

# **J.B. Stephens Elementary School**

## **2024-2025 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!**

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## SCHOOL INFORMATION

Principal	Amy Sutton	asutton@gcsc.k12.in.us
Dean of Students	Corey Gilman	cgilman@gcsc.k12.in.us
School Social Worker	Sarah Nagle	snagle@gcsc.k12.in.us
School Secretary	Lindsey Burgin	lburgin@gcsc.k12.in.us
Health Assistant	Audrey Atkinson	aatkinson@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](http://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 SCHOOL CORPORATION 2024-2025 SCHOOL CALENDAR

July 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			

August 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

September 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					

October 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		

November 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

December 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				

- July**  
 29 - Teacher Work Day #1  
 30 - Teacher Work Day #2  
 31 - First Student Day

- September**  
 2 - Labor Day – No School  
 17 - E-Learning Day

- October**  
 7 - 18 - Fall Break  
 21 - First Day of 2<sup>nd</sup> Quarter

- November**  
 5 - E-Learning Day  
 27 - Teacher Flex/Work Day #3  
 28 - 29 - Thanksgiving Break

- December**  
 23 - Jan. 3, 2025 - Winter Break

- January**  
 20 - Martin Luther King Day

- February**  
 17 - President's Day

- March**  
 10 - 21 - Spring Break

- April**  
 8 - E-Learning Day

- May**  
 26 - Memorial Day – No School  
 30 - Teacher Work #4

- School Days
- Seasonal Breaks
- Observed Holidays
- Teacher Workdays

Quarter 1 – Jul. 31 to Oct. 4	47 days
Quarter 2 – Oct. 21 to Dec. 20	42 days
Quarter 3 – Jan. 6 to Mar. 7	43 days
Quarter 4 – Mar. 24 to May 29	48 days

January 2025						
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 2025						
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	

March 2025						
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					

April 2025						
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		

May 2025						
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						

June 2025						
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					

## **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 2024-2025**

President	Mykaela Valangeon
Treasurer	Chrystal Smith
Secretary	Meagan Hartley

### **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	July 31, 2024	October 4, 2024
2	October 21, 2024	December 20, 2024
3	January 6, 2025	March 7, 2025
4	March 24, 2025	May 29, 2025

## **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

General Assembly Page

Subpoena for a required court or probation appointment

Service as a page or honoree of the General Assembly

Participation in an election

Duty with the National Guard  
Civil Air Patrol Participant  
Educationally related non-classroom activity at principal's discretion  
State Fair/4H 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  
Medical Absence with doctor documentation  
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](mailto: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
<b>Classroom</b>	<ul style="list-style-type: none"> <li>● I will have listening ears</li> <li>● I will be on task</li> <li>● I will have a safe body</li> <li>● I will have no hurts</li> <li>● I will stick together</li> </ul>	<ul style="list-style-type: none"> <li>● I will be on task</li> <li>● I will complete my tasks</li> <li>● I will be using my tools for their purpose</li> <li>● I will keep track of my items</li> <li>● I will clean up after myself</li> <li>● I will ask questions when I don't understand</li> </ul>	<ul style="list-style-type: none"> <li>● I will raise my hand when needed</li> <li>● I will keep Hands, Feet and other items to myself</li> <li>● I will have no hurts</li> <li>● I will stick together</li> <li>● I will use kind words</li> <li>● I will be a problem solver: Tattling VS. Reporting</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>● I will talk at a level 2 at my table</li> <li>● I will be at level 0 when waiting for food</li> <li>● I will be at a Level 0, when someone is on the microphone</li> <li>● I will respect others property, including their lunch</li> </ul>	<ul style="list-style-type: none"> <li>● I will leave my table and area clean</li> <li>● I will remember to grab all your items the first time</li> <li>● I will remain seated until I have permission</li> <li>● I will use walking feet</li> </ul>	<ul style="list-style-type: none"> <li>● I will use kind words</li> <li>● I will respect other student's lunch</li> <li>● I will practice table manners</li> <li>● I will use manners in the lunch line</li> </ul>
<b>Hallways</b>	<ul style="list-style-type: none"> <li>● I will walk on the right side of the hallway</li> <li>● I will use a level 1 voice</li> <li>● I will use walking feet</li> </ul>	<ul style="list-style-type: none"> <li>● I will keep my hands and feet to myself</li> <li>● I will use level 1 voice</li> <li>● I will always walk</li> </ul>	<ul style="list-style-type: none"> <li>● I will not waste time in the hallway</li> <li>● I will use level 1 voice</li> <li>● I will always use walking feet</li> </ul>
<b>Restroom</b>	<ul style="list-style-type: none"> <li>● I will be at level 0 in the hallways</li> <li>● I will use the restroom appropriately</li> <li>● I will keep my hands, feet and other items to myself</li> </ul>	<ul style="list-style-type: none"> <li>● I will wash my hands with 2 pumps of soap</li> <li>● I will keep the bathrooms clean</li> <li>● I will give my peers privacy</li> <li>● I will use the bathroom quickly</li> </ul>	<ul style="list-style-type: none"> <li>● I will open and close doors softly</li> <li>● I will wait my turn</li> </ul>
<b>School office</b>	<ul style="list-style-type: none"> <li>● I will use a level 2 voice while in the office</li> <li>● I will wait to speak until office staff has acknowledge me</li> </ul>	<ul style="list-style-type: none"> <li>● I will come to the office only when sent by a staff member</li> <li>● I will be honest to office staff</li> </ul>	<ul style="list-style-type: none"> <li>● I will return to class promptly after leaving the office</li> </ul>
<b>Outside Recess</b>	<ul style="list-style-type: none"> <li>● I will line up when whistle is blown</li> <li>● I will play tag the proper way- 2 finger touch</li> <li>● I will respect others personal space</li> </ul>	<ul style="list-style-type: none"> <li>● I will be safe</li> <li>● I will make sure equipment is collected</li> <li>● I will make sure to collect my belongings at the end of recess</li> <li>● I will keep mulch on the ground</li> <li>● I will use playground equipment properly</li> </ul>	<ul style="list-style-type: none"> <li>● I will use kind words</li> <li>● I will report injuries to an adult</li> <li>● I will report unsafe behavior</li> <li>● I will have kind bodies when playing at recess</li> </ul>

# **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 FORS 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:

**D**amaging – you should not wear any clothing or accessories that could damage school property.

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

**D**istracting – your appearance should not distract you or others around you.

**D**rug 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.

### **Footwear**

To ensure the safety and comfort of all students, our dress code includes specific guidelines for footwear.

Please follow these rules when selecting shoes for school:

- 1.) Closed-Toe Shoes: All students must wear shoes that cover the toes. This helps protect feet during physical activities and recess.
- 2.) Shoes with Backs: Shoes must have a back or heel strap. This ensures the shoes stay securely on your child's feet during daily activities, reducing the risk of trips and falls.
- 3.) Appropriate for Activity: Shoes should be appropriate for physical activities such as running, jumping, and playing. Athletic shoes are recommended.
- 4.) No Flip-Flops or Slides: Flip-flops, slides, and other open-back shoes are not allowed, as they can easily slip off and do not provide adequate support.
- 5.) Heel Height: For safety reasons, high heels are not permitted. Shoes should have a flat or low heel.

## **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.

## **Greenfield-Central Community School Corporation Health Services Handbook**

### **Clinic Services Protocol**

Pursuant to Section 511 Indiana Administrative Code 4-1.5-6, Greenfield-Central CSC employs a Director of Health Services, who is a licensed registered nurse (RN) that holds, at minimum, a Bachelor of Science in Nursing. Per the Indiana Nurse Practice Act, the RN is not permitted to diagnose any injury or illness, but may exercise clinical judgment in making recommendations to the parent.

School clinics are staffed by trained unlicensed health assistants, who work under the direction of the RN. The RN is not in each building daily, but health assistants have telephone access to the RN each day for consultation and may request an in-person consultation by the RN for an ill or injured student. The Health Services staff provides medication administration, health education, management of communicable diseases, immunization compliance, and first aid care to students who become ill or injured during the school day. Health assistants are trained by the Director of Health Services in performing these tasks, and competency is verified by the RN.

When a student becomes ill or injured but does not require immediate medical assistance, a determination must be made regarding whether the student should be sent home. Most illnesses and injuries do not require the student to be sent home. The school health assistant will determine if the condition:

1. Prevents the student from participating comfortably in activities.
2. Results in a need for care that is greater than the staff can provide without compromising the health and safety of other students.
3. Poses a risk of spreading harmful diseases to others.

If a student becomes ill or injured during the school day, he/she shall first report to their teacher and receive a pass to visit the clinic. Unless a delay in care would cause harm to the student, they will not be seen during passing periods. Students are not to call or text their parents directly for transportation home.

Parents will be notified if their student is exhibiting the following symptoms: conjunctivitis (pink eye), disruptive cough, diarrhea, fever, severe stomach, head or ear pain, fever, vomiting, itchy or draining rashes, extreme fatigue, or significant injury.

Notification of any other clinic visit to parents will be at the discretion of clinic personnel. Non-urgent communication with parents regarding a student's clinic visit may be via phone call or ParentSquare message. Students who are seen in the clinic and do not have symptoms warranting a phone call to a parent for transportation home will be returned to class to finish the school day.

If a parent receives a phone call or text directly from a student related to an illness and a desire to go home, the parent may call the school for an early dismissal. Students who have already communicated with their parents and not exhibiting symptoms warranting a phone call from the clinic will be returned to class until such a time that the parent arrives to transport the student home.



Once a parent is notified of an injury or illness requiring the pick up of a student, a parent or designated guardian is required to arrive within one hour of the notification unless other arrangements have been made. If the parent/guardian fails to arrive within the one-hour time frame or make other arrangements, the school social worker and administration will be notified.

When a student is identified with vomiting, diarrhea, or temperature of 100 or greater, by clinic personnel, the student will be required to be kept home for a minimum of the following school day. For example, if the student is sent home on Monday, the earliest they could return to school is Wednesday. Students may not participate in after school activities, including athletics, clubs, performances, etc., until the minimum time period has elapsed.

Students may return to school before the minimum only if a signed and dated note is submitted from a licensed healthcare provider indicating a return to school date. Only the provider that issues the original return to school date can shorten the duration of time a student must miss school. In the absence of extenuating circumstances, such as care being provided by a specialist, subsequent notes from a different provider will not be accepted. The student must be fever, vomit, and diarrhea-free, without the use of medication, per the above paragraph, regardless of a statement from a provider.

Should a student return to school before the identified day or is masking symptom(s) with medication, clinic personnel will call the parent/guardian for transportation home.

If, at any time while awaiting transport home, an ill or injured student's health status deteriorates, 911 will be activated. Upon arrival at the school, EMS assumes medical care of the student and will communicate with the parent regarding the student's condition and treatment options. Greenfield-Central CSC is not financially responsible for EMS billing. The parent/guardian is responsible for any financial obligations stemming from the illness or injury.

### **Post-Hospitalization or Emergency Room Visit**

If a student is admitted to a medical facility for treatment or visits an emergency department for services, a signed and dated statement from the healthcare provider must be submitted to the school. The statement must include a return to school date and list any accommodations or physical activity restrictions the student will require to successfully return to the learning environment.

### **Emergency Medical Authorization and Contacts**

During annual online school registration, the parent/guardian of each student must update the emergency medical and contact information. This registration process typically occurs in July.

Any time the student is taken out of the Corporation by Corporation employees to participate in a school event (such as field trips, academic contests, music or athletic trips) the staff in charge of the event will take the Emergency Medical Forms for that student. This does not include student spectators at events.

The Corporation will follow the instructions of the Emergency Medical Authorization Form in the event of a medical emergency, provided however that the Corporation will defer to instructions provided by licensed health care professionals and/or first responders on the scene.

A healthcare provider must provide an emergency care plan for students with asthma, severe allergies, seizures, diabetes, or other medical conditions that could potentially require an emergency response. For diabetes, this is provided in the Diabetes Medical Management Plan, obtained from the student's endocrinologist each year. For asthma, severe allergies, seizures, or other medical conditions requiring an emergency response, the forms are available from clinic personnel or can be retrieved from the Health Services page on the Corporation's main website. These must be filed annually, and must be dated on or after April 1st to be accepted for the current school year.

### **Communicable Diseases**

Greenfield-Central CSC will reference the most current edition of the Communicable Disease Reference Guide for Schools, published by the Indiana State Department of Health, for guidance in protocols for exclusion from school and reporting of diseases.

The Hancock County Health Department may, at times, also issue guidance to Greenfield-Central CSC regarding communicable disease control in the school setting.

### **Durable Medical Equipment**

Durable Medical Equipment (DME) is equipment and supplies ordered by a health care provider for everyday or extended use. DME may include but is not limited to, items such as oxygen equipment, wheelchairs, nebulizers, crutches, canes, walkers, scooters, continuous passive motion machines, devices and accessories, patient lifts, or any other device that a student needs to ambulate or participate in daily activities of living.

To use DME while at school, the student must provide the following from the prescribing healthcare provider:

- Diagnosis requiring the use of DME
- Statement of how long the student will need to use the DME
- Confirmation that the student has been properly instructed in the use of the DME, or orders indicating how school health personnel should use the DME
- Any restrictions from PE, recess, sports, etc., including the duration of the activity restriction
- Physician's signature and contact information

There is a potential risk to a student or others if this equipment is not used properly or if steps are not taken to ensure safe use while on campus. Wheelchairs in the clinic are for emergency use only. Greenfield-Central does not provide assistive devices for daily use.

### **How Sick is Too Sick?**

A reference chart for families when determining whether a student should remain home can be found in [Appendix A](#).

## **Immunizations**

Greenfield-Central CSC will adhere to the requirements from Indiana Code 20-34-4 related to immunization status for students in the district. The Indiana State Department of Health's required list of immunizations for school attendance will be used to verify compliance for students.

Families who wish to file a religious objection must file the objection, in writing, at the beginning of each school year. The objection must include the following information:

- Student's name
- Student's date of birth
- Vaccine(s) to which the family religiously objects
- Indicate that refusal to vaccinate is religious in nature
- Signed and dated by parent/guardian

Should a student be medically unable to receive vaccine(s), a Vaccine Medical Exemption, State Form 54648 (4-11), must be completed by a physician and supplied to the school. Most medical exemptions are temporary, and therefore, must be submitted annually. If a medical exemption is permanent, for example, a history of organ transplant, the exemption may be filed once for permanent recording.

School health personnel, upon confirmation of a FERPA release from a parent/guardian, shall enter student immunization records into CHIRP, Indiana's database for immunizations. This includes the date of vaccination(s), and religious and medical exemptions.

## **Medication at School**

### **Prescription and Over the Counter Medication**

Students in all grades who need medication administered to them while at school will need to have a completed Form 5330 F1 form on file. The form must be completed and signed by a licensed healthcare provider, and must also be signed by a parent/guardian. Medication must be brought to the school by a parent/guardian, and signed into the clinic with clinic personnel during regular school hours. The bottle brought to school must be the most recently filled prescription bottle, and quantity signed in will be verified between parent and clinic personnel. Please see Form 5330 F1 for detailed guidelines related to medication administration. Any changes to the medication dosage will require a new form to be completed. Forms dated on or after April 1st of each are accepted for the next school year.

### **Over the Counter Medication (Self-Carry, Grades 7-12 Only)**

For students in grades 7-12, whose parent/guardian determines it is acceptable for them to self-carry OTC medication, Form C525F must be completed by the parent/guardian, and also signed by the student. Please see Form C525F for details regarding proper steps for carrying the medication. Students may not self-carry medication containing loperamide, pseudoephedrine, or dextromethorphan.

## **Emergency Use Medications**

Students that require the use of emergency response medications, including, but not limited to insulin, Glucagon, albuterol, diphenhydramine, and epinephrine, may self-carry the medication if a licensed healthcare provider has provided documentation the student has been trained by them in how and when to self-administer the medication. For insulin and Glucagon, this is provided for in the Diabetes Medical Management Plan. For albuterol, this documentation is on the asthma emergency care plan, and for diphenhydramine and epinephrine, it is on the severe allergy emergency care plan. For other emergency medications not listed here, please consult the Director of Health Services for guidance.

A parent/guardian must inform clinic personnel regarding extracurricular activities their student is participating in so that a plan can be developed to ensure student safety during their participation.

## **Pediculosis (Head Lice) Protocol**

### **What are head lice?**

The head louse, or *Pediculus humanus capitis*, is a parasitic insect that can be found on the head, eyebrows, and eyelashes of people. Head lice feed on human blood several times a day and live close to the human scalp. Head lice are not known to spread disease.

### **Who is at risk for getting head lice?**

Head lice are found worldwide. In the United States, infestation with head lice is most common among pre-school children attending child care, elementary schoolchildren, and the household members of infested children. Although reliable data on how many people in the United States get head lice each year are not available, an estimated 6 million to 12 million infestations occur each year in the United States among children 3 to 11 years of age. In the United States, infestation with head lice is much less common among African-Americans than among persons of other races, possibly because the claws of the head louse found most frequently in the United States are better adapted for grasping the shape and width of the hair shaft of other races.

Head lice move by crawling; they cannot hop or fly. Head lice are spread by direct contact with the hair of an infested person. Anyone who comes in head-to-head contact with someone who already has head lice is at greatest risk. Spread by contact with clothing (such as hats, scarves, coats) or other personal items (such as combs, brushes, or towels) used by an infested person is uncommon. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.

### **What do head lice look like?**

Head lice have three forms: the egg (also called a nit), the nymph, and the adult.

**Egg/Nit:** Nits are lice eggs laid by the adult female head louse at the base of the hair shaft nearest the scalp. Nits are firmly attached to the hair shaft and are oval-shaped and very small (about the size of a knot in thread) and hard to see. Nits often appear yellow or white although live nits sometimes appear to be the same color as the hair of the infested person. Nits are often confused with dandruff, scabs, or hair spray droplets. Head lice nits usually take about 8–9 days to hatch. Eggs that are likely to hatch are usually located no more than ¼ inch from the base of the hair shaft. Nits located further than ¼ inch from the base of the hair shaft may very well be already hatched, non-viable nits, or empty nits or casings. This is difficult to distinguish with the naked eye.

**Nymph:** A nymph is an immature louse that hatches from the nit. A nymph looks like an adult head louse, but is smaller. To live, a nymph must feed on blood. Nymphs mature into adults about 9–12 days after hatching from the nit.

**Adult:** The fully grown and developed adult louse is about the size of a sesame seed, has six legs, and is tan to grayish-white in color. Adult head lice may look darker in persons with dark hair than in persons with light hair. To survive, adult head lice must feed on blood. An adult head louse can live about 30 days on a person's head but will die within one or two days if it falls off a person. Adult female head lice are usually larger than males and can lay about six eggs each day.

### **What do we do if a student is suspected to have a lice infestation?**

1. Ensure the student's privacy is protected during screening. No other students or staff members should be present during screening unless an additional staff member is necessary to perform the screening. Clinic documentation should be completed for the clinic visit.
2. The diagnosis of a head lice infestation is best made by finding a live nymph or adult louse on the scalp or hair of a person. Because nymphs and adult lice are very small, move quickly, and avoid light, they can be difficult to find. Use of a magnifying lens and a fine-toothed comb may be helpful to find live lice. If crawling lice are not seen, finding nits firmly attached within a ¼ inch of base of the hair shafts strongly suggests, but does not confirm, that a person is infested and should be treated. Nits that are attached more than ¼ inch from the base of the hair shaft are almost always dead or already hatched. Nits are often confused with other things found in the hair such as dandruff, hair spray droplets, and dirt particles. If no live nymphs or adult lice are seen, and the only nits found are more than ¼-inch from the scalp, the infestation is probably old and no longer active and does not need to be treated. If you are not sure if a person has head lice, the identification should be made by their healthcare provider, local health department, or other person trained to identify live head lice.
3. If the student is found to have live lice and/or nits within ¼ inch of the base of the hair shaft, the student may return to class immediately. Instruct the student to not have head to head contact with other students or staff members. Prior to the end of the school day, contact a parent/guardian. Instruct the parent/guardian that the student is to be treated at home that evening, but may return to school after treatment. Send the parent [Head Lice: What Parents Need to Know](#) via ParentSquare or printout.
4. The student does not need to be re-screened prior to their return to the classroom.
5. Staff members do not need to be informed of the student's diagnosis unless the health assistant or school nurse feels like the student will not be able to prevent head to head contact without supervision.

### **Other things to consider:**

- If a parent/guardian needs assistance in obtaining medication to treat head lice, please notify the Director of Health Services.
- Based on the recommendation from the American Academy of Pediatrics, whole classroom checks will not be performed. Should the health assistant find three or more cases in one classroom during the same school week, the Director of Health Services should be consulted.

## **Vision Screenings**

Greenfield-Central CSC will adhere to the requirements set forth in Indiana Code 20-34-3-12 related to vision screenings for students in the district. To identify visual deficiencies as early as possible during the academic year, it is the district's intent to have vision screenings completed prior to the last week of November each school year.

Pursuant to the law, students in grades 1, 3, 5, and 8, and new students enrolling in those grades throughout the year, who do not have a current vision screening on their record, shall receive a vision

screening. Students being evaluated for educational services will also receive a vision screening, following parental consent.

When a licensed ophthalmologist is available, a modified clinical technique (MCT) exam will also be performed for first grade students. When a licensed ophthalmologist is not available, GCCSC may apply for a waiver from the Indiana Department of Education, to exempt a school from providing the exam.

Students who do not meet the visual acuity standards set forth in IC 20-34-3-12, shall receive a referral from clinic personnel, requesting the student be seen by an optometrist or ophthalmologist for further assessment. Clinic personnel will follow-up with the parent/guardian to determine if further treatment was found to be necessary during the student's exam with a licensed provider.

Vision assistance may be available for students who do not have vision insurance. Families who may benefit from this assistance should contact the Director of Health Services to determine eligibility.

## Appendix A How Sick is too Sick?

This information is not intended to replace medical advice. Parents with medical questions are encouraged to consult with a healthcare provider.

Symptom	Send to School	Keep at Home
<b>Fever</b>	During the past 24 hours, the student's temperature has been below 100 degrees and no fever-reducing medication has been taken.	During the past 24 hours, the student's temperature has been 100 degrees or more.
<b>Diarrhea</b>	During the past 24 hours, no more than one watery stool has occurred.	During the past 24 hours, more than one watery stool has occurred.
<b>Vomiting</b>	During the past 24 hours, no vomiting has occurred.	During the past 24 hours, vomiting has occurred.
<b>Eye Irritation</b>	Eyes may be itchy but are not red, crusty, or draining.	Eyes are pink, draining, crusty, itching, painful, sensitive to light, or the student has vision changes. Seek medical advice. Students placed on antibiotic drops for bacterial conjunctivitis must have 24 hours of treatment completed before returning to school.
<b>Cough/Runny Nose</b>	Slight cough or runny nose, but no fever. The student will cover their cough, blow their nose, and wash their hands.	Symptoms are severe enough that the student is unable to learn. The student has a fever or is unable to cover cough, blow nose, or wash hands.
<b>Rash</b>	The rash is not draining or spreading. The student does not have a fever, and symptoms of itching are not severe enough to impede learning.	The rash is bothersome and distracting. The student has a fever or severe itching, or the rash is spreading or draining.
<b>Asthma</b>	Symptoms are well controlled, and the student knows when to contact a school adult for assistance or the student has an asthma action plan on file at the school and is following the plan.	Symptoms are not well controlled. The student is not able to recognize when he/she needs assistance, and no asthma action plan is on file at the school.

### **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 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. Food can be dropped off in the front office and office staff will deliver it to the cafe. Guests are not permitted in the cafeteria.

### **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 student's 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.



## **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.gesc.k12.in.us](http://www.gesc.k12.in.us).

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

### District-Wide (K-12)

- 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.

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

<b>Hazard</b>	<b>Safety Strategy</b>
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

### **ADULTS**

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

## **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.

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.

The Report Card will have the following Proficiency Scales:



**4 = Achieved Mastery**  
The student demonstrates a solid understanding of the concepts and skills included in the standard

**3 = Approaching Mastery**  
The student is nearing understanding of the concepts and skills included in the standard

**2 = Partial Mastery**  
The student demonstrates partial understanding of the concepts and skills included in the standard

**1 = Below Mastery**  
The student demonstrates limited foundational knowledge of the concepts and skills included in the standard

## **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.

## **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 1<sup>st</sup>), 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](http://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](http://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.



## **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