that the child has not met the standards, or *Exemplary*—meaning that the child has exceeded the standards. The report card will also provide information on student work habits.

This report card is helpful in multiple ways. First, it will ensure that there is more consistency of expectations from teacher to teacher. Second, it will help teachers and students focus on the

standards from the very beginning of the year, giving students a chance to get help sooner if they are not making adequate progress. Finally, and perhaps most importantly, parents will learn exactly how their students are doing based on the standards—they'll learn which big ideas and concepts their children have learned and what they need to work on to ensure they are ready for the next grade level.

PARENT VOLUNTEERS AND CONFERENCE

Corporation Policy requires **ALL** volunteers to annually complete and have on file an approved Volunteer Profile Form. Permission for a Criminal History Check is a component of this form. If you plan on volunteering in the classroom or chaperoning a field trip, then this form must be completed and cleared prior to your activity. The safety of our students and security of our school remain paramount concerns at Greenfield-Central.

ALL visitors will be required to submit to the receptionist a state ID. The ID will be scanned and checked across offender databases to ensure that we do not admit into our school individuals who might present a danger to the safety of our students. Individuals who are admitted into the building will be required to clearly display an adhesive visitor ID at all times. This allows others in the building to know that you have been to the office. We do this for the safety of all children in the building.

Parent-Teacher Conferences can be arranged by contacting the office or teacher. These conferences can be arranged by contacting the teacher by telephone or note. Such conferences will be set at a time convenient for both parent and teacher. *IT IS IMPORTANT THAT THESE CONFERENCES BE ARRANGED IN ADVANCE TO AVOID INTERRUPTION OF VALUABLE CLASS TIME.* If an urgent problem arises and you need to see the teacher, please stop by the office to make arrangements.

LIBRARY/ MEDIA CENTER

The school media center contains many interesting educational materials. Your child will have the opportunity to check out and use materials throughout the year. The normal check out period for a book is one week and may be renewed. We urge you to help your child see that all materials are returned promptly and in good shape. You will be asked to pay for any materials not returned.

Circulation Policy

The loan period for K-3 students is one week. Materials can be renewed twice if the item is not currently on hold for other patrons.

Overdue Item Policy

GCSC Libraries do not charge overdue fees for late materials. Students will receive notification of overdue items during the year from the library staff. Students are responsible for returning library materials in a timely manner. Bills for replacement and processing will be sent home at the end of each school year.

TELEPHONE

Parents may leave messages 24 hours a day using the school's voice mail system. To access the voice mail system, call your child's school at 317-462-4491. Each teacher has a voice mailbox where you

can leave a message. To access the voice mail system during the school day you may access the system through the office. After hours, listen to the prompts/directions in the voice mail system to access the teacher's mailbox.

The main office telephone is mainly for the use of official school business and emergencies. Parents may feel free to call their child's school. Student use is discouraged. Our school phone number is 317-462-4491.

TEXTBOOK RENTAL (Grades K-3)

Book Rental is due the day of registration for grades K-3. Parents are expected to pay the full amount unless special arrangements are made. The non-payment of these fees jeopardizes the textbook rental fund and activities made available by our schools.

If payment is not made within a reasonable time frame, collection will be turned over to a collection agency by the Greenfield-Central Board of Education. Applications for free textbook assistance are available in the school office. *Students who qualify for free and reduced lunches qualify for textbook assistance.*

TEXTBOOKS AND SCHOOL PROPERTY

The Greenfield-Central Community School Corporation furnishes textbooks to all students. The care of these is the responsibility of each student. If textbooks are damaged or lost, the student is expected to pay the cost of the replacement. Each student is expected to take good care of school property. Any student who damages school property is responsible for payment.

BICYCLES/SCOOTERS/SKATEBOARDS/ SKATES

Some students may find it convenient to ride bicycles to school. This is considered a privilege and may be revoked if students riding bicycles do not obey the safety rules for bicycles. Students are to walk their bicycles on school property and place their bikes in the bicycle racks. Students are expected to obey all traffic rules that pertain to bicycle safety. When crossing the street with the aid of the crossing guard, bicyclists are to walk their bikes across the streets. The school is not responsible for damage to or theft of bicycles while they are at school. Students are not permitted to ride scooters, skateboards or skates at school during regular school hours. Normal looking shoes with wheels in the heels may be worn if the wheels are in the locked up position or the wheels are removed. Wheels may not be used on school property.

LOST AND FOUND

Children often have identical items of clothing. In the event of misplacement, it is very difficult and time consuming to determine the rightful owner. In order to avoid loss and confusion, please put your child's name on all personal belongings such as coats, hats, boots, gloves, umbrellas, and school supplies. "Lost and Found" location is in the cafeteria.

SCHOOL CELEBRATIONS

Celebrations at school have been planned to fit within the curriculum and be a part of the learning experience.

Class time will not be set-aside for birthday parties. However, you may bring in a “take home” treat for your child to share with classmates. These treats need to come to school packaged in such a way as to be easily handed out. These should be store bought items, not homemade. These need to be at school before the end of the day, so they can be distributed just before dismissal.

TEACHER REQUESTS/CLASSROOM ASSIGNMENTS

Upon the recommendations of the current classroom teachers, student assignments are made each spring. Parents certainly have an interest in their child’s education and sharing in the classroom assignment is welcomed. In early spring, (by May 1st), parents who wish to have a particular assignment must write a letter to the office of the principal requesting at least two choices and stating the reason for their special request. Although requests will be considered, it may not be possible to fulfill them and properly balance classrooms.

Following the creation of a student roster, no students who have been assigned to a teacher will be changed to another class unless enrollment dictates the need to do so.

ITEMS FROM HOME

With the exception of normal school items, no one is to bring items from home unless the item has been previously discussed with the teacher and/or administration. No pets can be brought from home. The school is not responsible for items brought from home.

Indiana Code requires that live animals (with the exception of fish in aquariums) shall be in classrooms for educational purposes only. At no time will animals considered dangerous be brought into the classrooms.

CO - CURRICULAR ACTIVITIES

Along with our regular classroom activities, students will be participating in special programs from time to time. These special programs are often after school hours. If there is a conflict where the student may not be able to participate, please contact the program director as early as possible

STUDENT ASSESSMENT PROGRAM

The Greenfield-Central Community School Corporation provides a formal assessment program to measure a student’s aptitude as well as their skill development. The major purpose of this assessment program is to provide teachers and parents information to help students learn. One component of the assessment program is the ILEARN test, which is given to Indiana students in grades 3, 4, 5, 6, 7, & 8. ILEARN test results will be shared with the parents via the Department of Education’s website. Parents may receive a paper copy by contacting the school office. Students participate in a variety of other assessments, depending on their grade level. The grade three students will take the IREAD 3 assessment. This assessment determines whether the student will

progress to fourth grade or be retained. Other assessments include: CoGAT, NWEA, and SAGES for High Ability. Parents are encouraged to help their youngsters to be prepared for all of these tests by making sure the children receive an opportunity to rest and eat a good breakfast.

SPECIAL SCHOOL SERVICES

Data Meeting

A Data Meeting is convened at the request of a teacher or parent when a student is experiencing difficulties in academic, emotional, behavioral, or social areas. This team is usually made up of the child's classroom teacher(s), school counselor, resource teacher, speech/language teacher, and principal. Other individuals may be included as necessary. The Data Meeting Team will review the concerns and attempt to identify the problem(s). Once these problems have been identified, the team will work together to develop a set of interventions that will be implemented. Once the Data Meeting Team has convened, the parents will be informed of and in many cases be involved with the planned interventions. This process uses the skills and experiences of the entire team of educators to address the needs of the student.

School Counselor Services

School counselor services are available to all students at the elementary level. It is recognized that children may experience any number of circumstances that may negatively affect their school performance (i.e. a change in family structure, feelings of inadequacy, grief, family stress, etc.). The school counselor is available to help students with social, emotional, and behavioral needs through individual, small group, and classroom discussions. A child may be referred to a school counselor through a parent, teacher, or school administrator referral. Parental permission is requested if on-going services are recommended for students. All students may see the school counselor on an as needed basis at Eden Elementary. Parents and school personnel are consulted and kept informed of student concerns as they arise. The counselor also has knowledge of community resources that are available for families and is available for family consultation.

Special Educational Services

Students identified as having special learning needs are offered special services. These services include programs for language development, speech and hearing, learning disabilities, and other special needs services. Recommendations and referrals are made by the school or parents.

High Ability Program

Greenfield-Central Community School Corporation is committed to the growth and achievement of all students. We know that learning occurs on a continuum. Therefore, our approach to learning includes differentiated, purposefully planned curriculum and instruction in all core subjects in order to meet the needs of each student. The classroom teacher and building administrator are your best sources of information regarding programming at each level.

Student Assistance Program:

Access to quality mental health is important to your school. Greenfield-Central Community Schools provides the Student Assistance Plan (SAP) as a benefit to all students. For more information, see below.



Understanding your Student Assistance Plan (SAP)

Access to quality mental health is important to your school. **Greenfield Central Community Schools** provides the **Student Assistance Plan (SAP)** as a benefit to all students. The Student Assistance Plan provides three (3) prepaid counseling sessions through the Bowen Center. There is no co-pay or preauthorization required.

Convenient & Effective Tele-counseling

Bowen Center provides tele-counseling statewide. For convenience and privacy, tele-counseling allows you to access therapy for your child without the need for going to an office. To find out more about therapy provided at the Bowen Center go to www.bowencenter.org

Private and Confidential

The school is not informed of your decision to access this program. At times the school corporation will assist you in setting appointments. Privacy laws protect you and your child's health information.

Parent and/or Guardian Consent to Treat

Consent of the parent or guardian is required for children. After the initial prepaid SAP sessions, you will be provided with the options for continuing treatment. You are not obligated to continue your child's treatment beyond the prepaid SAP sessions. Bowen Center provides access to healthcare navigation and fee assistance for those who qualify.

Summer Coverage & Exclusions to Coverage

Your child may access their prepaid SAP sessions during the summer vacation break. Please be aware that medication management, psychological testing, inpatient care and any court ordered treatment are excluded from coverage.

NOTE: You have a designated Bowen Center SAP Coordinator that can answer your questions directly. You may contact your SAP Coordinator Julie Kelch at **574.933.1839**

SCHEDULING AN APPOINTMENT



Call **1 800 342 5653** to speak with a Registration & Scheduling Specialist. Explain to the Specialist that your child has prepaid counseling through their Student Assistance Plan. If all Specialists are serving other clients, please leave **your name & contact number**. You will be contacted as soon as a Specialist is available.



Go to www.bowencenter.org and click on **"Schedule an Appointment"**

NOTE: Any insurance information will be gathered to make sure you are properly paired with a therapist if you decide to continue beyond SAP coverage. You are not obligated to continue beyond SAP coverage.

BOWEN
CENTER

RESTRAINT AND SECLUSION CODE

As part of the emergency procedures in place in our school, no student will be restrained and/or placed in seclusion by school staff unless the student's behavior poses an imminent risk of injury to him/herself or others. However, significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after any such use of restraint and/or seclusion, the parents or guardian will be informed when any of these actions have occurred and will be provided with a detailed account of the incident including the circumstances that led to the use of restraint and/or seclusion. Information obtained from the Commission on Seclusion and Restraint in Schools, 2013.

FAMILY EDUCATION AND PRIVACY RIGHTS ACT

The law guarantees your family rights to privacy in school matters. You must notify the principal by September 1, or within fifteen days of enrollment (whichever is later in the school year) if you do not want your child's photo or name to appear in school-sponsored publications. This includes, newsletters, school directories, honor roll or awards lists, promotion rosters, athletic programs, etc.

The Board of School Trustees of the Greenfield-Central Community School Corporation has approved this Handbook and therefore this Handbook is a component of Board Policy. Should there be a contradiction, Board Policy prevails.

All information contained in this handbook was accurate and complete as of its printing. However, additions and changes to this information will likely occur during the school year. Any additions and/or changes that are made will be communicated to students and subsequently students are responsible for all information contained in this handbook and any information that might be added to or changed in this handbook.

Profile of a G-C Graduate

Students in kindergarten through 12th grade will learn the foundational skills/ attributes to be a successful lifelong learner through the Profile of a G-C Graduate.

GREENFIELD-CENTRAL COMMUNITY SCHOOL CORPORATION				
Profile of a G-C Graduate				
Imagine Explore Achieve more.				
				
Citizenship	Critical Thinker	Lifelong Learner	Teamwork	Character
Globally conscious	Solves problems	Attains foundational learning	Communicates	Honest
Engaged in the community	Creative	Embraces technology	Collaborates	Perseverant
Civic responsibility	Asks questions	Eager to learn	Willing to share new ideas	Hard working
Philanthropic	Takes risks	Welcomes beneficial change	Open to feedback	Punctual
Values individuals	Analyzes	Sets and achieves goals	Demonstrates initiative	Responsible