

Greensburg Community Schools

“Think Opportunity”

## GREENSBURG ELEMENTARY SCHOOL

### STUDENT HANDBOOK 2020-2021



Greensburg Elementary School

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Greensburg, IN 47240

Phone: 812-663-8112 Fax: 812-662-6516

Web Page: [www.greensburg.k12.in.us](http://www.greensburg.k12.in.us)

### GES Vision

The GES family provides all students with the tools and strategies to learn and be successful in our global community.

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# Greensburg Community Schools

"All About Learning"

Greensburg, IN

BOARD ADOPTED 4-10-2018

## GREENSBURG COMMUNITY SCHOOLS SCHOOL CALENDAR

**2020-2021**

JULY	15	WEDNESDAY	REGISTRATION AT ELEMENTARY SCHOOL 8 AM – 4 PM
JULY	16	THURSDAY	REGISTRATION AT ELEMENTARY SCHOOL 10 AM – 6 PM
JULY	30	THURSDAY	Professional Day, Staff Only (No Students)
JULY	31	FRIDAY	Professional Day, Staff Only (No Students)
AUGUST	3	MONDAY	First Day of School for Students
SEPTEMBER	7	MONDAY	(No School) Labor Day
OCTOBER	5-9	MON-FRI	(No School) Fall Break October 5 thru October 9
OCTOBER	12	MONDAY	Classes Resume
OCTOBER	22	THURSDAY	(No School for Students) Parent/Teacher Conferences 10:00 AM-6:00 PM
NOVEMBER	1	SUNDAY	Daylight Savings Time ends, set clocks back one hour
NOVEMBER	25-27	WED-THURS-FRI	(No School) Thanksgiving Break
DECEMBER	18	FRIDAY	Last Day of 1 <sup>st</sup> Semester
DECEMBER	21,22	MON-TUES	Make up days if needed
DECEMBER			(No School) Christmas Break (December 21 thru January 4)
JANUARY	4	MONDAY	Professional Day, Staff Only (No Students)
JANUARY	5	TUESDAY	Classes Resume for Students
JANUARY	18	MONDAY	(No School) Martin Luther King Jr. Day Make up Day if needed
FEBRUARY	15	MONDAY	(No School) Presidents Day Make up Day if needed
MARCH	8-12		(No School) Make up days if needed
MARCH	14	SUNDAY	Daylight Saving Time begins, set clocks forward one hour
MARCH	15-19		(No School) Spring Break March 15-19 PROTECTED VACATION DAYS
MARCH	22	MONDAY	Classes Resume
APRIL	2	FRIDAY	(No School) Good Friday
MAY	27	THURSDAY	Last Day for Students
MAY	28	FRIDAY	Professional Day (Last Day for Staff) Make up Day if needed
MAY	31	MONDAY	(No School) Memorial Day
JUNE	1,2,3,4		Make up days if needed
JUNE	5	SATURDAY	Graduation 9:00 AM
			SUMMER SCHOOL (Dates to be announced)

\* Make-Up Days: December 21,22 January 18,  
February 15, March 8,9,10,11,12

May 28, June 1,2,3,4

SUMMER SCHOOL (HIGH SCHOOL STUDENTS ONLY)

June 4<sup>th</sup>-July 9<sup>th</sup> 8:00 AM – 11:00 AM

### 9 WEEKS GRADING PERIOD

BEGINNING DATE	ENDING DATE	MID TERM REPORTS DISTRIBUTED	REPORT CARDS DISTRIBUTED	STUDENT DAYS
AUGUST 3	OCTOBER 2	SEPTEMBER 4	OCTOBER 22	44
OCTOBER 12	DECEMBER 18	NOVEMBER 20	JANUARY 8	46
JANUARY 5	MARCH 5	FEBRUARY 5	MARCH 25	42
MARCH 22	MAY 27	APRIL 23	JUNE 4	48
			* Report cards will be mailed June 4, 2021	180 days

# Greensburg Elementary School

## GENERAL INFORMATION

### GREENSBURG COMMUNITY SCHOOL CORPORATION MISSION STATEMENT

The mission of the Greensburg Community School Corporation is to provide and promote lifelong learning through its commitment to quality educational programs that prepare the students to be effective, successful and responsible citizens. This is to be accomplished in a financially prudent manner.

### GREENSBURG ELEMENTARY SCHOOL

#### BELIEF STATEMENTS

- GES staff members build relationships with each of their students by creating environments where they feel safe, cared for, and comfortable to try new things and make mistakes.
- All students have the capability and right to learn at their own rate in order to achieve their maximum potential.
- Students are supported and encouraged to do their personal best.
- Treating students fairly is not the same as treating them equally.
- GES staff members encourage families and the community to be active in student learning.
- Every day is a new day.

#### GREENSBURG ELEMENTARY SCHOOL VISION:

The GES family provides all students with the tools and strategies to learn and be successful in our global community.

#### WELCOME

The faculty, staff, and administration welcome you to the Greensburg Community Schools. It is our sincere hope that you will find this year challenging, exciting, and rewarding. Your success in school will depend upon the development of effective study habits, perceptive listening skills, the practice of regular attendance and reading nightly.

The goal of the Greensburg Community Schools is for each student to achieve his/her greatest potential. To reach this goal, a cooperative

effort must exist on the part of students, teachers, parents, administrators, and the community. We urge your cooperation in this venture and assure you the results will be well worth the effort.

It is generally recognized that participating in school activities increases student academic success. For this reason, the Greensburg Community Schools encourage you to become involved in the wide variety of activities that will occur this year. Participation in school activities generates a sense of loyalty and pride. Remember, this is YOUR school. Plan to attend extracurricular events, Family Fun Nights, and show your school spirit.

The purpose of this handbook is to help you become aware of your opportunities and responsibilities as a citizen of this school corporation. Each student and parent should read this handbook and sign off that they are knowledgeable of its contents. If you or your parents have questions about what you have read, please contact the school.

#### EXPECTATIONS

The **STUDENT** has the right to be respected as an individual and to develop his/her abilities to the fullest.

He/she is responsible for knowing and following school expectations to ensure a safe learning environment.

The **TEACHER** is expected to conduct a well-planned and effective classroom program and to establish and enforce classroom expectations that will facilitate a safe learning environment.

The **ADMINISTRATOR** is responsible for maintaining discipline, for being alert to correcting situations likely to promote poor citizenship, for notifying parents of serious student offenses, and for suspending students when necessary. He/she has the right to impose detention on a student, to deny school privileges, to remove a student from class, to suspend the student, to enlist parental support, and to recommend expulsion.

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### ARRIVAL and DISMISSAL

ARRIVAL The school day is 8:10 am to 2:50 pm. Students may be dropped off after 7:30 am. Students will go to the Pirate Café until the 7:50 bell rings.

Students being dropped off by car will enter the front of the building. All bussed students will enter the back of the building.

DISMISSAL Students are dismissed at 2:50. All bussed students will dismiss at the back of the building. Car riders will dismiss in the circle at the front of the building.

### LATE ARRIVAL ON FRIDAYS

The school day on Friday is 8:40am -2:50 pm. Students may be dropped off after 8:00 am. Students will go to the Pirate Cafe until the 8:20 bell rings.

Skateboards, skates, roller blades, and scooters are not permitted on the school grounds during the school day. Students are not permitted to ride bikes to and from school. Walking is permitted only from the Lee subdivision immediately South of Greensburg Elementary. Students are to walk on the designated easement area and not in the neighbor's lawns.

The entrance to the school off of NE 80 is restricted to school buses and school personnel between the hours of 7:30 am and 3:00 pm.

### ASBESTOS

In compliance with public law 99-159, an annual statement of asbestos content is to be disclosed for each school building. If you have questions regarding asbestos at schools in the GreensburgCommunity School Corporation, please contact the Administrative Office for information.

### ATTENDANCE

#### GCS ATTENDANCE POLICIES UNDER

#### INDIANA LAW

IC 20-33-2-27 -Sec. 27. (a) It is unlawful for a parent to fail to ensure that the parent's child attends school as required under this chapter.

IC 20-33-2-1 1 — Sec. 11 . (b) (1) a definition of a child who is designated as a habitual truant, which must, at a minimum, define the term as a student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year. DOE Guidelines - in response to PL. 90-201 , the Indiana Department of Education (IDOE) has developed the following Attendance Guidelines that will be followed by Greensburg Schools.

Pursuant to 1 .C. 20-33-2-3.2, "attend" means to be physically present: (1) in a school; or (2) at another location where the school's educational program in which a person is enrolled is being conducted; during regular school hours on a day in which the educational program in which the person is enrolled is being offered.

### ABSENCES

Parents must call the school office, 663-8112 and press 9 to report their child absent from school by 8:30 a.m. School absences may be reported 24 hours a day.

\*Please report the student's name, the child's teacher, the parent calling, and the reason for being absent. We will contact you A.S.A.P. if you do not call to report your child's absence. We will call your home, your place of employment, or your emergency numbers to verify the absence with an adult. When necessary, a home visit will be made to check on the welfare of the child.

1 Excused absence — Student absence and reason for absence verified by parent/guardian with a phone call on the day of the absence or within 24 hours of the absence. Excused absences include the following:

- a. Personal illness or temporary disability preventing school attendance.
- b. Death in the immediate family
- c. Religious holiday
- d. Required court attendance.
- e. Other reasons deemed justifiable by school officials.

2. Unexcused absences — Student absence and reason for absence NOT verified by

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parent/guardian with a phone call on the day of the absence, within 24 hour of the absence or does not fall under the "excused" absences. Such an absence is considered a truancy.

We do ask that you send a note to the office explaining the absence on the day he/she returns to school along with a signed statement from the doctor, if applicable.

Perfect attendance will be recognized for students who are in attendance from 8:10 A.M. — 2:50 P.M. every day. Outstanding attendance will be recognized for students who are absent less than 2 days of school.

**TARDIES** Students are marked tardy if they arrive between 8:10 — 8:40 a.m.

**HALF-DAYS** If arrival is after 11:00a.m., it counts as  $\frac{1}{2}$  day absence. If the student leaves prior to 12:30 p.m. it counts as  $\frac{1}{2}$  day absence.

**EARLY DISMISSAL** Leaving between 2:20 — 2:50 p.m. will be marked as early dismissal.

Please schedule doctor and dentist appointments after school hours or before school hours. Students must be signed out at the office by an adult whenever they leave school before regular dismissal. Students must be signed in at the office by an adult whenever students arrive late to school.

You can call to request that we send your child's homework home with another student or to pick it up at the front office by 4:00 pm.

When a student has been absent from school 10 days excused or unexcused, the parent will receive a letter. This letter will inform you of how many days your child has been absent from school. The student's attendance will be monitored closely by the school administrators.

When a student has been absent from school 15 days excused or unexcused, a certified letter will be sent and signed by the Superintendent of Greensburg Community Schools. This letter will inform you of how many days your child has been absent from school and any further

absences will be considered truant and unexcused if not excused by a doctor.

If there is no improvement in a student's attendance after receiving the certified letter, then the responsible party for the student will be in violation of Indiana's Compulsory Attendance law and will be referred to the Prosecuting Attorney's office for possible criminal prosecution.

As added by P.L. 1-2005, SEC. 17.

Our attendance policy is based on studies that prove regular attendance is important for academic success. We understand that there are occasions where extenuating circumstances prevent a student from good school attendance, and we are sure that you also want what is best for your child. Cooperation between home and school is essential. Let us work together to ensure your child attends a regular school schedule for continued educational success.

### **BIRTHDAYS/CELEBRATIONS**

A birthday treat will be provided by our Pirate Cafe staff the 1<sup>st</sup> Friday of each month during lunch to recognize student birthdays. We do not allow birthday treats to be sent in. When asked to send in treats for holidays/celebrations, they **MUST** be commercially prepared. Do not send balloons or flower bouquets to school. These are a safety hazard. Please do not send any party invitations to school.

### **BREAKFAST and LUNCH**

Breakfast and lunch are available every day. Money may be paid anytime on your child's account. Please put lunch money in an envelope marked with the student's name and the words "lunch money" For your convenience, you may also go to your Skyward Family Access account to utilize Revtrak to make online payments.

Students are given the opportunity to make choices for their tray. Students have the choice of the main entrée, peanut butter and jelly sandwich, salad, or Pirate Lunchable. Nutrition and a balanced meal are very important. One carton of milk is served with a school lunch. An additional carton of milk may be purchased if

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there is money in the student's account. NO outside food (fast food, take-out food, and soft drinks/carbonated beverages) will be allowed in the cafeteria. Our cafeteria provides a government approved-Grade A lunch. Students are allowed to bring a sack lunch from home. \*\*A cold breakfast will be served when we have a 2 Hour Delay.

### **Breakfast and Lunch Assistance Forms**

#### **See Free/Reduced Assistance**

#### **Unpaid Lunch Policy**

A letter is sent home after the student account is \$10.00 negative. Prompt payment is expected to return the account to a positive balance. A second letter is sent home after the student account is \$50.00 negative. A free and reduced lunch application will accompany notification of the negative balance. Upon return of the application, you will be notified if your child qualifies for free or reduced lunch prices. If no attempt is made to satisfy the debt, the debt will be settled in small claims court. This would include the unpaid balance and court fees.

#### **BULLYING, HARASSMENT, OR HAZING**

GCS Definition: aggressive behavior that involves an imbalance of power or strength and occurs repeatedly over a period of time. IC 20-33-8-0.2 Definition: "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 students and create for the targeted student an objectively hostile school environment that:

1. places the targeted student in reasonable fear of harm to the targeted student's person or property:

2. has a substantially detrimental effect on the targeted student's physical or mental health;
3. has the effect of substantially interfering with the targeted student's academic performance; or privileges provided by the school.

4. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and

The term may not be interpreted to impose any burden or sanction on, or include, in the definition of the term, the following:

1. Participation in a religious event.
2. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
3. Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the US Constitution or Article 1, Section 31 of the Constitution of the State of Indiana, or both.
4. Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one or more adults.
5. Participating in an activity undertaken at the prior written direction of the student's parent.
6. Engaging in interstate or international travel from a location outside Indiana to another location outside of Indiana. "Hazing" is defined as forcing or requiring another person, with or without consent of the other person, as a condition of association with a group or organization, to perform an act that creates a substantial risk or bodily injury. "Harassment" is defined as knowingly or intentionally communicating by any means available a message to another person who does not wish to receive that information. Any person who believes that he or she is being harassed must report this harassment to a building administrator immediately. Sequence of penalties



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depends on number and/or severity of offense.

5. Expulsion from school
6. Student is arrested

### ANTI-BULLYING

1. We will not tolerate harassment in our school.
2. We will help others who are harassed.
3. We will encourage and invite others to participate in school or community activities.
4. We will report harassment to a trusted adult at school.

### WHAT DO WE DO AFTER BULLYING IS REPORTED?

1. An administrator, counselor, or SRO investigates the accusation.
2. The parent/guardian of the victim is contacted by a school official. When appropriate, the parent/guardian of the alleged bully is also contacted by a school official during the investigation process, being the number one advocate.
3. If an accusation is found to be valid/accurate: Then the parent/guardian of the bully is contacted by a school official about the determination of: sequence of events, number of/and severity of offense(s).
4. At the conclusion of the investigation the administration will determine punishment assessed and communicate the resolution to the victim's parent/guardian as soon as possible.

**DISCIPLINE MAY INCLUDE:** Determined by severity and number of offenses. 1. Warning with teaching about tolerance, diversity, and sensitivity

2. School detention
3. Mandatory school counseling
4. Out of school suspension

### SCHOOL CORPORATION CONSEQUENCES

*These may be applied as needed and facilitated by a counselor.*

1. Monthly meeting (group or individual) for students who have been suspended for bullying. (This is mandatory for students and optional for parents/guardians.
2. Monthly meeting (group or individual) for students who are victims of bullying.
3. Monthly parent support meeting on:
  - a. Cyber bullying
  - b. Exclusion from a group or sense of loss of belonging (Grades, attendance, apathy, attitude adversely affected)
  - c. Warning signs of suicide
  - d. Warning signs of drug use
  - e. Other concerns

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### **CANCELLATION POLICY**

In the event of severe weather or other emergency conditions the superintendent or his designee, is authorized to cancel school, delay the starting time, or release students early.

The normal practice is for notification of school cancellation to be made by approximately 6:00 a.m. using the GCS One Call Alert. Radio and television stations will be contacted as appropriate and feasible. Sometimes conditions may indicate that a two-hour delay would be advisable to provide for both safety and school attendance.

### **DELAY**

It may be necessary for the school to close or have a delayed opening time during the school year because of weather conditions or unsafe driving conditions. GCS One Call Alert, WTRE (1330 AM), WRZQ (107.3 FM) radio and local television stations will broadcast school delay and closing information. Information is also posted on the Greensburg Community Schools website at: [www.greensburg.k12.in.us](http://www.greensburg.k12.in.us) In case of a delay, pupils who are bussed will be picked up two hours later than the regular pick-up time and begin school at 10:10 a.m. Students may be dropped off by car after 9:30 a.m. Morning preschool classes will not meet when we have a two-hour delay, but afternoon preschool classes will attend. Regular school ending times will be used for all students.

### **EARLY RELEASE**

When an early release is necessary, you will receive a call from the GCS One Call Alert. Any extracurricular activities at GES will be canceled for that school day. Unless the school is contacted, students will go home their regular way.

### **CELL PHONES/ELECTRONIC DEVICES**

Cell phones or any other personal electronic devices are not to be used during the school day. They should be turned off and kept in their backpack.

*Disciplinary Action Taken for Cell Phone/Electronic-- Device Offense.*

Step 1: Cell phone will be sent home with student at the end of the day.

Step 2: Parent/Guardian will pick up the phone for the second offense.

Step 3: Any offense thereafter, parent conference with an administrator.

***Greensburg School Corporation is not responsible for any damages to or loss of cell phone /personal electronic devices.***

### **CHANGE OF ADDRESS/PHONE NUMBER**

Any changes to your address or home/cell/emergency numbers MUST be reported to the main office ASAP.

### **CHILD CUSTODY**

Greensburg Community Schools utilize the following procedures concerning child custody. Any questions concerning documents need to be directed to the main office.

1. In case one parent asks that the children not be allowed to leave the school with the other parent, custody papers, restraining order, or some other legal document should be in the child's permanent record at school.
2. Legal opinion states that either parent has equal rights to the child unless one of the above-mentioned legal documents has been issued.
3. In the event that a parent says he/she has such a document at home, it becomes most imperative that the document or notarized copy be brought in within a short period of time to be included in the permanent record.

### **CLASSROOM MANAGEMENT/DISCIPLINE**

In an effort to provide consistency throughout our school, Greensburg Elementary is using Steps to Success. Steps to Success was developed using Time to Teach, an evidenced based classroom management program that decreases low level behaviors, increases instructional time and increases engagement and learning and Social Emotional Learning strategies.

Getting to Know Students: Teachers begin by building relationships with their students by getting to know them through various beginning of the year activities.

Teach To's Next, the teacher and the students work together to develop expectations and procedures. This activity allows for the students to have ownership in the success of their classroom. The teacher models the expectations

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and procedures. Each student practices and is checked for mastery.

**Refocus:** When a student has a behavior that is disrupting learning, the teachers will intervene early by asking themselves:

- 1) Am I able to teach?
- 2) Are the other students able to learn?
- 3) Is the student able to learn?

If the answer to ANY one of the questions is NO, the student will be given a Prompt-ONCE to stop the disrupting behavior. If he/she does not comply, the student will Refocus.

Students will Refocus in their classroom or in an agreed upon buddy teacher's room. Students will complete a Refocus Form that asks questions to help them understand what was disrupting learning in the classroom and how to change that behavior.

At an appropriate time, teachers then meet briefly with the student to discuss behavior. If needed, the teacher models and the student practices the expectation/procedure that was not followed.

ALL K-5 students are expected to follow the Expectations for the Common Areas. Common Areas Expectations will be sent home at the beginning of each school year.

### **ABSOLUTES** (guidelines for office referrals)

- Threats or intent to hurt themselves or others
- Illegal or illicit behavior
- Inappropriate language with meaning directed towards others
- Destruction of school property

### **CODE OF CONDUCT**

Parents and students are to read and follow the Code of Conduct for Greensburg Elementary School. Parents need to be supportive and assist the school in dealing responsibly with students who violate this code.

1. Have a positive attitude toward learning.
2. Show respect for every person.

3. Take responsibility for your learning by doing your personal best.

4. Follow Common Area Expectations

5. Follow Classroom Expectations

6. Have a hall pass when going to the restroom, library, office, clinic, or computer lab and wear a student picture ID. above your waist.

7. Take pride in our building and show respect for all property.

8. Leave all non-school items at home.

9. Understand Absolutes

### **CONDITIONS OF PARTICIPATION IN SPECIAL EVENTS**

So that all students can enjoy special programs and events, we expect all students to follow school rules and conduct themselves with respect and responsibility prior to and during the activity. This includes field trips, convocations, special programs, and any type of activity provided outside the classroom setting.

### **CRIMINAL ORGANIZATIONS AND ACTIVITY IN SCHOOL**

The School Corporation adopts this policy pursuant to State law in order to address the detrimental effects of criminal organizations and criminal organization activity on its students, demonstrate its commitment to preventing and reducing criminal organization membership and eliminating criminal organization activity, educate Corporation students, employees, and parents about criminal organizations and criminal organization activity, and comply with State and Federal laws and regulations.

The Corporation prohibits criminal organization activity and similar destructive or illegal group behavior on Corporation property, on buses owned by the Corporation or used to transport Corporation students, and at school-sponsored functions. The Corporation prohibits reprisal or retaliation against individuals who report criminal organization activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable

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information about an act of criminal organization activity and similar destructive or illegal group behavior. The following definitions apply to this policy:

A. "Criminal organization", as used in this policy, means a formal or informal group with at least three (3) members that specifically:

(1) either:

- (a) promotes, sponsors, or assists in;
- (b) participates in, or
- (c) has as one of its goals; or

(2) requires as a condition of membership or continued membership the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (IC 35-42-2-1).

B. "Criminal organization activity," as used in this policy, means to:

1. actively participate in a criminal organization;
2. knowingly or intentionally commit an act:
  - a. with the intent to benefit, promote, or further the interests of a criminal organization; or
  - b. for the purpose of increasing the person's own standing or position within a criminal organization
3. knowingly or intentionally solicit, recruit, entice, or intimidate another person to join a criminal organization or remain in a criminal organization;
4. knowingly or intentionally threaten another person because the other person:
  - a.refuses to join a criminal organization;
  - b.has withdrawn from a criminal organization; or
  - c.wishes to withdraw from a criminal organization: when

engaged in by a student who attends a Corporation school.

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

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

Each school principal or designee shall conduct a thorough and complete investigation of each report of suspected criminal organization activity and each report of reprisal or retaliation. The principal or designee shall initiate the investigation promptly but no later than two (2) instructional days of the report of the alleged incident. The principal may appoint additional staff and the principal or designee may request the assistance of law enforcement to assist in the investigation for the safety of the administration, Corporation staff, or students. The investigation shall be completed and written findings prepared by the principal or designee as soon as possible, but no later than five (5) instructional days from the date of the report of the alleged incident.

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

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

Appropriate consequences and remedial action will be imposed when students are found to have engaged in criminal organization activity, criminal organization intimidation, or criminal organization recruitment on Corporation property, while riding on Corporation buses or buses used to transport Corporation students, and at school-sponsored events or when they are found to have engaged in retaliatory conduct towards a Corporation employee or student who reported an incident of criminal organization activity, according to the severity of the offense and considering both the developmental age of the student offender and the student's history of inappropriate behavior, per the code of student conduct. Consequences and appropriate remedial action for a student who engages in criminal organization activity may range from positive behavioral interventions up to and including suspension or expulsion. Incidents that result in the expulsion of a student(s) or alternative school placement of a student(s) will be referred to the local law enforcement officials for further investigation. The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings and the Superintendent's guidelines. As appropriate, the principal may provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce criminal

organization activity and enhance school climate, enlist parent cooperation and involvement or take other appropriate action). The principal shall inform the parents of all students involved in alleged incidents as provided below, and, as appropriate, may discuss the availability of counseling and other intervention services.

The principal shall provide the parents of the students who are parties to any investigation with information about the investigation, in accordance with Federal and State laws and regulations. This information includes the nature of the investigation, whether the Corporation found evidence of criminal organization activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided immediately upon completion of the investigation and issuance of written findings by the principal or designee.

Each school principal or designee shall record the number of investigations of criminal organization activity disposed of internally and the number of cases referred to local law enforcement (disaggregated by race, ethnicity, age, and gender) and report this information to the Superintendent before May 30<sup>th</sup> of each year.

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

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

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A. An evidence-based educational criminal organization awareness program for students. Corporation employees and parents; and

B. A Corporation employee development program to provide training to Corporation employees in the implementation of this policy.

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

- criminal organization awareness education for students, parents, faculty/personnel, law enforcement, and community stakeholders that, at a minimum, shows potential for effectiveness based on research, revised and updated regularly to reflect current trends in criminal organization and criminal organization-like activity;
- referral to community organizations and civic groups that offer related programs or counseling;
- viable, sustainable after-school programs developed in collaboration with other stakeholders;
- related extracurricular activities.

The Superintendent shall seek Federal funding to implement criminal organization prevention and intervention services and programs, including the following:

- Dissemination of criminal organization awareness information to students and parents. The criminal organization awareness information should be revised and updated regularly to reflect current trends in organization activity.
- Training for staff and teachers on criminal organization prevention and intervention resources.
- Coordination of resources and funding opportunities to support criminal organization prevention/intervention activities.
- Integration of available School Resource Officer Programs.

The Superintendent shall ensure that this policy is posted on the Corporation's internet website and annually disseminate this policy to all parents who have children enrolled in a school within the Corporation. This may be done through distribution of student handbooks. The Superintendent shall ensure

that notice of the Corporation's policy appears in the student handbooks and all other Corporation publications that set forth the comprehensive rules, procedures, and standards for schools within the Corporation.

IC 20-18-2-2-.8 IC

20-19-3-12

IC 20-26-18-1 et seq.

IC 20-33-9-10.5

IC 20-33-9-14

IC 35-31.5-2-27.4

IC 35-31.5-2-74

IC 35-31.5-2-264.5

IC35-45-9-1 IC

35-45-9-3

IC 35-45-9-4

IC 35-45-9-5

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### DRESS CODE REQUIREMENTS

The way one dresses has an effect on behavior and quality of school work, and that is a reflection upon GCS. Students should dress and groom themselves in keeping with a sense of appropriateness, cleanliness, decency, pride and safety. Following is the GCS dress code:

1. Dress should reflect personal pride. Clothing worn by students should be in good taste. Clothing should not be revealing, disruptive to the educational process, distracting or be lewd/suggestive.
2. Dress should reflect respect for others. Clothing that advertises tobacco, alcohol and/or drugs, clothing that is lurid, vulgar, profane or sexually suggestive or clothing that is demeaning to race, religion or sex is not permitted. If there is a question as to whether or not you should wear it - DON'T!
3. Dress should reflect a sense of what is socially proper. Sunglasses, hats, caps, or hoods, etc. are not to be worn during the school day unless it is a designated spirit day.
4. A student who wears inappropriate clothing to school will be sent to the office and will be addressed by an

## Greensburg Elementary School

administrator before the student returns to class.

### **DRUG-FREE SCHOOL PLAN**

The use of any mood-altering substance (such as alcohol, amphetamines such as that found in some diet and caffeine pills, etc.) that results in negative effects on behavior in the learning environment is prohibited. Greensburg Community Schools have made a commitment to drug and substance abuse education and to offer a supportive environment that encourages healthy lifestyles. Through our efforts to know our students, and to work cooperatively with community resources, we will continue to have a school environment that is safe, drug free, and that provides a resource for students who may have a substance abuse problem.

**A student shall not use or consume, have in his or her possession, buy, sell or give away any controlled substance.**

For policy regarding medication prescribed by a physician. see Health Services Policy.

### **DRUG SEARCH**

Greensburg Community High School conducts drug searches when it is deemed necessary. These searches may include areas inside the building, in the parking lot, on any school property or at school sponsored events. Should these searches reveal the presence of any controlled substance, paraphernalia or other illegal items, parents/guardians and authorities will be notified and the student(s) involved will be subject to penalties as outlined in the handbook and to prosecution as determined by law. In addition, the school, in conjunction with local law enforcement agencies, conducts random drug searches and any student(s) found in violation of handbook rules or public law will be penalized accordingly.

### **EMERGENCY PROCEDURES**

Procedures are available in each building classroom as per State Guidelines.

### **ENROLLMENT OF NEW STUDENTS**

To enroll a new student in the

Greensburg Community School Corporation a parent/guardian must provide the following documentation: Immunization Records, Birth Certificate, Custody Papers, and at least two (2) Emergency Telephone Numbers.

GCS enrollment policy stipulates that any student living in the Greensburg Community School District who is under the age of 18 should be enrolled for classes prior to the first day of school. Any student who transfers from another school district should make arrangements to enroll for classes immediately upon moving into the Greensburg school district.

Any student who is expelled from a public or nonpublic school in Indiana or from a school in a state other than Indiana (or who withdraws to avoid expulsion) may not enroll in GCS during the actual or proposed expulsion period.

### **EQUAL EDUCATION OPPORTUNITY**

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

Officer listed below:

Mr. Tom Hunter  
Superintendent  
812-663-4774

### **FIELD TRIPS**

Educational field trips will be taken during the school year. Students must have signed, written permission slips on file before being allowed to go on a field trip.

Chaperones: Parent volunteers on field trips must undergo a Criminal History Check two weeks prior to the field trip.

**Tobacco Policy** — The use or possession of any tobacco products by parents and/or chaperones on school property or on/and during any field

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trip where Greensburg Community Schools' students are present is PROHIBITED.

### **FREE/REDUCED LUNCH AND TEXTBOOK ASSISTANCE**

Free/Reduced lunch and textbook assistance forms are available for students when they register or throughout the year as needed. A school official will review forms and determine if families qualify for this assistance. Families are encouraged to apply, if they feel that they may qualify for these services.

### **GRADING POLICY**

The grading standards are the same for students in grades 1 -5.

100=A+	99-93=A	92-90=A-
89-87=B+	86-83=B	82-80=B-
79-77=C+	76-73=C	72-70=C-
69-67=D+	66-63=D	62-60=D-
59 and below=F		

Kindergarten students will receive a Progress Report Checklist each nine weeks.

S-Satisfactory and U-Unsatisfactory may be used for Special Education per the I.E.P. and for students with English as a second language.

### **THE HATCH ACT**

Students are prohibited from bringing firearms to school buildings or property. The penalty for disregarding this is expulsion for a minimum of one year. Modification of the expulsion penalty with respect to the violation of bringing a firearm to school is subject to consideration only by the hearing examiner, the Superintendent, or the school board in compliance with the Indiana Code requirements for student expulsion.

**HEAD LICE GUIDELINES:** Any child identified with active head lice infestation will be sent home. Parents will be contacted by phone and/or letter to notify them, and treatment for the child will be required before returning to school. Treatment guides and health information about lice will be sent home with the child. Medicated shampoo will be available through school or through the Department of Health for those not able to afford it. Parents must contact the school for this to be arranged.

If the school is providing the medication, parents must come to the school to pick it up. Medication will not be sent home with the child. All others will be allowed to stay in the classroom, but will be discouraged from head to head contact with other children. The student's siblings will be checked for head lice. The school will continue to encourage daily home head checks/treatments until the child is clear of all signs of head lice. The child will continue to be checked by the school nurse until he/she is clear of any signs of head lice. A note from the school will be sent home with all children in the affected classroom suggesting that parents check their child's head for lice. Periodic education about lice diagnosis, treatment, and prevention may be given to the school families during the school year.

Rationale for change in Lice Guidelines: When a case of lice is identified, the person has likely had the lice for a month or more by the time it is found.

Lice do not cause disease or illness. Lice are mainly a nuisance. Lice do not fly or jump; they crawl. Most times lice are spread from one person to another by head to head contact. Lice can rarely be spread by shared hats, combs, or brushes. Healthy lice do not leave their food source (a scalp) unless another warm scalp is present. Adult lice survive for less than one day away from their food source. An egg (nit) cannot hatch at temperatures less than the body temperature of the scalp. "No nit" policies have been found to cause children to miss valuable school time. Classroom head lice screening programs have not been shown to be effective in reducing lice incidence in schools and they are not cost-effective. (Based on guidelines from the American Academy of Pediatrics and the National Association of School Nurses)

### **HEALTH SERVICES POLICY**

Greensburg Elementary School maintains a clinic facility in case of student illness or injury. The school nurse has office hours in this clinic every school day.

The clinic is to be used for legitimate illness or injury and the procedures are as follows:



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1. A student must obtain a pass from his/her classroom teacher unless extenuating circumstances exist.
  2. A student who becomes ill or injured must check in through the main office secretaries. Elementary students report to the school nurse.
  3. Repeated use of the clinic facilities will be monitored.
  4. The office secretaries are the point of check out for injured or ill students who are leaving school. Parents/Guardians will be notified in situations where the student must leave the school grounds.
  5. A student must register all prescription-and non-prescription medications with the school nurse. If the following guidelines are not met, medication will not be given at school:
    - a. Written instructions by the physician must be on file and the parent/guardian must send a daily permission slip requesting the medication be given, the amount to be given, and the time to be given.
    - b. All medications prescribed must be kept in the original container with pharmacy label, name and address of patient, the name and strength or sizes of the drug or device, the amount to be dispensed, adequate directions for the proper use of the drug or device by the patient and the name of the practitioner. The druggist will usually provide an identical container when requested to do so.
    - c. If a prescribed medication is to be given for longer than 2 weeks, a special medication form is required and must be completed by both physician and parent. This form is available at school. The medication must be kept in its original container with the same information listed previously. The form and the container must be updated if changes are made in the medication and must be renewed yearly.
    - d. There will be no standing order for medications (i.e. aspirin, Tylenol, cough syrup, antacid, inhalants, etc.) to be brought to school and kept there to be given as needed without proper authorization from the physician and parent and following instructions previously listed.
    - e. Over-the-counter medication must be sent in the original container which is labeled with the student's name and accompanied each day with a permission note from the parent/guardian including the name of the medication, the amount to be given, and time to be given.
    - f. A written order of a practitioner is for off-the-shelf medication when it is not advisable for children (i.e. adult strength aspirin, certain cold elixirs, etc.).
- Pertinent health/special needs information which may affect a student in the school environment will be shared with appropriate staff.

### **HOMEWORK**

Homework is an important tool in the educational process. Homework reinforces what is taught in the classroom during the school day. Parents need to stress the importance of completing homework daily. Parents can help by encouraging students to read at home daily for 20 minutes. Homework is the responsibility of the child. This helps develop an important lifelong skill.

#### **Homework Parent Tips:**

1. Listen to your child practice reading.
2. Help your child study spelling words and math facts at home.

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3. Check your child's work for completeness and accuracy.
4. Check your child's book bag and agenda daily for important papers and teacher notes.
5. Classroom and School newsletters are available to parents digitally unless a paper copy is requested.

### **IMMUNIZATIONS**

Whenever a student enrolls in any Greensburg Community School, the parents must furnish a written statement of the student's immunizations, accompanied by a physician's certificate or other documentation of immunization records. This requirement applies to all students unless such documents are already on file with the school corporation. This requirement may be enforced by suspension or expulsion from school.

### **LOST and FOUND**

Lost and found items are located outside the cafeteria. Parents are encouraged to have names in personal items and to report losses as soon as possible. Students are discouraged from bringing valuable items or money to school.

### **NON-SCHOOL OFFICIALS**

A law enforcement officer, Child Protection Services, or other public or private professional service agencies may confer with a student on school premises.

### **OUT-OF-DISTRICT TRANSFER STUDENTS**

In addition to students with legal settlement in the Corporation, students without legal settlement in the Corporation (hereafter referred to as "transfer students") will be enrolled in compliance with 1020-26-1 1-32 and the following procedure:

- A. By June 7, the Board will establish the number of transfer students that can be accepted in each building and grade level.
- B. The Board will establish a date by which requests to enroll a transfer student must be submitted to the Superintendent. This date shall be submitted to the Indiana Department of Education and published on the

Corporation Internet website. The date is June 1.

- C. Requests to enroll a student without legal settlement in the Corporation shall not be denied if the student to be transferred:

1. has been enrolled in the Corporation in the prior school year;
2. Is a member of a household in which any other member of the household is a student in the transferee school; or
3. Has a parent who is an employee of the Corporation

If the number of requests to enroll in each building and grade level exceeds the number established by the Board reduced by the number of transfers that may not be denied as described in paragraph (C) above, the students to be enrolled in each building and grade level shall be determined by random selection in which each application submitted on or before the date established by the Board pursuant to paragraph (A) above has an equal chance of being selected.

An application to transfer to the Corporation may be denied if the student has been suspended (as defined in I.C.20-33-8-7) or expelled (as defined in I.C.20-33-8-3) during the twelve (12) months preceding the student's request to transfer for:

- A. ten (10) or more school days;
- B. possession of a firearm, deadly weapon, or a destructive device as described in I.C. 20-33-8-16;
- C. causing physical injury to a student, a school employee, or a visitor to the school; or
- D. a violation of a school corporation's drug or alcohol rules.

For purposes of computing the number of days of discipline of the student requesting enrollment, student discipline received from a

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teacher pursuant to I.C. 20-33-8-25(b) (7) for a violation described in subdivisions (2) through (4) shall be included in the calculation of the number of school days that a student has been suspended.

No transfer student shall be accepted for enrollment for athletic reasons.

I.C. 20-18-2-1 1 (legal settlement defined)

**I.C. 20-33-2-12 (transfer to another accredited or non-accredited school)**

I.C. 20-33-8-17 (expulsion for lack of legal settlement)

I.C. 20-26-1 1-1 (residence defined)

I.C. 20-26-1 1-6(e) (option to not charge transfer tuition)

### **PARENT LUNCHES**

Monday and Friday will be designated days for parents to sit/eat lunch with their child. Parents must call by 9:00 a.m. to reserve a seat.

Big Brothers/Big Sisters AIM volunteers are here on Tuesday, Wednesday, and Thursday. NO outside food (fast food, takeout food, and soft drinks/carbonated beverages) will be allowed in the cafeteria. Parents may bring a sack lunch from home. Our cafeteria provides a government approved-Grade A lunch. Students are allowed to bring a sack lunch from home. When your child's class is dismissed from the cafeteria, you should exit through the front doors after signing out at the office.

\*\*\*Parent lunches will not begin until the Monday after Labor Day. We will not have parent lunches during the following times:

- 1<sup>st</sup> week back after 9 week breaks
- Week of Star Lab
- Week prior to Christmas break
- Day of Kindergarten Round Up
- On a 2-hour delay unless a reservation had already been made
- Day of Walk-A-Thon
- Days of Special Programs
- Days of State Mandated Testing

Parent lunches will be served through the 2<sup>nd</sup> week in May.

### **PARENT/TEACHER CONFERENCES**

Parent/Teacher conferences will be held after the nine week grading period. Hours will be from 10:00 am to 6:00 pm. There is no school for students that day.

### **PARENT TEACHER ORGANIZATION (PTO)**

The Greensburg Parent Teacher Organization (GES PTO) is open to all parents/guardians of students enrolled in the school and all school staff members. The GES PTO is an organization whose purpose is to strengthen, enhance and encourage the educational and social environment of Greensburg Elementary School. The GES PTO goals are to complement the school curriculum with additional opportunities for parents, teachers and students to learn, socialize, communicate and grow. Meetings will be held throughout the school year. The GES PTO will have an annual fundraiser. Funds are used to supplement the various programs and projects of the school. The success of this project depends on the participation of all.

### **PESTICIDE NOTIFICATION**

It is the goal of Greensburg Community Schools to have all pesticides applied during the school breaks throughout the school year. If by chance we would need to make an emergency application during normal school hours and you would like to be put on our Pesticide Notification Registry. Please contact Mr. Tim Kane, Director of Maintenance at Greensburg Community Schools Administrative Office (812)663-4774 ext. 1917.

### **PRE-AHERA INSPECTION**

Greensburg Elementary is asbestos **free**.

### **REPORT CARDS and PROGRESS REPORTS**

Report cards and progress reports are completed for each nine weeks grading period. A mid-term report will be available on Skyward at the halfway point each nine week grading period. Kindergarten will receive a mid-term progress report starting with the 2<sup>nd</sup> nine weeks.

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The first report card and progress report will be shared at the October Parent/Teacher Conference.

### **RIGHT TO INSPECT CERTAIN**

#### **INSTRUCTIONAL MATERIALS**

The parent or guardian of any child enrolled in the Greensburg Community School system is entitled to inspect any instructional materials, which will be used in connection with a survey, a personal analysis, or an evaluation, which is not a direct part of the academic instruction. Instructional materials include teachers' manuals, student texts, films, and video tapes. Any complaints arising under this policy may be submitted in accordance with the policy for parental (public) complaints. 20.U.S.C. 1243h(a).

### **RULES OF CONDUCT**

#### **SUBSTITUTE TEACHERS**

Our schools are fortunate in having capable people to help us whenever regular teachers are ill or are attending conferences. A substitute teacher is an important visitor whose impressions of our schools will be carried into the community. Let us be certain that these are good impressions by being polite, helpful and considerate as you would be to your regular teacher.

#### **AUTHORITY OF ADULT SCHOOL EMPLOYEES**

All of the adult employees of the Greensburg Community Schools have certain responsibilities to the schools and in order to carry out these responsibilities they have certain authority granted to them. Included in this authority is the authority to correct students when the need arises. If any student is corrected by an adult employee, whether the employee is faculty, clerical, cafeteria, or custodial, the student is expected to accept such correction as though the principal were giving such correction.

#### **RULES OF STUDENT TRAVEL TO AND FROM SCHOOL**

It is not the purpose of the school to dictate the path or mode of travel a student chooses in getting to or from school. However, the

following rules are designed to aid in the safe and educational functioning of our school for all students. In an effort to reduce student involvement in fighting, school truancy, school tardiness, illegal use, possession, or sale of alcohol, non-prescription drugs, tobacco products and fireworks by students under 18 years of age, the school system will enforce a policy which requires students to come directly to school or go directly home without stopping to loiter along their chosen path. Penalties for violating this policy will be addressed by the school discipline plan and/or administrator's discretion.

### **SAFETY**

GES strives to provide a safe learning environment. Therefore, safety is of utmost importance. Our students participate in many safety drills throughout the school year. GCS has three resource officers available to our students.

### **SECLUSION/RESTRAINT**

As a part of the emergency procedures in place in our schools, 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. The school nurse will also follow-up with these students to make sure no injury has occurred.

### **SEVERE PENALTY POLICY**

A severe penalty is recognized as a discipline measure that is used to correct or alter the disruptive behavior of a student. For severe penalties there will be parent/guardian contact. Students that are expelled or suspended from school shall not be on Greensburg Community School Corporation property or attend any

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school function during the time of this penalty without administrative authorization. Failure to comply will result in the student being charged with trespass. The following is a list of actions that may or may not invoke severe penalties.

These actions include but are not limited to:

1. Controlled substances - No student shall knowingly possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind. No student shall knowingly possess anything that used for consumption, delivery, processing, or storage of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant of any kind, electronic cigarette, vaporizer, vapor pen, mod box, or any item that closely resembles or is represented to be any of the foregoing items. In the event this occurs, authorities and parents will be notified, and students could be arrested.
  - a. Use or possession of substance:
  - b. Use or possession of paraphernalia:
  - c. Selling or distribution:
2. Use or possession of tobacco including e-cigarette vaporizer, vapor pen, mod box, or any item that closely resembles or is represented to be any of the foregoing items (during school, on school grounds or at any school sponsored activities):
3. Use or possession of an electronic cigarette vaporizer, vapor pen, mod box, or any item that closely resembles or is represented to be any of the foregoing items (during school, on school grounds, or at any school sponsored activities):
4. Fighting or physical aggression:
5. Theft of personal or school property.

**SEXUAL HARASSMENT POLICY** Harassment is, by definition, comments or conduct that is disturbing to a person/persons. Reasonably, said comment or conduct should be known to be unwelcome. Whether physical, verbal or visual, it is behavior that disrupts the educational setting, interferes with learning and is demeaning to the individuals involved. Sexual

harassment involves any form of harassment with sexual overtones.

The policy of Greensburg Community Schools is preventive in nature and is intended to provide an environment that is free of sexual or any type of harassment. All individuals associated with the school shall conduct themselves in such a manner that guarantees an atmosphere free from sexual harassment and conducive to learning, growth, productivity and self-esteem. Sexual harassment includes, but is not limited to the following types of behavior:

1. Sexual advances that are known, reasonably, to be unwelcome.
2. Requests for sexual favors that are known, reasonably, to be unwelcome.
3. Sexually-oriented remarks that are known, reasonably, to be unwelcome.
4. Sexual advances or requests made by a person in a position to grant or deny favors, when that person knows that the advances or requests are unwelcome.
5. Retaliation or threat of retaliation for the rejection of sexual advances or requests.
6. Display of pictures, cartoons and graffiti that is sexually harassing or suggestive of sexual harassment.

Penalties for sexual harassment will be determined by the nature of the offense. They may include in-school suspension, and suspension out of school or suspension/expulsion. In addition, the offense may necessitate notification and involvement of the law enforcement officials.

**ANTI-HARASSMENT POLICY** It is the policy of the School Board to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and

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reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the School Corporation community as well as third parties who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School Corporation Community" means students, administrators, teachers, staff, and all other personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School Corporation property (e.g., visiting speakers, participants, on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and the other individuals who come in contact with members of the School Corporation community at school related events/activities (whether on or off School Corporation property).

### **STUDENT DUE PROCESS**

#### **20-8.1-5.1-3. Rights and responsibilities of school corporations.**

(a) Student supervision and the desirable behavior of students in carrying out school purposes are the responsibility of a school corporation and the students of a school corporation.

(b) In all matters relating to the discipline and conduct of students, school corporation personnel stand in the relation of parents and

guardians to the students of the school corporation. Therefore, school corporation personnel have the right, subject to this chapter, to take any disciplinary action necessary to promote student conduct that conforms to an orderly and effective educational system.

(c) Students must follow responsible directions of school personnel in all educational settings and refrain from disruptive behavior that interferes with the educational environment. 20-8.1-5.1-4. Action to prevent interference with education functions. — Removal of students.

(a) This section applies to a person who:

(1) Is a teacher or other school staff member; and

(2) Has students under the person's charge.

(b) A person may take any action that is reasonably necessary to carry out or prevent an interference with an educational function that the person supervises.

#### **20-8.1-5.1-5. Action by principal — Regulations.**

(a) A principal may take any action concerning the principal's school or a school activity within the principal's jurisdiction that is reasonably necessary to carry out or prevent interference with an educational function or school purposes.

(b) Subsection (a) allows a principal to write regulations to govern student conduct.

#### **Action by superintendent.**

A superintendent or a member of the superintendent's administrative staff may, with the superintendent's approval, take any action with respect to all schools within the superintendent's jurisdiction that is reasonably necessary to carry out or prevent interference with an educational function or school purpose.

#### **20-8.1-5.1-7. Duties of governing body of school corporation — Rules and regulations.**

- (a) The governing body of a school corporation must do the following:
- (1) Establish written discipline rules, which may include appropriate dress codes, for the school corporation.
  - (2) Give general publicity to the discipline rules within a school where

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the discipline rules apply by actions such as:

(A) Taking a copy of the discipline rules available to students and students' parents; or

(B) Delivering a copy of the discipline rules to students or the parents of students. This publicity requirement may not be construed technically and is satisfied in any case when the school corporation makes a good faith effort to disseminate to Students or parents generally the text or substance of a discipline rule.

(b) The superintendent of a school corporation and the principals of each school in a school corporation may adopt regulations establishing lines of responsibility and related guidelines in compliance with the discipline policies of the governing body.

(c) The governing body of a school corporation may delegate rulemaking, disciplinary, and other authority as reasonably necessary to carry out the school purposes of the school corporation.

(d) Subsection (a) does not apply to rules or directions concerning the following:

(1) Movement of students.

(2) Movement or parking of vehicles.

(3) Day-to-day instructions concerning the operation of a classroom or teaching station.

(4) Time for commencement of school.

(5) Other standards or regulations relating to the manner in which an educational function must be administered.

However, this subsection does not prohibit the governing body from regulating the areas listed in this subsection.

**Grounds for suspension or expulsion.** (a) The following are the grounds for student suspension or expulsion, subject to the procedural requirements of this chapter and as stated by school corporation rules:

(1) Student misconduct.

(2) Substantial disobedience. (b) The grounds for suspension or expulsion listed in subsection (a) apply when a student is:

(1) on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group;

(2) off school grounds at a school activity, function, or event; or

(3) traveling to or from school or a school activity, function, or event. Engaging in unlawful activity off school grounds. In addition to the grounds specified in section 8 of this chapter, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:

(1) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or

(2) the student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

### **20-8.1-5.1-10. Weapons expulsion.**

(a) As used in this section, "firearm" has the meaning set forth in IC 35-47-1-5.

(b) As used in this section, "deadly weapon" has the meaning set forth in IC 35-41-1-8. The term does not include a firearm.

(c) Notwithstanding section 14 of this chapter, a student who is:

(1) identified as bringing a firearm to school or on school property; or

(2) in possession of a firearm on school property; must be expelled for a period of at least one (1) calendar year, with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period.

(d) The superintendent may, on a case-by-case basis, modify the period of expulsion under subsection for a student who is expelled under this section.

(e) Notwithstanding section 14 of this chapter, a student who is:

(1) identified as bringing a deadly weapon to school or on school property; or

(2) in possession of a deadly weapon on school property; may be expelled for a period of not more than one (1) calendar year.

(f) A superintendent shall notify the prosecuting attorney of the county in which the school is located if a student is expelled under subsection (c) or (e). Upon receiving notification under this subsection, the prosecuting attorney shall begin an investigation and take appropriate action.

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(g) A student with disabilities (as defined in IC 20-1-6.1-7) who possesses a firearm on school property is subject to procedural safeguards under 20 U.S.C. 1415.

**20-8.1-5.1-11. Legal settlement Expulsion.** A student may be expelled from school if the student's legal settlement is not in the attendance area of the school corporation where the student is enrolled.

### **1. Suspension — Time limitations —**

**Statement to parent.** (a) A principal may suspend a student for not more than ten (10) school days under section 8, 9, or 10 of this chapter. However, the student may be suspended for more than ten (10) school days under section 16 of this chapter.

This citation of the Indiana Code, relative to student due process, is not all-inclusive. For further details, refer to IC 20-8.1 Chapter 5. I .

### **STUDENT RECORDS**

Student records are governed and controlled by adopted policy to comply with provisions of the "Family Education Rights and Privacy Act of 1974" {20 U.S.C. 1232g} and the regulations of the Department of Education and Health and Human Services. Student records are accessible to parents upon request.

### **STUDENT SUBMISSION TO SURVEYS PERSONAL ANALYSIS, OR EVALUATIONS OF SCHOOL CURRICULUM**

No student shall be required, without parental consent, to submit to a survey, a personal analysis, or an evaluation not directly related to the academic instruction which reveals information concerning:

1. political affiliations, religious beliefs or practices
2. mental or psychological conditions that may embarrass the student or his/her family
3. sexual behavior and attitudes
4. illegal, anti-social, self-incriminating or demeaning behavior
5. critical appraisals of other individuals with whom the student has a close family relationship
6. legally recognized privileged or confidential relationships
7. income (except as required by law to determine eligibility for participation in programs or financial assistance)

Any consent form used in compliance with this policy must state the contents and nature of the personal analysis, survey, or evaluation.

### **TECHNOLOGY**

Greensburg Community Schools is a 1:1 school corporation. Each student in grades K-12 has a technology device. Students in grades K-I have full size iPads. Students in grade 2 have a full size iPad with a keyboard. They will bring those devices home periodically, however the devices will be charged at school. Students in grades 3-5 have a laptop and will bring those devices home nightly for assignments and to be charged.

### **TECHNOLOGY EXPECTATIONS**

Payment of technology devices is due and payable at the time of registration. Assistance is available for families who qualify for free and reduced lunches. These devices are leased through the school; therefore, the devices should be treated as such. Students need to take good care of their device. If the device is damaged in any way, students will bring that computer to the tech center. A loaner will be given for the first offense. However, if devices continue to be damaged, consequences will occur. These consequences might include loss of device for a period of time, detention during school, or loss of device for the remaining school year.

Other expectations include:

- Bringing device to school charged every day
- Leave device at school during long breaks
- Only one google account on device
- Loaner devices do NOT go home
- NO stickers are to be put on the device
- Device is not to be stored anywhere on the floor

### **TECHNOLOGY LEASE**

Technology devices are leased through the school. **Payment is due and payable at the time of registration.** Textbook assistance is available for families who qualify for free and reduced lunches.



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### **INSURANCE FOR SCHOOL ISSUED DEVICE**

Greensburg Community Schools will offer a low cost insurance for technology devices that are issued mobile devices distributed to students and faculty. The insurance will protect the device against ACCIDENTAL DAMAGE, THEFT, FIRE, FLOOD, NATURAL DISASTERS, POWER SURGE, and VANDALISM. This insurance policy will provide full replacement cost coverage and will protect the item worldwide (on and off school grounds). The policy is also transferable to a replacement unit. In the event of Theft or Vandalism, a police report from the Jurisdictional Law Enforcement agency is required. Insurance MUST be purchased PRIOR to damage and/or claim.

### **INTERNET POLICY (STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY AGREEMENT)**

Internet access is provided to all students of Greensburg Community Schools. Use of the Internet is a privilege, not a right. The Corporation's Internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in cancellation of this privilege.

The parent/guardian and student are required to read and sign the Student Network and Internet Acceptable Use and Safety Agreement. Any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense. As a user of the Corporation's computers/network and the Internet, the student agrees to communicate over the Internet and the Network in an appropriate manner, honoring all relevant laws, restrictions, and guidelines.

### **TOBACCO FREE POLICY**

In compliance with federal law which requires the adoption of a smoke free policy, the Greensburg Community Schools' policy is as follows: "It shall be the policy of the Greensburg Community Schools that after August 15, 2005, the properties of Greensburg Community Schools will be tobacco free."

**TOBACCO MINOR POSSESSION** Tobacco, electronic cigarettes, vaporizer, vapor pens, or any item that closely resembles or is represented to be any of the foregoing items are not permitted on school grounds. All tobacco, electronic cigarettes, vaporizers, vapor pens, mod box, or like items are subject to a written citation and fine according to the Indiana State Law IC 35-46-1-10.5. "Electronic Cigarette" means a device that is capable of providing an inhatable dose of nicotine by delivering a vaporized solution. The term includes the components and cartridges. 35-46-1-1.5.

### **TRANSPORTATION**

#### **Bus Transportation**

School bus transportation is a privilege. Students who ignore safety rules or engage in disrespectful activities may receive a verbal warning, receive a written warning, be suspended from riding the bus, or be denied their bus riding privileges. In the event a student is suspended from riding the bus, the parent and/or guardian shall be responsible for arranging transportation for his or her child to and from school.

- Stay in your seat, with hands to yourself
- Always respect others, the bus, and yourself.
- Follow the directions of your bus driver all the time.
- Eating and drinking are not allowed on the bus.
- Talk quietly; Please do not shout; No hurtful words.
- Your safety is our #1 concern; YOU are responsible for your actions

**Please note: No adult, Including parents or guardians are allowed to board a school bus for any reason at any time.** If you have a concern. please contact your child's school bus driver, building administrator, or the Greensburg Community School Administration Office.

For additional information regarding the Greensburg Community School Corporation Policies, Rules, and Guidelines for safe school

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bus transportation please refer to our school website at [www.greensburg.k12.in.us](http://www.greensburg.k12.in.us) or contact your child's building administrators.

### **TRANSPORTATION CHANGES**

Bus routes are assigned at registration. If your child needs to go home a different way, you must notify the main office by 12:00 noon. If seating is not available the driver has the right to refuse transportation to any student not permanently assigned to his/her bus. If two (2) students are going home with each other, a note will be needed from each student's family.

### **Treatment and Emergency Transportation**

The school system employs two full-time nurses to provide required student testing and emergency treatment of students.

The school is not responsible for the cost of transportation to the hospital or for the costs of treatment at the hospital should that be necessary.

Students will only be transported with permission or in a life-threatening situation.

### **VISITORS**

All visitors are required to provide a valid driver's license or other state issued photo I.D. on their 1st visit. The I.D. will be scanned and entered into our Raptor visitor system. Once approved photo I.D. badges can be printed each time you visit the elementary. A visitor name badge is to be worn at all times during their visit. Visitors are also required to check out at the Raptor kiosk in the office before they leave the building.

### **WITHDRAWAL FROM SCHOOL**

In order for all necessary records to be completed, parents are requested to contact the main office two days prior to the date of withdrawal, stating their intention. Students are required to turn in all books on the last day of attendance at school.