



Center Grove Middle School Central

Student Handbook 2016-17

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Property of: _____

Address: _____

Phone #: _____ Email: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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Family – School Compact

Center Grove Middle School Central

Parent Pledge

- I will:
- Send my child to school every day, ready to learn
 - Understand and support the school policies and discipline codes to ensure a safe learning environment
 - Model tolerance and social grace
 - Be an active, positive and responsible participant in my child's learning process by monitoring: his/her agenda, Skyward information, online homework, and MSC website
 - Let the teacher(s) know if my child has any problems or situations that may affect his/her learning
 - Encourage my child to read
 - Have high expectations for my child in all classes
 - Communicate with my student and school regularly
 - Create a partnership with the school

Student Pledge

- I will:
- Come to school every day prepared and willing to learn
 - Follow school policies and procedures to help create a safe learning environment
 - Display tolerance and social grace
 - Prepare for and complete tests, quizzes and my assignments on time and in a quality manner
 - Be an active, positive, and responsible participant in the learning process
 - Let my teacher and family know if I have problems learning
 - Look for opportunities to read
 - Have high expectations for myself in all classes
 - Communicate with my parents and teachers regularly
 - Create a partnership with the school

School Pledge

- We will:
- Come to school every day prepared to teach
 - Enforce school policies and procedures fairly and consistently to create a classroom environment that is comfortable for all students
 - Model tolerance and social grace
 - Design lessons that are relevant and interesting
 - Continually strive to improve my teaching strategies and meet the needs of all my students
 - Encourage my students to read
 - Have high expectations for all students and myself
 - Communicate with students and parents regularly
 - Create a partnership with our families

WELCOME

Champions Make Choices; Choices Make Champions. While at Center Grove Middle School Central, students will learn that their choices have power and long-lasting impact. We re-iterate the meaning of our above motto throughout a student's time in middle school.

Center Grove Middle School Central has a strong tradition of academic excellence. We are committed to making decisions based on our **Mission Statement: *The safe, caring Center Grove Middle School Central Community empowers each student to dream, explore, and achieve.***

We also work with our students and families to make choices based on our **Vision Statement: *Center Grove Middle School Central students enter high school having achieved academic and social success. With a rigorous foundation of core and unified arts content, students value the importance of a broad, lifelong education. Students make appropriate decisions, think independently, and assume responsibility for their learning. Developing into well-rounded, productive citizens, our students display tolerance and social grace. MSC students are confident, passionate critical thinkers who achieve at their highest potential.***

Working together with our parents, students, and community, we developed our Family-School Compact, which is above. By creating a partnership between families and school, we trust that this school year will be our best ever!

CENTER GROVE COMMUNITY SCHOOL CORPORATION MISSION AND VISION

Mission Statement: All students receive an exceptional educational experience.

Vision Statement: We develop knowledgeable, confident and responsible citizens through inspirational and innovative learning opportunities.

Understand and appreciate different needs and perspectives beyond your own

Nurture a safe and supporting learning environment to enable each child to achieve his/her personal best

Inspire a life-long love of learning

Transfer knowledge to future academic and community pursuits

You will be successful and make a difference!

Core Beliefs/Values:

At CGCSC, our UNITY will empower students to achieve success by:

- Encouraging and enabling all students to achieve their highest potential
- Providing a safe and supportive environment
- Nurturing positive and caring relationships
- Offering a creative, comprehensive and challenging learning environment to develop the whole child
- Partnering with community and utilizing resources efficiently and effectively
- Sharing responsibility with the family to teach and support the values of the school and community
- Embracing and appreciating diversity
- Hiring and retaining highly qualified and effective staff
- Respecting self and others and their differences
- Making decisions based on what is best for students

CENTER GROVE COMMUNITY SCHOOL CORPORATION PHILOSOPHY OF EDUCATION

The Board of School Trustees of the Center Grove Community School Corporation believes that the greatest resource of any civilization is its children. The progress and survival of our culture depends upon recognizing and helping to meet the needs of all children in the home, school, and community, while also teaching an appreciation of the greater community within and outside national boundaries. Therefore, in a democratic society, important responsibility rests with the public schools to encourage and direct the physical, mental, moral, and social growth of each child in the direction of his/her interests and abilities.

The Board also believes that the educational program of the district schools should accept each individual as a unique person and provides that student with a stimulating environment and with learning experiences that will lead to the best possible adjustment to life.

The Board supports an educational program directed to all students in the school system - one that will promote a desire and ability to pursue knowledge independently, one that will provide opportunities for each to learn a job skill, one that will impart knowledge of the arts and sciences, one that teaches students to accept responsibility for their actions, and one that will assist each student to reach his/her potential.

The Board believes that children need teachers who help them to learn, to develop, to change, and to grow, each according to his/her own natural abilities. Children need creative, continually growing teachers who use vision and courage in planning improved opportunities for them, teachers who are sympathetic to the needs of children and who are willing to provide for their individual differences, and teachers who find ways of enriching their personal lives.

The Board also believes that parents play an important role in the education of their children. The Board further believes that good school and parent communication is essential if the schools are to be effective. This is especially true in the Center Grove community, a community that is experiencing a rapid growth of new residents to the school district. By contributing ideas to the schools, parents and patrons can assist and support teachers and administrators in the development of programs that are in the best interest of all children.

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY:

CGSC BYLAWS & POLICIES 2260 *

The School Board does not discriminate on the basis of religion, race, color, national origin, sex, disability, age, or genetic information in its programs, activities or employment.

Further, it is the policy of this Corporation to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, place of residence within the boundaries of the Corporation, or social or economic background, to learn through the curriculum offered in this Corporation.

SECTION 504/ADA PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY:

CGSC BYLAWS & POLICIES 2260.01 *

Pursuant to Section 504 of the Rehabilitation Act of 1973 ("Section 504"), the Americans with Disabilities Act of 1990, as amended ("ADA"), and the implementing regulations (collectively "Section 504/ADA"), no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The School Board does not discriminate in admission or access to, or participation in, or treatment, or employment in, its programs or activities. As such, the Board's policies and practices will not discriminate against employees and students with disabilities, will provide equal opportunity for employment, and will make accessible to qualified individuals with disabilities its facilities, programs, and activities. No discrimination will be knowingly permitted against any individual with a disability on the sole basis of that disability in any of the programs, activities, policies, and/or practices in the Corporation.+

**Additional information* on these and other board policies are available online at <http://www.neola.com/centergrove-in/>

VISITORS

ALL VISITORS MUST REPORT TO THE OFFICE BEFORE GOING TO ANY AREA OF THE BUILDING. All visitors must sign-in at the office and wear a Visitor's pass or official form of identification that is visible to all staff and students. A Visitor's pass is available in the office.

Parents are always welcome to visit school and are encouraged to do so. If parents want to talk to a teacher regarding their child, they are asked to write a note to the teacher asking for an appointment or to call the counselor's office and ask to schedule a conference. Only parents, guardians, or other relatives will be allowed to visit school. Friends from out-of-town or other schools will not be allowed to visit classes without prior approval of the principal.

Visitors bringing deliveries for their child should report to the office. So that instructional classroom time is not interrupted, items are delivered to students during their lunch periods and at the end of the school day.

CLOSED CAMPUS

Students will be required to remain on the school grounds from the time buses arrive in the morning until buses depart at the end of the day including the lunch periods.

CROSSING ROADS/STUDENT RIDES AND TRAFFIC

Students arriving in the morning before 7:30 A.M. should be dropped off in the Drop Off Zones and use the inside/right lane closest to the curb, as marked at the main entrance. Students must enter and exit a vehicle from the passenger side only. Students leaving school by any means other than a bus must be picked up at the main entrance. We allow students to be dropped off no earlier than 7:00 A.M. Students arriving between 7:00 A.M. and 7:20 A.M. must wait in the school cafeteria. At the end of the day, students must go directly to the main entrance and wait for their rides under the canopy. Parents picking up students during the school day from 7:30 A.M. – 2:40 P.M. must sign their children out in the office. Students not following drop off/pick up procedures or behaving unsafely can receive disciplinary consequences.

A parent note for permission must be on file in the office giving the student permission to walk to and from school. Students walking home or elsewhere must wait at the main entrance until all buses have departed from our school. At no time shall students walk across a road unless they have parental permission.

ACADEMICS

While the middle school works to meet the needs of students in many areas, the academic program is of primary importance. This program includes the general classes offered in each area and includes special programs for special student needs.

INTERDISCIPLINARY TEAMS

All students are members of a team. A team consists of approximately one hundred fifty (150) students in grades seven and eight and eighty to one hundred twenty (80-120) students in grade 6. The team (of teachers) represents the academic areas of language arts, mathematics, science, and social studies. There are two teams in grades seven and eight and three teams in grade six.

To provide time for curriculum planning, all members of a teaching team share a daily common planning period. Teachers discuss student problems, plan how to integrate and connect common curriculum, meet with parents, and coordinate testing and homework. Together, the team teachers plan activities to support learning for students on that team.

COURSE OFFERINGS

The middle school program is designed to provide each student with an excellent background in the areas of language arts, math, science, and social studies. It is designed to give the student a broad range of exploratory experiences.

Grade 6

- Language Arts 6
- Math 6
- Science 6
- Social Studies 6
- Band 6 (Woodwinds, Brass, or Percussion)
- Choir 6
- Orchestra 6
- AWARE 6
- Rotation of Exploratory class (Spanish Language and Culture, Art, or Technology Education)
- Honors Math 6 – for students placed in this class
- Honors Language Arts 6 – for students placed in this class
- Honors Science – for students placed in this class

Grade 7

- Language Arts 7 (two periods)
- Math 7
- Science 7
- Social Studies 7
- Band 7
- Choir 7
- Orchestra 7
- AWARE 7
- Rotation of Exploratory class (Spanish Language and Culture, Art, or Technology Education)
- Honors Math 7 – for students placed in this class
- Honors Language Arts 7 – for students placed in this class
- Honors Science – for students placed in this class

Grade 8

- Language Arts 8
- Math 8
- Science 8
- Social Studies 8
- Band 8
- Choir 8

- Orchestra 8
- Computers (one semester)
- AWARE 8 (one or two semesters)
- Rotation of Exploratory Classes (Spanish Language and Culture, Art or Technology Education)
- Honors Math 8 – for students placed in this class
- Honors Language Arts 8 – for students placed in this class
- Honors Science – for students placed in this class
- Honors Biology – for students placed in this class
- Spanish or French – for students placed in these classes

HOMWORK AND GRADES

HOMWORK POLICY STATEMENT

Homework refers to an assignment to be completed in class, outside of class, or at home. Well-chosen, clearly communicated homework is an integral part of the instructional process to extend classroom learning in Center Grove Schools. Challenging homework assignments help students learn. Homework that reinforces, enriches, and enhances instruction encourages families to become more involved with education. It also teaches students to work independently and to become more responsible for their own achievements.

RESPONSIBILITIES OF THE STUDENT

Each student has the responsibility to develop good work and study habits. The student should clarify with the teacher any questions pertaining to instructions for homework at the appropriate time. The student should take home any materials and information needed to complete the assignment. The student should learn to budget his/her time. When study time is provided during the 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. It is the student's responsibility to return all work completed to the teacher by the date requested. Students must also make up work missed during an absence.

With the assistance of their parents, students should do the following:

1. Set aside a time in which to do assignments.
2. Find a place free from excessive noise and other distractions in which to work.
3. Organize time so assignments can be completed in a reasonable length of time.
4. Carefully check the completed assignments.
5. Check Skyward routinely to be aware of grades and missing assignments.

RESPONSIBILITIES OF THE PARENT

It is important for parents to support the teacher and to instill in the child an attitude that homework is an important and necessary part of the learning process. Parents/Guardians should provide a quiet, well-lit place in which their child may study. Parents/Guardians should encourage and support their child's efforts and be available for questions, being careful to remember that homework is the child's responsibility, not the parents'. Parents/Guardians should set aside time to review their child's homework and to check it for accuracy and neatness as needed. Parents/Guardians should check Skyward routinely to be aware of their child's grades and missing assignments. Also, they should communicate with the teacher whenever their child has consistent difficulty with homework assignments.

SKYWARD

Skyward is our student information system. Parents/Guardians and students may access information including grades, attendance, discipline and food services within Skyward. All students and parent/guardians are issued a login and a password. If you have difficulty accessing your account, please contact the Guidance Office at CGMSC or the Technology Help Desk at 882-1055.

HOMWORK AGENDA

Students receive a student agenda the first week of school that includes information relating to academics, academic services, attendance, athletics, school policies, student activities, and student services. Students are encouraged to record daily assignments, long-term projects, and upcoming events in this agenda. Hallway passes are located in the agenda for student use. Students are not permitted to exchange or share hallway passes. Additional student agendas can be purchased in the bookstore upon request until supplies run out. Agendas that are purchased throughout the school year will have a portion of the hallway passes removed upon purchase.

HOMWORK ONLINE

Students and/or parents can check the school's website, www.centergrove.k12.in.us/cgmsc/, after 3:30P.M. to find out the daily homework assignments.

MAKE-UP WORK

Make-up work is the responsibility of the student. A student will receive an equal number of days to make up work as he/she was absent from school. Example – if a student is out one day, they have one day to make up the work when returning to school. The student may receive an “F” for work not made up within the appropriate number of days. A request for make-up work can be made on the third consecutive day a student is absent by calling the Guidance Office before 9:30 A.M. Requests received after 9:30 A.M. cannot be processed until the following school day. Assignment requests are prepared during the teacher’s preparation period; therefore, requests must be limited to extended illnesses. The make-up work is to be picked up in the Guidance/Front Office before 3:30 PM. If a student’s books are in a locker that is not assigned to him/her, those books will not be available. When work is provided for students with extended absences, it is the student’s responsibility to bring all work back to school and not request additional copies. Students who are absent can also check the school’s homework webpage to get assignments. A student who is absent the day of a test is expected to take the test upon returning to school. Again, students are encouraged to record daily assignments, long-term projects, and upcoming events in their agenda.

GRADES, REPORT CARDS, AND HONOR ROLLS

The following grading system is recommended for use at a Center Grove Middle School Central:

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

Report cards are distributed each nine (9) weeks. Mid-term reports will be posted on Skyward approximately 4-½ weeks into the grading period. Any parent/guardian who does not have internet access may request a paper copy of the mid-term report, or more frequent reporting through the Counselor’s Office. Parents are urged to schedule a conference with the teacher if needed. Report cards are usually distributed to the students on Friday following the end of a nine (9) week grading period. All students absent from school on report card day will receive their report cards the next *school* day in the Guidance Office.

Satisfactory and Unsatisfactory distinctions can be given for classes with student participatory expectations that do not earn letter grades. To receive a Satisfactory mark, students must earn a passing percentage (60% or greater) on the possible participation points.

“Incomplete” is a temporary mark which may be given where illness or unavoidable circumstances prevented the student from completing his/her work. Such conditions shall be removed within ten (10) school days after the end of the quarter.

HONOR ROLL

The Honor Roll is a list of all students who have achieved a superior grade status and earned only satisfactory grades as required. The Honor Roll is published at the end of each nine weeks. The Honor Roll is determined by the grades earned at each 9-week grading period (both Middle School and High School). The two Honor Rolls are the following:

- **Distinguished Honor Roll** requires all As (A-)
- **Honor Roll** requires all As and Bs (A- and B-)

SEMESTER GRADE AVERAGING

The scale is as follows:

A = 4.00	A- = 3.67	
B+ = 3.33	B = 3.00	B- = 2.67
C+ = 2.33	C = 2.00	C- = 1.67
D+ = 1.33	D = 1.00	D- = 0.67
F = 0		

Each semester is divided into two grading periods of nine weeks each. To compute the semester grade the above letter scale is used. Each nine weeks represents ½ of the semester grade.

ATTENDANCE POLICIES

CLASSIFICATION OF ABSENCES

Absences and Lost Instruction Time: Explanations

Half Day Absence – Students missing more than half the school day.

Full Day Absence – Students missing the entire day of school.

Lost Instructional Time – Students missing any amount of the school day which counts as less than half the day; this includes late arrivals, early dismissals, and truancies to school or class.

Late Arrival – Students who cross the threshold of the school after the morning bell.

Early Dismissal – Students who attend school but leave before school dismissal.

Unexcused/Unacceptable Absence Until Acceptable Verification Received

1. Death of an immediate family member – obituary or funeral home bereavement card signifying family relationship.
2. Hospitalization and/or Quarantine – written notification from a competent physician.
3. Professional Appointments (i.e. Medical, Dental, Vision Appointment)
 - a. Notice of appointment must be submitted within 30 calendar days of the appointment to be considered excused.
 - b. Student name must be identified as the one seen by the professional.
 - c. The date and time of the appointment must be documented by the professional.
 - d. The date of return must be documented by the professional.
 - e. Expected limitations and duration must be documented by the professional when applicable.
4. Physical or Mental Incapacitation
 - a. Official Letter of Incapacitation signed by a competent Physician.
 - b. Physician must indicate start and projected end date of the Letter of Incapacity.
 - c. Physician must indicate student's diagnosed condition.
5. Required Court Attendance – written court documentation of court appearance.
6. Incarcerations – written documentation of detainment from a Juvenile Justice Representative.
7. Observance of a Recognized Religious Holiday – program or physical proof of religious affiliation.

Excused/Acceptable Absences

1. Unexcused absences – in-which acceptable verification has been received (see above).
2. Sent home by the school clinic – the day of, and the day following, a student being sent home by the school clinic.
3. Out-of-School Suspension – written notice generated by school administration.
4. Educationally Related Non-Classroom Activity
5. Military Connected Families' absences related to deployment and return
6. Exempt by Statute
 - a. Service as a Page or as an Honoree of the General Assembly
 - b. Service on Precinct Election Board or for Political Candidate or Parties
 - c. Witness in Judicial Proceeding
 - d. Participation in the Indiana State Fair

Un-Excused/Un-Acceptable Absences

1. Any absence in-which acceptable verification has not been received.
2. Truancy – A student who has lost instructional time without the knowledge of the parent/guardian.
3. Pre- Arranged – Pre-arranged or un-reported; i.e.: vacation.

Assignments will NOT be provided prior to pre-arranged absences

Consequences

Warning Letter:	Sent by the school when a student has missed an accumulation of 7 days of unexcused absences and/or 10 occurrences of lost instructional time less than 3.5 hours.
Official Notice:	Sent by the school when a student has missed an accumulation of 10 days unexcused absences and/or 15 occurrences of lost instructional time less than 3.5 hours.
Truancy Referral:	Made by the school, to the probation department, when a student has missed an accumulation of 10 days of unexcused instructional time and/or 15 occurrences of unexcused lost instructional time less than 3.5 hours. The Probable Cause Affidavit must also be submitted at this time.
Probation Action:	Letter of notification will be issued by the probation department, for a parent and the student, to report to probation, for a Preliminary Inquiry (PI). (Projected time from referral to PI 2 weeks)

At the Preliminary Inquiry:

- Face to face interview with Probation Officer conducted
- Indiana Youth Assessment Diversion Tool completed
- Massachusetts Youth Screening Instrument completed
- As a result of IYAS outcomes, parenting and/or substance abuse related assessments may also be completed.
- Compulsory attendance laws read aloud
- School attendance policies read aloud
- Informal Diversion Agreement (IDA) entered and signed

Informal Diversion Agreement Conditions:

- Length of time 4-6 months.
- No additional un-excused loss of instruction.
- Compliance with all individualized requirements based on assessment findings and family risk and need factors.
- Cooperation with the Family Resource Officer and follow all identified recommendations.
- Parent and student attend a truancy specific workshop. Fee of \$20.00

ATTENDANCE PROCEDURES

1. Parents should call the Attendance Line 885-4607 before 10:00 a.m. to verify morning tardies to school, absences, and early dismissals. Doing so verifies the student's absence, but doesn't excuse it. Only those absence types listed in Excused Section of the "Classification of Absences" section above are considered to be excused.
2. If students are late to school, **students must report to the Office** to sign in and secure a pass to enter class.
3. Students with early dismissals need to receive an early dismissal slip in order to present it to their teacher to be dismissed.

EARLY DISMISSAL

If the student has a professional appointment, he/she should bring a note to the Office the morning of the appointment, and he/she will receive an "EARLY DISMISSAL" slip to be presented to the teacher at the designated time. A Guardian/Parent must present a picture ID sign out the student on a sheet in the Office before their departure. If the student returns before the school day ends, the student can be dropped off at the main entrance and must **sign-in at the Office** before returning to class.

EXTRACURRICULAR ACTIVITY PARTICIPATION

A student who is unable to attend school is also unable to attend extracurricular activities later in the same day. A student must attend school for a minimum of 50% of the school day to participate in extracurricular activities that day. A student who is unable to participate in an approved physical education class may not participate in athletics, cheerleading, or intra-murals. Students serving In School or Out of School Suspension may not participate in or attend class activities or extracurricular activities on the assigned days.

PERFECT ATTENDANCE

A student is considered to have perfect attendance if he/she has been in attendance during every school day with zero absences and zero occurrences of lost instructional time as outlined under State Attendance Laws. Absences caused by participation in school-sponsored activities are not considered an absence in the case listed above. This requires participation not attendance. Students who miss school due to days of suspension are not eligible for perfect attendance. An incentive program is also in place for good and/or improved student attendance.

OUTSTANDING ATTENDANCE

A student is considered to have outstanding attendance if he/she has had no more than one (1) absence and/or no more than two (2) occurrences of lost instructional time. Absences or lost instructional time caused by participation in school-sponsored activities are not considered an occurrence in the case listed above. This requires participation not attendance. Students who miss school due to days of suspension or occurrences of trancies are not eligible for outstanding attendance.

TARDY TO CLASS

Students tardy to a class three times per semester will be issued a discipline slip and a consequence from the teacher. An additional (4th) tardy will result in the same action. Any further tardies to the same class that semester will result in an office referral and additional consequences (including, but not limited to, detentions and Friday Evening School). Students who receive multiple discipline slips for tardies can receive more significant consequences, such as In-School suspension.

TRUANCY POLICY

Truancy is the willful refusal of a student to attend school. Some examples include, but are not limited to: an absence from class without proper permission, an absence from school without prior permission from parent, or leaving school for any reason without signing out or receiving permission from the office. The Johnson County Juvenile Probation Office will be contacted if the behavior has continued for three or more incidents. The following consequences serve as administrative guidelines for students who are truant:

- 1st Friday Evening School or In-School Suspension.
- 2nd One (1) day of In-School Suspension. Johnson County Probation notified if the student is under seventeen years of age and is currently on probation with that office.
- 3rd Three (3) days of In School Suspension. Johnson County Probation notified. Parent conference requested.
- 4th Expulsion recommended.

The School Board Policy defines a habitual truant as a student who willfully refuses to attend school in defiance of parental authority for four days in one semester. Under Indiana Code 20-8.1-3-17.2 a thirteen (13) or fourteen (14) year old student who is determined to be a habitual truant may not be issued a driver's license or learner's permit until the age of eighteen (18). The law requires school officials to report to the Bureau of Motor Vehicles.

Public Law 121-1989 prohibits the Bureau of Motor Vehicles from issuing a driver's license or permit to a student less than eighteen who is under:

1. at least a second suspension from school for the school year; or
2. an expulsion from school;

The Bureau of Motor Vehicles is also required to invalidate a student's license or permit for the same reasons. A student whose license or permit has been denied or invalidated for the above reasons will be eligible for a license or permit or have a license revalidated upon the earliest of one of the following events:

1. the student turns eighteen;
2. end of the semester in which the student is reinstated in school; or
3. the suspension, or expulsion is reversed after a meeting conducted under IC 20-8.1-5.

WITHDRAWAL FROM SCHOOL/TRANSFER OUT OF THE CORPORATION

If it becomes necessary for students to withdraw from school, **TWO DAYS NOTICE** is requested. A "Notice of Student Withdrawal" form must be obtained in the Office. This form should be completed by a parent or guardian and returned to the Office. The form requests a reason for withdrawal and a forwarding address. Students will be given a "Withdrawal Report" form. This form must be marked by each teacher with a letter grade, checked at the IMC for returning books, and returned to the Office with textbooks.

HEALTH SERVICES

The school clinic is staffed by a Registered Nurse or a clinic assistant. The Health Services staff provides first aid care for students who become ill or injured during the school day. The RN is not allowed to diagnose any injury or illness, per the Indiana Nurse Practice Act, but can make an educated recommendation to the parent if it is determined that further care is needed. The clinic assistant works under the direction of an RN in the Corporation.

In the event of student illness or significant injury while at school, the nurse/assistant/designee will make every effort to contact the parent/guardian. If a parent is unavailable, the school will contact the emergency contact(s) as listed on the student Emergency Card that is sent home at the beginning of each school year. It is absolutely necessary to inform the school of any phone number or emergency contact changes during the year to enable school staff to contact parent/guardian in the event of a medical emergency. Parents are responsible for providing timely transportation from school in case of an illness or injury during school hours. If the student's condition requires immediate emergency care, EMS will be activated and parents notified.

ILLNESS GUIDELINES

In an effort to ensure an optimal learning environment, students that have a fever (100° F or above), active vomiting and/or diarrhea, eye drainage or rash should not be sent to school. Students presenting to a school clinic with any of the above symptoms will be sent home for further care. They can return when they have been fever-free for 24 hours without medication, or when the condition has been treated by a physician or is no longer present. A student that is vomiting due to illness should not return to school until they have not vomited for 24 hours. A student must be on antibiotics for 24 hours before returning to school after diagnosis of strep throat or pink eye. A doctor's note may be requested upon return. Students that have symptoms that prevent him or her from actively participating in school activities (e.g., excessive coughing, sore throat, emotional distress) may also be sent home at the discretion of the nurse.

GUIDELINES FOR MEDICATION ADMINISTRATION – CENTER GROVE COMMUNITY SCHOOL CORPORATION

The following guidelines for medication administration at school have been set up in accordance with Indiana Codes as related to education.

ALL medications (non-prescription and prescription) must be brought to the school clinic upon arrival to school where they will be stored and administered accordingly.

- The school nurse, clinic assistant, or designee can dispense **NON-PRESCRIPTION MEDICATION** with written parent/guardian permission. ALL medication must be sent in the original, unexpired container and labeled with the student's name. No medication can be given to a student unless it is brought from home with written parent permission. This includes cough drops, throat sprays, most eye drops, and most sprays, creams and ointments for burning or itching. Any dosage amount requested in excess of the manufacturer's recommended dosage will not be given without a physician's written approval. **Herbal medications or supplements will not** be administered during the school day unless accompanied by a physician's order.
- The school nurse, clinic assistant, or designee can dispense **PRESCRIPTION MEDICATION** with written parent/guardian permission. Prescription medication must be sent in the original container bearing the current pharmacy label that shows the child's name, prescription number, dated filled, physician's name, and directions for use. All prescription medication changes and/or dosage changes must be accompanied by a physician's statement or new prescription bottle reflecting changes. If a medication is to be terminated before the date on the prescription, the written and dated consent of the parent/guardian is required.
 - o **EMERGENCY MEDICATION (e.g., INHALERS, EPI-PENS):**
Students in grades 1-8 who require the immediate availability of medication may be allowed to keep it with them rather than in the clinic only with the written permission of the prescribing physician. Students in grades 9-12 who require such emergency medications only need written parent/guardian permission.
 - o Parents/guardians of students carrying such medications assume responsibility for assuring that a back-up medication is provided to be available in the clinic, and that the carried medication is neither out-dated nor empty.
 - o **CONTROLLED DRUGS:**
Parents assume responsibility for sending controlled substances (e.g., Ritalin) to school with their children. However, personnel in the school may not send these controlled substances home with the student.
- The school will not send home any medication with a student in grade 8 or below. Medication(s) sent to school will only be released to the student's parent, or to an individual at least eighteen (18) years old who has been designated in writing by the student's parent to receive the medication. Students in grades 9-12 need a parent's written permission to take medication home.
- All medication permits and physician statements must be filed with the school at the beginning of each school year or, at the start of medication administration, whichever comes first. Written parent consent is valid only for the period specified on the consent form and never longer than the current school year.

References: 511 IAC 7-21-8, IC 20-34-3-18, IC 20-33-8-13

IMMUNIZATION POLICIES

Every child living in Indiana shall be immunized against diphtheria, pertussis (whooping cough), tetanus, measles, rubella, poliomyelitis and mumps. In addition, every child in Indiana who enters kindergarten or grade 1 shall be immunized against hepatitis B and chicken pox and every student in grades 9 – 12 shall be immunized against hepatitis B. These requirements are determined by the Indiana State Department of Health. Contact the school clinic for current school requirements.

The parent/guardian is required to furnish the school on or before the first day of school proof of immunization. The statement of immunization must include the student name, date of birth and the month/date/year of each immunization. If student has a history of chicken pox, the parent/guardian must provide a written statement that indicates the child has had the disease.

A child may be exempt from immunization requirements only if the student's physician certifies in writing that the particular immunization will be detrimental to the child's health or, if the child's parent/guardian submits a written religious objection to the immunization requirements. Both of these exemptions must be updated annually.

A waiver of no more than twenty (20) days may be granted by the school to complete immunization requirements. If the student is in the process of completing the requirements, the parent/guardian must furnish a written physician's statement stating the schedule for completion of the needed immunizations.

References: IC 20-34-4, IC 20-34-3-2, IC 20-34-3-3

STUDENTS WITH CHRONIC OR ACUTE MEDICAL CONDITIONS AND THE INITIATION OF INDIVIDUAL HEALTH CARE PLANS*

For all students admitted to the School Corporation an emergency card is given to the parent/guardian that incorporates the request for medical information, history, current medications and allergies. It is the parent/guardian's obligation to record this information for the nurse who then screens the information and if necessary by guideline or for clarification, makes contact with the parent/guardian to determine the need for an individual health care plan for the child. In the case of severe illness/allergy, or imminent medical condition, it is assumed that the parent/guardian will be in contact with the nurse rather than wait for the screening of paperwork. Upon discussing the treatment(s), needs, medications and/or special considerations required by the child with the parent, and whether these need to be addressed during the school day, the parent is requested to contact the child's physician for (a) specific order (s) and/or to sign a release so that the school may request specific medical information. An Individual Health Plan (IHP) is then written to address how the child's condition will be handled by all involved with him/her during the school day. Copies of the plan are sent to the parent and to the child's physician(s) for review, additions, corrections, and final approval. They are to be signed and returned to the school nurse who then copies them for distribution to all staff in that building (teachers, nurses/clinic assistants, principal, advisors/counselors, assistants, etc.) who are mutually agreed to have a right and responsibility to know of the child's condition and plan of care.

*These procedures are in compliance with the Indiana State Board of Nursing Standards for the Competent Practice of Nursing, 1991, and Section 504 of the Rehabilitation Act of 1973 and must be updated yearly.

HEARING AND VISION SCREENINGS

Hearing and Vision screenings are performed each year in compliance with Indiana state law. All students in grades 1, 4, 7 and 10 will receive a hearing screening. Vision screening is performed for students in grades 1, 3, and 8. In addition, all students new to the corporation will be screened. Parental permission is not required. If, however, you do not wish for your child to be screened, you must send a written statement to the school clinic as soon as possible after the start of the school year. Students that do not pass the school screening will be referred for further evaluation and assessment by a licensed practitioner. After the exam, a physician's report of the evaluation must be returned to the school for documentation and reporting purposes.

References: IC 20-34-3-14, IC 20-34-3-12, IC 20-19-2-8

HEAD LICE POLICY

Parents have the primary responsibility in the detection, prevention and treatment of head lice through routine checks of their child's hair and proper treatment if live lice are found. While head lice are a nuisance, they do not spread disease and are not a public health issue. Parents are encouraged to notify the nurse/clinic assistant if their child is found to have head lice. The primary goal of identification and notification of a lice infestation in the school setting is to ensure that the child receives safe and effective treatment. Should a student present at school with a possible case of head lice, the school nurse/clinic assistant will maintain confidentiality, verify the presence of an active infestation, and bring it to the attention of the student's parent/guardian. Presence of nits alone is not a reason to exclude a child from school. Students with live, crawling lice and nits closer than 1cm from scalp will be considered an active infestation and would require treatment or manual removal of nits. Exclusion for an active infestation will be determined on a case by case basis. Parents will be instructed on appropriate treatment and prevention methods and asked to return to the clinic with their child after treatment for a recheck. Head lice checks are done individually and on an as-needed basis for detection and for follow up after treatment. Siblings and close contacts of students with head lice may be checked at the discretion of the nurse or clinic assistant.

These guidelines are supported by the American Academy of Pediatrics, Centers for Disease Control and Prevention (CDC), and the National Association of School Nurses.

SCHOOL RULES AND REGULATIONS

BEHAVIOR GUIDELINES

1. Be courteous and respectful to peers, teachers, substitute teachers, staff, and guests.
2. Bookbags/ backpacks will not be allowed in the hallways during the school day.
3. Skateboards, longboards, ripsticks, hoverboards, and all other wheeled toys should not be brought to school. Please see an administrator for specific instructions on riding bicycles to school.
4. The school dress code must be followed while on the school grounds at all times; this includes during school hours and after -school activities, unless clothing is provided by the school (ex. athletic uniforms).
5. **Electronic Equipment Policy – Non-school appropriate** electronic equipment (including but not limited to: radios, CD players, I-Pods, Smart Watches, MP3 players, portable TV's, DVD players, electronic toys, hand-held video games, pagers, cellular telephones, video cameras, and cameras) are not permitted to be heard, seen, or used and need to be turned off and secured in the student's locker from 7:20 A.M. to 2:40 P.M., until 1:55 P.M. on Wednesdays. Videotaping and/or audio recording of staff or students without prior administrative authorization are strictly prohibited. Policy is in effect as the students enter the building in the morning until dismissal. If students are found in possession of any prohibited electronic equipment, the item(s) will be confiscated and disciplinary action will be taken. Refusing or failing to follow a directive from a teacher or administrator regarding students' possession of prohibited electronic equipment will be grounds for suspension or expulsion and possible involvement by school police or law enforcement officers. Multiple violations will result in disciplinary consequences. Note: Students, who choose to violate this rule, do so at their own risk. Minimal administrative effort will be exercised in the event prohibited items are

lost or stolen. Stolen items should be reported to the Johnson County Police Department.

6. Buying and selling items for personal profit or for outside fundraisers is not permitted, and all items will be confiscated.
7. There is no hand holding, hugging, kissing, or other types of body contact (public display of affection) during school hours or at extracurricular activities unless the activity requires body contact (e.g. dancing).
8. Do not litter in hallways, locker areas, or classrooms.
9. Refrain from loud talking and boisterousness.
10. Throwing snowballs on the school grounds is prohibited.
11. Adhere to the student drop off and pick up procedures as outlined, including the guidelines for walking notes.
12. When staying after school for an activity, stay in the designated area at all times. Students should be picked up within fifteen (15) minutes after the activity is over.
13. Aerosol cans, including breath or body spray, are not allowed at school. These items will not be returned when taken from the student.
14. Gambling of any nature is prohibited. This includes flipping coins, shooting dice, and playing cards.
15. Candy may be permitted only if provided by the teacher in his/her own classroom. The items must stay in that classroom. Gum is NOT considered to be a type of candy.
16. **Gum is not allowed anywhere in the building at any time.** A consequence may be assigned if a student is caught chewing gum or passing it out to other students.
17. Energy drinks and/or other caffeine-laden substances are not allowed in the school building, including the cafeteria. This excludes single-serving caffeinated sodas (i.e. Coke, Diet Coke, Pepsi, etc.) which are allowed in the cafeteria only.
18. Water is the only liquid allowed outside the cafeteria. Water may only be in a clear container with a lid.
19. Laser pointers are not permitted anywhere in the school building or at a school function at any time.
20. All lockers are a privilege; if they are mistreated, students will not be able to use a locker.
21. Inappropriate or disrespectful behavior with a substitute is not tolerated.
22. Taking or displaying pictures (digital or otherwise) without the consent of the student or staff member in a situation, or which is not related to school purpose or educational function, is prohibited. Violating this rule can result in a significant consequence. **This policy is in effect while on school grounds, on school transportation, or at school functions.**

E-READER AND TABLET POLICY

While technology and learning are becoming more and more intrinsically linked, it is important that our policies continue to adapt to the changing landscape in 21st century learning. Center Grove continues to move into new areas of technology for our students. Students in all schools have the ability to check out E-Readers in their school's library. With this and other additional learning tools, we have opened up the ability to all students to use E-Readers and tablets during the school day; meaning, devices owned by individuals as well as those owned by the schools. The following will provide guidance for parents, students, and teachers as we move forward with incorporating E-Books and similar Tablet Devices in our classrooms.

- E-Readers (Nooks and Kindles) and Tablet Devices (i-Pads, HP Touchpads, Toshiba Thrive and Samsung Galaxy) are only to be used in classrooms for school related purposes at appropriate times, and always at the teacher's discretion.
- Misuse or abuse by using non-educational applications or the internet without permission from a staff member may result in the total loss of privilege of using E-Readers and Tablet devices and/or a disciplinary consequence.
- Phones of any type are not included under this policy and are not allowed in any classroom during the school day.
- Any lost, stolen, or damaged E-Readers are not the responsibility of the school. Students who choose to bring their E-Readers or tablets to school do so at their own risk.
- Our E-Reader policy serves as a start to bring more flexibility to students in using such devices in school. All school and corporation rules and procedures regarding electronic devices are still in effect and will be enforced. Please review your school's handbook for further clarification of our electronic policies.
- **All students participating in the Mobile Minds 2 program are subject to the rules and guidelines found in the Mobile Minds 2 handbook as well as the rules in the above policy.**

CAFETERIA POLICY

It is a student's responsibility to monitor their lunch account balance throughout the school year. Students below the specified negative lunch account balance will not be able to purchase extra items or a la carte and will receive an alternate lunch (consisting of a sandwich, vegetable, and milk) until the balance is paid.

1. Students must carry their student IDs to lunch and present it when accessing their lunch account. If a student alters his or her ID by defacing it, cutting it, or marking out information, the cafeteria staff will not accept it as useable.
2. Students may access only their lunch account. Students attempting to access another student's account will be considered for disciplinary action.

3. Students may add money to their cafeteria account by placing a check or cash in an envelope with their name on it and then dropping it off in the box outside the cafeteria before 9:30 AM. Online payments may also be done with a credit card or checking account by using the eFunds Payment System, which can be found on the Center Grove website.
4. All students sitting at a table are responsible for keeping their table and floor area clean.
5. Students are to return their trays to the receiving area when finished eating and then return to their seat.
6. Students are not allowed to cut into the cafeteria line, and the line will close five minutes before student dismissal.
7. When students forget part of the lunch, they should report to the cashier before going back through the line.
8. A student is only allowed to leave the cafeteria to use the phone and/or restrooms in the cafeteria foyer. A student must get permission from a cafeteria supervisor to leave the cafeteria and use the sign in/sign out sheet.
9. Use common sense and manners while eating. Example: Throwing food and touching food on someone else's tray is absolutely forbidden.
10. Throwing or tossing items in the cafeteria is forbidden. This includes coins, pop tabs, and bottle caps.
11. Follow the requests of cafeteria supervisors the first time given.
12. Students brushing their teeth should obtain a permanent pass from the school nurse.
13. After lunch, it is the student's responsibility to meet his/her teacher promptly back in class.
14. Students are not allowed to take any food or drink (except water) out of the cafeteria.
15. Other rules may be made and announced when deemed necessary as additional privileges are granted.
16. **Any violation of cafeteria rules could result in an isolated lunch, lunch detention, detention, Friday Evening School, In School Suspension, or Out of School Suspension.**

Cafeteria Refund Policy: When there is a balance left in the student's lunch account at the end of the year, the balance will be carried forward to the next school year and no refund will be made. If a student leaves Center Grove Community Schools with no younger siblings in the corporation, no refunds for the lunch account balance aggregating \$10.00 or less will be made without a refund request. Refunds over \$10.00 will be processed through the normal claims procedure and are subject to any applicable refund schedule.

The USDA School Breakfast and Lunch Program: Center Grove Community Schools participates in the USDA's National Breakfast and School Lunch Programs. All breakfast and lunch menus are planned to meet the USDA nutritional guidelines. Menus incorporate whole grains, lean proteins, fruits, vegetables, and low-fat and nonfat milk. Students have the choice of purchasing the regular lunch consisting of an entrée, two vegetable sides, one fruit side, and a milk. To meet a regular lunch, students must choose three full components (grain, protein, vegetable, fruit, and milk) and a minimum of ½ cups of fruit or vegetable. The students may choose from multiple entrées and sides daily. A la carte items are also available for purchase.

Free and reduced lunch applications for financial assistance are distributed to all students the first week of school or can be picked up in the guidance office. Applications may also be completed online within Skyward Family Access. Students may qualify for breakfast, lunch, and textbook assistance, in accordance to USDA guidelines. For further information, please refer to cafeteria policies.

CHEATING POLICY

Unless specifically exempted, all assignments, quizzes, tests, and other graded work are to be the product of the individual student being evaluated. If, in the judgment of the teacher, a student uses another person's work and presents it as his or her own, the student has committed plagiarism. The student is given a failing grade or a zero for that specific assignment and is subject to disciplinary action.

Similarly, a student who allows another student to copy his/her work for purposes of the deception outlined above may receive a failing grade or be considered for disciplinary action at the teacher's discretion.

CLASSROOM POLICY

Individual teachers and/or teams have rules that are enforced in their own classrooms. The following guidelines should be followed throughout the building:

1. Student behavior should encourage learning through remaining alert, on-task, and cooperative.
2. Respect others at all times and use courteous language.
3. Be in the classroom when class begins.
4. Do not disturb others with unnecessary noise or distractions.
5. Ask to be given a pass only in an emergency.
6. Blackboards, light switches, bulletin boards, computers, phones, and other classroom equipment are to be touched only at the teacher's request.
7. Candy may be permitted only if provided by the teacher in his/her own classroom.

8. Passes to leave class early due to an injury must be shown to teachers before leaving the classroom.
9. When a substitute teacher is present, students are expected to be courteous and respectful.
10. The classroom should be left in the same condition in which it was upon arrival, unless otherwise directed by a staff member.

DRESS CODE

Our school administration and staff continue to encourage all students to dress in a fashion that reflects good taste and a style appropriate for a school day.

The following items of clothing should NOT be worn to school or school activities:

1. Mini-skirts (less than fingertip length); skin tight skirts, dresses which are backless, strapless, or have parts of the garment "cut out"; and dresses with spaghetti straps.
2. Short shorts (less than fingertip length), cut-off shorts, skin tight shorts and compression shorts. Students who wear leggings or tights, alone or under clothing not meeting the dress code, are not in compliance with the dress code.
Shorts and skirts must not come any higher than the tips of the students' fingers when the students are standing with their arms at his/her side. Also, any slit in a skirt or shorts should not be any higher than finger tip length. The school administration will make the final judgment as to whether or not student attire is appropriate.
3. Halter tops, spaghetti straps, backless tops, tops with part of the front and/or back "cut out", "see through/sheer" tops, muscle shirts, tank tops, low cut/revealing tops, mesh shirts, off the shoulder tops, and sleeveless shirts (unless a T-shirt with sleeves is worn underneath.) **SHIRTS MUST HAVE SLEEVES AND PROVIDE ADEQUATE COVERAGE OF SHOULDERS AND CHEST.** Scarves are not considered tops and may not be used to provide adequate coverage.
Shirts must have sleeves and provide adequate coverage of the shoulders and chest area, and should preserve modesty, in order to not attract undue attention to the wearer and thus cause a distraction in the classroom or a disturbance in the school. Tops that are too low in the front will be deemed inappropriate on the grounds of potentially attracting "undue attention to the wearer."
4. Shirts which reveal the waist (midriffs.)
5. Pants, skirts, or shorts worn below the waistline, skin tight pants, or pants, shorts or skirts with holes and rips in the material. Pants, skirts, and shorts that are permanently patched or mended will meet dress code. The school administration will make the final judgment as to whether or not student attire is appropriate.
6. Hats, caps, and bandanas.
7. Jackets and coats which are designed as outerwear to be worn outside only.
8. Clothing or footwear (including slippers) that is designed or considered to be sleepwear.
9. Sunglasses.
10. Clothing which is excessively soiled or torn.
11. Clothing displaying vulgar writing or symbols, using sexual-references, or encouraging violence.
12. Clothing with alcohol, tobacco, or controlled substance advertisements or references.
13. Clothing, unless it is associated with a school purpose, distinguishing a person as a member of a distinct group (i.e. gangs).
14. Face painting.
15. Hair of an unnatural color and hair that detracts from a student's ability to learn, a teacher's assurance that a student is learning, or which causes a disruption in the classroom.
16. Tattoos for middle school age students are strongly discouraged. Any tattoo that contains a message contrary to our school's mission or distracts from the educational environment of a student or others will not be permitted. **This includes writing on bodies.**
17. Students are not permitted to wear jewelry to school that is attached through a piercing anywhere except through the ear.
18. Chains must be kept in pockets and must not dangle.
19. Any jewelry or accessories that could cause injury (spiked jewelry, for example).
20. Shoes with wheels.
21. Any other attire which the administration determines to be unacceptable.

Unless the dress code violation warrants greater consequences, students who violate the dress code will be given an opportunity to change into clothing that the school provides and that fits with the school dress code. Repeated violations of the dress code, however, will be treated as insubordination, which will result in consequences from school administrators.

Students who have questions about particular types or items of dress should talk to a counselor or an administrator.

REMEMBER, SCHOOL IS YOUR JOB. APPROPRIATE DRESS IS IMPORTANT!

HALLWAY RULES

1. Refrain from running, pushing, rough play, loud talking, and shouting.
2. Students may only bring individual, sealed snacks to school when given permission by a staff member. Snacks can then only be consumed under direct supervision by a staff member. All food/drinks brought from home or purchased during lunch must be opened or consumed in the cafeteria or designated area only. Water is permitted during the school day with the exception of designated areas (ex. Computer Lab)
3. Any student in the hall during a class period must have a pass signed by a staff member or his/her student agenda with them. Students cannot use passes from another student's agenda.
4. Students out of class without permission will be considered truant from class.
5. Do not block the hallway by congregating in groups.
6. Only students with permission from staff may ride the elevator.

HARASSMENT, THREATS, INTIMIDATION, BULLYING, AND EXTORTION

The harassment or threatening of other students, members of the staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Students shall not be subjected to verbal or physical harassment, mental or physical discomfort, intimidation, embarrassment, ridicule, bullying, or demeaning activities by any other individual student or group of students. Students who experience such harassment or intimidation for any reason, including, but not limited to, racial or sexual harassment, should report the incident to a guidance counselor or school administrator immediately for investigation.

[Please see Grounds for Suspension or Expulsion]

BULLYING/CYBERBULLYING POLICY

Bullying is prohibited and is a violation of the Student Code of Conduct. The State of Indiana defines "bullying" in I.C. 20-33-8-0.2 as:

- overt, unwanted, repeated acts or gestures 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 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 (4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

Cyber-bullying is being cruel to others by sending or posting harmful material or engaging in other forms of social cruelty using the Internet or other digital technologies. Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member occurring through use of the district Internet system or use of personal digital devices, such as cell phones, digital cameras, personal computers, and PDA's while on campus which has the effect of:

- 1) physical, emotionally or mentally harming a person;
- 2) placing a person in reasonable fear of physical, emotional, or mental harm;
- 3) placing a person in reasonable fear of damage or loss of personal property; or
- 4) creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities or staff member's professional duties.

School policies and procedures related to bullying "may be applied regardless of the physical location in which the bullying behavior occurred, whenever: the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the school corporation; and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or to prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment."

EXTORTION

Extortion is defined as threatening, intimidating, or coercing any student for the purpose of or with the intent of obtaining money or anything of value from the student.

LOCKER POLICY

Student lockers are the property of the school under the jurisdiction of the Board of School Trustees. They are loaned to students. **AT NO TIME SHOULD VALUABLES OR MONEY BE STORED OR LEFT IN SCHOOL LOCKERS.** The school assumes no responsibility for articles lost or stolen. If it is necessary to bring valuables or large sums of money to school, please leave it in the main office for safekeeping.

LOCKER RULES

1. Use of school lockers is a privilege, not a right.
2. **STUDENTS SHOULD USE ONLY THE LOCKER ASSIGNED TO THEM.**
3. To protect your property, locker combinations should be kept confidential and not be set in advance. Locker combinations will only be changed once throughout the year in an emergency situation.
4. Students may store sack lunches and water bottles in their lockers; additionally, individually sealed snacks are permitted when given permission by a staff member. Extra soft drinks, food, snacks or candy are NOT to be stored in lockers.
5. Students' valuables left in lockers are the responsibility of the student. Items stored in lockers are done so at his/her own risk.
6. Lockers should not be slammed or kicked.
7. Writing on lockers is strictly prohibited.
8. Students should not bother or attempt to open a locker other than their own.
9. Stickers (e.g. bumper stickers) are not allowed on lockers.
10. Students may not tamper with lockers or locks in any way that causes locker to open without the use of a combination.
11. Students are not allowed to use padlocks from home on school lockers.
12. Students will be held accountable for locker damage.
13. Failure to follow locker policies can result in disciplinary action.

BOARD OF SCHOOL TRUSTEES CENTER GROVE COMMUNITY SCHOOL CORPORATION DRUG PREVENTION POLICY

The School Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive means. For purposes of this policy, "drugs" shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Indiana statute;
- B. all chemicals which release toxic vapors;
- C. all alcoholic beverages;
- D. tobacco and tobacco products;
- E. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- F. anabolic steroids;
- G. any "look-alike" substances; (i.e. sugar as cocaine, spices as marijuana)
- H. any other illegal substances so designated and prohibited by law.

The Board prohibits the use, possession, concealment, or distribution of any drug or drug paraphernalia at any time on Corporation property or at any school-related event. It further establishes a drug-free zone within 1000 feet of any facility used by the Corporation for education purposes. The Superintendent shall prepare guidelines for the identification, amelioration, and regulation of drug use in schools. Such guidelines shall:

- A. emphasize the prevention of drug use;
- B. provide for a comprehensive, age-appropriate, developmentally-based drug and alcohol education and prevention program which:
 1. addresses the legal, social, psychological, and health consequences of drug and alcohol use;
 2. provides information about effective techniques for resisting peer pressure to use illicit drugs and alcohol;
 3. assists students to develop skills to make responsible decisions about substance abuse and other important health issues;
 4. promotes positive emotional skills, self-esteem, and respect for one's body;
 5. meets the minimal objectives as stated in the essential performance objectives for health education as established by the State's Department of Education.
- C. include a statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;
- D. provide standards of conduct that are applicable to all students which clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs, and alcohol by students on school premises or as a part of any school activity;
- E. include a clear statement that disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school standards of conduct and a description of those sanctions; The sanctions may include, together with punitive action, voluntary referral to appropriate persons or agencies for screening and assessment. Such referral may only be made to qualified and properly licensed individuals or programs.

- F. provide information about any drug and alcohol counseling and rehabilitation and re-entry programs available to students and to provide procedures to direct students and their parents to the appropriate programs;
- G. require that all parents and students be given a copy of the standards of conduct regarding unlawful possession, use, or distribution of illicit drugs and alcohol by students;
- H. require the notification to parents and students that compliance with the standards of conduct is mandatory;
- I. provide a biennial review of the School Corporation's program to determine its effectiveness and
- J. implement changes as needed and to ensure that disciplinary sanctions are consistently enforced;
- K. provide for student assistance program which includes guidelines for prevention activities and
- L. programs, for referrals of students to outside treatment providers, and for cooperative follow-up after treatment has been provided;
- M. establish means for dealing with students suspected of drug use or suspected of possessing or
- N. distributing drugs in school and ensure that the Corporation's policy and administrative guidelines on Search and Seizure are complied with fully.

The Superintendent shall establish administrative guidelines necessary to implement this policy. These guidelines and procedures will be published in the Administrative and Student Handbooks. (I.C. 20-10.1-4-9.2, Drug-Free Schools and Communities Act of 1986, 20 U.S.C. 3171 et seq., 20 U.S.C. 3224A)

GUIDELINES ABOUT PROFANITY—THROUGH DRESS AND LANGUAGE

In the spring of 2000, a Community Standards Task Force issued the following statement:

The Center Grove School Board affirms the highest traits in acceptable community standards for character and conduct for all persons associated with Center Grove Schools. Administrators, teachers, coaches, students, employees, volunteers, and visitors are expected to exhibit the highest in community standards regarding appropriate language, character, and conduct in association with any Center Grove School activity on or off campus.

Article One:

Profanity and vulgar language will not be tolerated. No sexually harassing language is allowed. This includes inappropriate gestures. If one has any doubt about whether a particular expression is unacceptable; he or she should choose an alternative way to communicate the idea. Another language assessment would be to determine if the word(s) or gesture(s) would be acceptable for community publication.

Article Two:

Persons associated with Center Grove Schools should strive to exercise respect for themselves, other people, and other people's property. Their character should reflect personal integrity and honesty.

Article Three:

Sexually harassing conduct will not be allowed. It is the responsibility of administrators, teachers, employees, and parents to create a safe environment that promotes excellence in education at Center Grove Schools. This entails promoting the physical and emotional well being of all Center Grove personnel. Administrators, teachers, coaches, and adult employees must set examples for students in a mentoring environment like Center Grove Schools. It is essential that adult role models strive to maintain high standards of behavior so students may learn by example as well as by rules, what is suitable as a community standard of conduct. It is the responsibility of students to conduct themselves within the guidelines of school policies.

LOCKER SEARCHES

Indiana Code 20-33-8-32

- (a) A student using a locker that is the property of a school corporation is presumed to have no expectation of privacy in that locker or contents. A principal reserves the right to search a student's locker, desk, book bag, or other storage area at any time a search is necessary to maintain the integrity of the school environment and to protect other students. In such searches, the following guidelines will be observed:
 1. Authorization to open and search lockers should be given by the principal.
 2. Although not legally required, attempts will be made to notify students and allow them to be present during the search.
 3. The presence of a third party is advised but not necessary.

REASONABLE SUSPICION/ STUDENT SEARCHES

Schools have an obligation to protect students and staff members from dangerous substances such as drugs, weapons, or other items which cause or can reasonably be foreseen to cause an interference with school purposes or an educational function, or which is forbidden by state law or school rules. **A school official can search a student, his/her locker, or other property including his/her car or the car he/she is driving or riding in if the official has "reasonable suspicion" to believe that the student has violated or about to violate a school disciplinary rule.** As used in this section, "reasonable suspicion for a search" means grounds sufficient to cause an adult to believe that the search of a particular person, place, or thing will lead to the discovery of evidence that the student:

1. Has violated or is violating a rule or behavioral norm contained in the student handbook; or
2. Has violated or is violating a particular law; or
3. Possesses an item or substance, which presents an immediate danger of physical harm or illness to students and staff or Corporation property.

PROCEDURES RELATED TO REASONABLE SUSPICION

The administration shall have the authority to require any student to submit to a chemical or mechanical test of the student's breath or urine if the administration has reasonable suspicion to believe the student is using or under the influence of alcohol, marijuana, or any controlled substance as defined by the school corporation policy. The administration also has the authority to require any student athlete, cheerleader, or participant in any of the listed student activities to submit to a similar test if the administration has reasonable suspicion to believe that the student has violated the athletic code of conduct. Reasonable suspicion may arise from the following:

- A. The student's physical appearance and/or odor indicate the use of alcohol, tobacco, marijuana, or any controlled substance.
- B. Possession of drug paraphernalia, alcohol, marijuana or any other controlled substance.
- C. Information communicated to an administrator by a teacher, parent, or other adult or student indicating that a student is using, possessing, or under the influence of alcohol, marijuana, tobacco, or any controlled substance.

A chemical or mechanical test of the student's breath and/or urine will be produced in accordance with the adopted procedures. If a student tests positive, disciplinary action will be taken as outlined in the school's drug, alcohol, and tobacco policies contained in the student handbook as implicated, due the circumstances leading to the test. A student's refusal to submit to the chemical or mechanical test will result in the administration proceeding with the appropriate disciplinary action.

PHYSICAL DEVELOPMENT (AWARE) POLICIES

Achieving Wellness Appreciation through Responsibility and Exercise

The following regulations are part of the requirements for physical development classes (AWARE).

1. Every student is expected to dress and participate every day. If a student is injured, participation may include, but is not limited to, such activities as walking and stretching.
2. Parent notes are good for two days, and then the student will need a doctor's note if further time is needed for injury or illness. Students will still be required to dress in their AWARE (PE) uniforms on these days. If a student cannot participate in AWARE for a significant amount of time, his/her guidance counselor will work with the family on the most appropriate class placement for the grading period.
3. If a gym suit is lost, another suit will need to be purchased as soon as possible. Ripped or torn uniforms must be repaired in a reasonable amount of time or be counted as a missed dress. The AWARE dept. will be phasing out the red and white uniforms this year. The new uniforms will be black and charcoal. We will use all of the red and white uniforms before issuing newer uniforms in that size. Appropriate sizes will be determined by the AWARE teacher. Red shorts cost \$8.00 and black shorts cost \$10.00. White shirts cost \$6.00 and charcoal shirts cost \$10.00. Students will be allowed to wear the former red and white gym suits as long as they are students at CGMSC. If a gym lock is lost, the replacement cost is \$5.50.
4. For safety reasons, jewelry including, but not limited to, watches, rings on the fingers, toe rings, earrings, bracelets, watches, nose rings, tongue rings, necklaces and any facial piercing may not be worn in AWARE class. Wearing such items can be counted as a missed dress.
5. The following regulations are part of the requirements for physical education, girls and boys – red school trunks, gray school shirt, socks, gym shoes (no "skater" shoes, no soccer/cleated type shoes).
6. Missed Dress – Includes the following violations: wearing jewelry, torn clothing, chewing gum, or eating candy. These violations will result in 3 points being deducted from a student's participation grade for that activity.
7. No Dress – Includes the following violations: no shoes, improper shoes, no PE shorts or shirt. These violations will result in 6 points being deducted from a student's responsibility grade and the student will receive a 0 for participation in that activity. For the first two no dresses in a semester, a student will be required to fill out a class observation sheet. If it is not filled out correctly, it will be considered insubordination and will result in ISS the following day. On the 3rd no dress in a semester, the result is one lunch detention, a discipline slip, and an activity lesson to be completed while in ISS. On the 5th no dress in a nine weeks, the student will be given a d-slip and an office referral. Receiving a No Dress in AWARE on any given day eliminates a student from participating in athletes after school that day.
8. Tardiness – Three points will be deducted from the participation grade for each tardy. For the third and fourth tardies per semester, the student will receive a discipline notice and a lunch detention. A fifth tardy results in a discipline notice and office referral.
9. Shirts must be tucked in until a student arrives in the locker room.
10. Gym shoes must have laces pulled and tied tightly. No slip-ons, heel-less shoes, sandals, skate-boarding shoes, or any hard sole shoes/boots are allowed.
11. No aerosol hairspray or aerosol deodorant is allowed.
12. No glass containers are allowed in the locker rooms at any time.

SCHOOL DISCIPLINE – PROCESS AND CONSEQUENCES

DUE PROCESS

Center Grove Middle School Central will afford due process rights to each student when disciplinary action against the student is contemplated. The Student Due Process law mandates and prescribes certain procedures to guarantee that students in the schools of Indiana receive fair play in disciplinary matters at the hands of school officials. The law requires that all students be fully informed of school rules in writing. Rules not disseminated properly may not be enforced through the due process procedures.

Public Law 218 clarifies the position of many school employees in relationship to the students. Student teachers, teacher assistants, bus drivers, and other school corporation employees have the same authority as teachers to those under their supervision. The law defines and provides for two types of disciplinary action: suspension or expulsion. Suspension refers to the prohibiting of attendance for ten school days or less. Expulsion refers to the prohibition of school attendance for more than ten days, for the balance of a semester or a year, or any action, which prevents a student from completing their program of studies in a normal period of time. Additionally, the law allows a teacher to dismiss a student from class for one day after instructing the student where he/she is to report and when he/she may return. If a teacher so dismisses a student, the student may continue to participate in all phases of the school program. The teacher must notify the parent when such action is taken.

DISCIPLINE LEVELS

When students misbehave, a teacher or administrator may write them a Discipline Notice. When a Discipline Notice is written, the student is to return the white copy with a parent's signature the next day. All Discipline Notices are recorded on a student behavior log. When a student receives five entries in the log, he/she will be moved to Level II.

The team counselor or a team teacher will inform the parent that the student will be placed in Level II. The team will provide the parent and the office a copy of the student behavior log. When four more entries are received, the student will move to Level III. A conference will be arranged including parents, teachers, and an administrator.

A student placed in Level III will be referred to the office for each subsequent misconduct. The offense will require immediate administrative attention and will result in the removal of the student from the classroom or school. The consequence will depend upon the nature of the offense, but not limited to the following disciplinary actions: five days of lunch detention, Friday Evening School, In-School Suspension (1-5 days), Out-of-School Suspension (1-10 days), and a recommendation for expulsion for the remainder of the school year.

Consequences for students who receive a third discipline notice from the same teacher can be assigned by the school administration. In Level III, students are excluded from attending all school-sponsored activities, including field trip, unless supervised by a parent or guardian.

NOTE: Discipline levels refer to offenses that are minor in nature. Those policy offenses that are significant in nature may result in a significant disciplinary consequence, without going through each discipline level. [Please see Grounds for Suspension and Expulsion]

DISCIPLINE OPTIONS

The following is a brief summary of the disciplinary options that may be assigned to a student by a teacher and/or administrator:

Detention / Lunch Detention / One Period in School Suspension – If a student is a discipline problem in a class, in the cafeteria or in the hallways, that student may receive a Discipline Notice from any CGMSC staff member. If detention is assigned on the Discipline Notice, the staff member can assign the detention during lunch, during a class period, or before or after school. A teacher has the right to remove a student from his/her class or activity for the balance of the teacher's supervision of the student that day. The student is assigned regular or additional work to be completed in another school setting. A removal by a teacher will be based upon a need to restore order to an atmosphere conducive to learning in the classroom or activity.

Friday Evening School – Friday Evening School is assigned by an administrator. Students may receive Friday Evening School for misbehaviors such as: forgery, electronic policy violation, profanity, truancy, excessive tardiness to school or class, cafeteria misconduct, and throwing snowballs. Students work individually on homework or additional assignments. A staff member supervises students assigned to Friday Evening School from 2:45-4:45p.m. on the assigned date.

In-School Suspension - In School Suspension (ISS), for 1-3 days, is assigned by the administration. A team of teachers may assign one full day of ISS with the approval of the school administration. Students who are assigned ISS are given assignments from their teachers. Students receive full credit for work completed. Students who do not cooperate in ISS may be assigned an Out of School Suspension, and they may not be assigned ISS in the future. **Students are not permitted to attend or participate in extracurricular or school sponsored activities for the days assigned In School Suspension.**

Out-of-School Suspension - Out of School Suspension (OSS), for 1 – 10 days, is assigned by the administration. Out-of-School Suspension shall be made only after the principal has made a thorough investigation and has then determined that such suspension is necessary to prevent interference with an educational function or school purposes. At the discretion of middle school administration, students who are assigned to Out of School Suspension have the opportunity to complete school work they missed, either during the time of suspension or upon the student's return, and can receive full credit for complete work. **Students are not permitted to attend or participate in extracurricular or school sponsored activities for the days assigned Out of School Suspension.**

Additional Options – Other options which may be used when students misbehave include counseling with a student or group of students, conferences with a parent or group of parents, assigning students additional work, rearranging class schedules and hall passing times, requiring a student to remain in school after regular school hours to do additional school work or for counseling, restricting his/her extracurricular activity, behavior contracts, or referral to law enforcement for unlawful acts.

GROUNDS FOR SUSPENSION OR EXPULSION

The following constitute misconduct for which a student may be suspended from school for one to ten days or expelled from school attendance and denied credit for all activities occurring during the suspension or expulsion:

Definition of “in possession” for purposes of these rules includes the following: when the item is on their person, in their immediate possession such as in a pocket, purse, or backpack, is in a place under their exclusive control, or the student is aware the item is in a place where the student has access such as a locker. More than one student may have “constructive possession” of an item.

1. Behavior that injures, endangers, or presents a substantial risk of injury to the student or another person.
2. Damaging or stealing school property or the property of another person or organization.
3. Disrupting a class or other school activity.
4. Disrespectful behavior toward staff.
5. Fighting.
6. Harassing, threatening or intimidating another person. “Harassing” behavior is behavior directed toward another person without a legitimate purpose after that person has clearly stated or shown that the behavior is unwelcome. All threats, both verbal and written, will be considered serious and potentially dangerous. Inappropriate touching can be considered under these guidelines.
7. Possessing a knife, bullets, a dangerous device, or something that appears to be a dangerous device. “Dangerous device” means something that is readily capable of causing injury to a person and is not essential in performing a task that must be performed by a student during school or a school activity. The term includes all weapons, fireworks, a smoke or noise bomb, a handgun, a rifle, a shotgun, a stun gun, chemical mace, pepper gas, and all personal protection devices other than those that emit only sound.
8. Consuming, possessing, offering, providing, facilitating, arranging, requesting, or being under the influence of alcohol or an alcoholic beverage, an illegal drug, a prescription drug except as authorized in a prescription by a licensed health care provider, any over-the-counter medication, any medication containing a stimulant such as preparations containing caffeine, ephedrine, pseudoephedrine, or phenylpropanolamine as an ingredient except as authorized in a prescription by a licensed health care provider, or any substance represented to be or thought by the intended recipient to be an illegal or prescription drug except as authorized above.
9. Consuming, possessing, offering, providing, or being under the influence of a substance such as an inhalant, a solvent, or other volatile substances, contrary to safety instructions provided on labeling, a sign, or by school personnel.
10. Possessing alcohol or drug consumption paraphernalia such as rolling papers, clips, or displaying materials that promote or encourage alcohol or drug use.
11. Possessing cigarettes, e-cigarettes, vaporizers, tobacco paraphernalia, smokeless tobacco, snuff, or other tobacco product or a device such as a lighter designed primarily for use in consuming tobacco products.
12. Engaging in sexual behavior and/or public display of affection.
13. Wearing clothing, jewelry, or a hair style that is dangerous to the student, indecent, vulgar, profane, presents a message that is inconsistent with the educational mission of the school district, or results in disruption of an educational function.
14. Possessing, creating or distributing information in written or other form that causes a disruption of an educational function, advocates a violation of law or a student conduct rule, is obscene or sexually explicit, is slanderous or defamatory, or invades the privacy of an identified or identifiable person.
15. Sending, sharing, possessing, or knowingly viewing pictures, text messages, emails, or other material of a sexual, violent, or obscene nature in electronic or hard copy form.
16. Possessing a pager or cellular phone during the school day without prior approval of the principal, (providing that possession of a pager or cellular phone at a school activity after the normal school day shall not violate this rule.)
17. Refusing or failing to follow a directive from a school employee, including a directive to respond truthfully and completely when questioned about a school-related matter.
18. Violating a building level student conduct rule.
19. Violating the School District Policy on technology usage.
20. Violating Indiana or Federal Law.
21. Not having legal settlement in the School District.
22. Attempting to commit an act that is a ground for suspension or expulsion.
23. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.

24. Failing to report the actions or plans for action 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, property damage, or unlawful acts.

25. Continually and habitually truant.

26. Continually and habitually violating school rules and disrupting the educational environment for themselves and /or others.

Students or parents concerned about whether a particular act would be a ground for suspension or expulsion are encouraged to consult with the building principal for guidance before the student engages in the act.

WHEN GROUNDS FOR SUSPENSION & EXPULSION WILL BE APPLIED

The grounds for suspension or expulsion listed above (1-25) apply to student conduct:

- a. during school activities on or off campus;
- b. on school property at any time; and
- c. while traveling to or from school or a school activity, function or event.
- d. off school property if the behavior interferes with the daily operation of the school and/or the behavior would be considered illegal.

In addition to grounds 1-25 listed above, 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 which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

Vandalism to a school employee's home or personal property or harassment of a school employee at any place at any time constitutes a ground for suspension or expulsion.

A student committing an act that violates Indiana or Federal law at any time or place may be suspended or expelled if the unlawful act arises out of a school relationship and/or is likely to have in-school consequences.

SUSPENSION PROCEDURES

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

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

EXPULSION PROCEDURES

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

1. The superintendent (or designee) may conduct the 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 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 asked 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 appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of 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, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

EXPULSION CONTINUED THROUGH THE NEXT SCHOOL YEAR

Indiana Law provides that “Whenever the expulsion takes place during the second semester, the expulsion...remains in effect for summer school and may remain in effect for the first semester of the following school year, unless otherwise modified by order of the governing body.”

ALTERNATIVE TO EXPULSION

An alternative to expulsion for possessing, using, or being under the influence of alcoholic beverages, narcotics, or other drugs could be enrollment in a drug education program. Center Grove Community Schools do not promote or endorse any particular drug education program over another. The drug education program should include decision-making and resisting peer pressure. The decision lies with the parents or guardians of the student involved in drug abuse to select the best program that is available. The decision to offer an alternative to expulsion is a school decision. However, the decision to select the alternative to expulsion program is a family decision, but the program must be a minimum of six to eight hours in length. The family may want to consult their family doctor, friends, or other outside agencies or organizations before making a decision in which program to enroll their child. A student will be allowed to enroll in a drug education program one time during their middle school career.

DISCIPLINE FOR STUDENTS WITH DISABILITIES

In disciplinary matters, it is the policy of the Board to treat students with disabilities no differently than students without disabilities except in cases where the misconduct is caused by the student’s disability. Students with disabilities are subject to the discipline rules adopted by the board of school trustees and may be suspended or expelled for violation(s) of student conduct rules in accordance with I.C. 20-8.1-5.1 and 511 IAC 7-15.

**This policy is limited to the discipline of student with disability as identified under 511 IAC 7-3.*

PARENT PARTICIPATION IN STUDENT DISCIPLINE

A parent, guardian, or custodian of a student less than 18 years old shall be required to participate in any disciplinary action authorized under the Student Due Process Code I.C. 20-8.1-5.1, as well as the student discipline handbook of this school corporation, at the request of a school official. Parent participation includes, but is not limited to, meetings, conferences, hearings, supervising after-school-home-study time, reviewing homework, and assuring regular school attendance and attendance after school if necessary.

Upon receipt of proper notice, any parent, guardian or custodian who refuses to comply with a request from a school official to participate in the resolution of behavioral problems of a student whose conduct is repeatedly disruptive to the student’s own educational progress or to the progress of others may be referred to the Child Protective Services Division of Public Welfare.

CENTER GROVE COMMUNITY SCHOOL CORPORATION

TRANSPORTATION POLICIES & GUIDELINES

Rick Pederson, Director of Transportation – 881-0555

FOREWORD

Center Grove Community School Corporation takes the responsibility of safely transporting students very seriously. As you read this handbook and become familiar with its contents, you will see that the emphasis throughout is on safety. The first and last person most of our students see each day is their bus driver and we all want this experience to be a positive one for students and parents.

This supplement to the student handbook was developed as a guide so that all stakeholders understand the policies, procedures, rules and regulations that have been established to ensure that experience is a positive one. We thank you for allowing us to serve you and your children by safely transporting them to and from school on a daily basis.

Rick Pederson

Director of Transportation

MISSION STATEMENT

The mission of Center Grove Community School Corporation’s Transportation Department is to transport students to and from school, and extracurricular activities, in the safest manner possible each and every day.

SCHOOL BUS DISCIPLINE

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

LEGAL REFERENCE: I.C. 20-27-10-2

BUS RULES AND DISCIPLINE PROCEDURES

- 1. At the beginning of the year, the director of transportation will designate the pick-up locations for students.** All routes will start approximately one hour before school begins. Bus stops may be adjusted during the school year.

Center Grove School Board policy states that “vehicle routes shall be established so that an authorized vehicle stop is available within a reasonable walking distance of the home of every resident student entitled to transportation services.”
- 2. After Three (3) No-Show days at a stop, the bus may no longer stop at that location or travel to that road.** In the interest in fuel consumption and conservation. Transportation should always look for ways to optimize bus routes. Parents should communicate with the transportation department if their child will not be riding for a few days. If a child has not been on the bus for several days, and desires to resume riding, parents must call the transportation department to reactivate that stop.
- 3. All students must be at their designated stop five (5) minutes prior to the scheduled arrival time.** It is important for students to be at their stops before the bus arrives, so that they will not cause the other students to be late for school. Also, when a school bus is stopped for any length of time, the wait causes an unsafe traffic buildup in front of and behind the bus. Students should be waiting in an orderly manner at least ten (10) feet away from the road prior to the arrival of the bus.
- 4. All students must ride their assigned bus to and from school.** Riding another bus is only permitted in emergency situations. Most buses are loaded to capacity with students assigned a specific seat. Additional students could cause an overloaded condition on the bus. The purpose is only to provide transportation service from the home to school and return. In an emergency situation, the parent must write or call the school explaining the emergency. If the school approves, the principal will sign a note to the student who in turn will present it to the school bus driver, allowing the student to ride a different bus. If the situation requires a student to ride on a bus that is not their assigned bus with another student, there shall be notes from the parents of both children.
- 5. Students may only board and disembark the school bus at their designated stop. Walking to another bus stop within route is dangerous and not allowed.** Once students are on board, they may not disembark at any location other than their designated stop or at the school. There are safety and legal reasons for this policy.

In certain situations where arrangements have been made in writing, by the parents and the school principal, a student may disembark at a different stop if the stop is within the same bus route.
- 6. Once a school bus is in motion, students will not be allowed to board the bus.** This is a safety measure designed to discourage students from running after and/or between buses in a loading (congested) area. Also, when one bus stops in a line of moving buses, the chances for a chain reaction accident increase considerably. Students who miss their bus at school should immediately report to the principal's office.
- 7. Assigned Seats and Windows.** Drivers may assign seats on the bus for all students or just to a single student based on safety and/or behavior. This is to ensure the safety of the passengers. Once students have been placed in an assigned seat, they are expected to sit in the assigned seat. No windows or doors will be opened or closed except by permission of the driver. When allowed, windows shall be lowered no more than $\frac{1}{2}$ the height of the top window frame.
- 8. After boarding the bus students shall be seated immediately and remain properly seated for the duration of the bus ride.** Properly seated means that during the course of the bus ride students shall sit with their posterior on the seat bench and shall not change seats, stand up in/on their seat, or sit facing towards the rear of the bus. Unless seated three to a seat students shall not have any body part in the aisle of the bus.
- 9. Students are expected to behave accordingly on the bus and know the rules for riding the bus.** The drivers have the same authority in the bus as teachers have in the classroom. Loud and boisterous noise and improper conduct can cause a distraction to the driver which can lead to serious safety hazards on the bus. The students conduct on the bus should be no different than what is expected in the classroom. If it is not allowed in the classroom, it is not allowed in the bus. Destructive behavior to the bus will not be tolerated, and students will be held responsible for any damages resulting from vandalism.
- 10. Food and Drink.** Eating and/or drinking on the bus is not allowed. All food and/or drink must be disposed of before boarding the bus. Students are expected to help keep the bus clean. Students who make a mess on the bus will be expected to clean up their messes.
- 11. Kindergarten students.** Kindergarten students will not be released from the bus without the presence of a parent, guardian, sibling, or appropriate adult caretaker at the bus stop. This policy will be in place for the first semester of the school year.
- 12. The aisle of a school bus must be kept free of objects that could obstruct an emergency evacuation of the bus.** Any large object that cannot be held on a student's lap or placed safely on the floor in the space under the seat immediately in front of the student is not permitted on the school bus. Examples of such large objects include but are not necessarily limited to certain musical instruments, science fair and other types of projects, athletic and P.E. equipment, bags, flag poles, flowers, balloons and other such items that could pose a safety problem. Emergency exits are for emergencies and/or training only.
- 13. To ensure safety from objects rolling IN or UNDER a bus, objects must be secured in a bag or sack.** Students will not be permitted to bring games, toys, balls, etc., on a bus unless they are secured in a school bag, bag, or sack. At no time should students ever attempt to reach under a bus to retrieve an object.

- 14. Students are prohibited from bringing any potentially hazardous items, chemicals, animals, or breakable items on board the bus.** No animals or insects will be transported. Any object that could become a missile in an accident will not be transported. No flammable or hazardous chemicals will be transported. No glass or sharp objects are permitted. No Weapons of any kind is allowed on the bus.
- 15. Medicine.** Medicine may be brought on the bus only if it is in its original container and is accompanied by a note from the parent. Upon dismissal from the bus the medicine must be taken to the clinic of that school. The medicine can only be brought on the bus to school, not from school, and must not be opened at any time on the bus. This does not pertain to students with an IEP, as the IEP will instruct accordingly.
- 16. Any traffic in or near bus loading areas is hazardous.** All schools have designated areas for parents to drop off and/or pick up students along with designated traffic patterns. Parent and student drivers are asked to be careful when driving in these areas and should not drive around or pass buses that are loading and unloading children. School buses have the right of way on school property and all other vehicles should yield to school buses on school property. Parents who transport children to school in the mornings are encouraged to drop them off before the buses arrive. Parents should also wait until buses have departed in the afternoon before leaving with their child at the end of the day.
- 17. Cell Phones and the use of electronic devices.** Students are not to use electronic devices such as cellular phones, personal digital assistants (PDA), laptop computers, or video games on the bus. A small handheld radio or MP3 player may be used provided the user is listening through personal headphones and the volume is low enough that others cannot hear the music.
- 18. Think safety, teach safety, and act safely.** If possible, students should carry a school bag or sack, which will allow them to organize their belongings. There are many accidents every year involving children who are pursuing dropped books or papers under school buses or children who run into traffic.
- 19. Daycares.** Center Grove buses will only transport to and from daycares for those schools whose boundary the daycare is located. This is also based on availability of the bus.
- 20. Buses will not travel cul-de-sacs shorter than .2 miles (one-way) or in areas where turning around is dangerous.**

USE OF VIDEO RECORDING DEVICES WITH AUDIO RECORDING CAPABILITY

Center Grove Community School Corporation has installed safety and security cameras on all school route buses. Electronic video and audio recordings will be viewed to investigate incidents reported by a bus driver, administrator, supervisor, student or other person. They may also be viewed at random. Viewing and/or listening to electronic and/or audio recordings is limited to individuals having legitimate educational or administrative purpose. In most instances, individuals with legitimate or administrative purpose will be the Superintendent, administrator, including the Building Principal, transportation director, bus driver, and coach or other supervisor.

An electronic video or audio recording may be reused or erased after 10 days (2 days if the bus is equipped with a VCR recording device) unless it is needed for an educational or administrative purpose. It is our hope that the installation of these cameras will help to improve our students' safety and security while riding student transportation.

SUMMARY

In conclusion, these school bus procedures, policies, rules and regulations are intended to promote the safe and efficient use of school bus transportation services. If you have any questions or concern, please call the Transportation Department at 881-0555.

DISCIPLINE/TICKETS

The following procedures shall be followed if a student violates a rule:

DRIVER CONSEQUENCES

Bus Ticket:	First and second minor written violation (one verbal warning minimum) * Major, or higher, violations do not require a verbal warning
Bus Suspension (1 day):	First major violation (further violations will be counted as major violations)

SCHOOL CONSEQUENCES

Bus Suspension (3 – 5 days)	Second major violation (further violations will be counted as major violations)
Bus Suspension (10 – 30 days)	Third major or first dangerous violation (further violations will be counted as major violations)
Bus Suspension (90 days)	Fourth major or first extreme violation (further violations will be counted as major violations)
Note: Another ticket after the fourth major or first extreme violation will result in a 180 day bus suspension!	

Steps in the discipline process may be skipped depending on the severity of the infraction; such determination will be made by the School Principal (or designee) and the Director of Transportation.

SUMMER SCHOOL ROUTES

If summer school is offered, two-way school transportation may be provided with a limited number of stops. These stops are typically in highly populated areas and at convenient and centrally located places in sparsely populated areas. Routes typically begin approximately one hour before summer school classes begin.

The same rules and regulations remain for summer school transportation except students may lose their riding privileges for the remainder of a summer school session for serious rules infraction.

EMERGENCY PROCEDURES

EMERGENCY CLOSING OF SCHOOL

We must be prepared to delay school in the morning, to send students home early, or to close schools any day when required by weather or emergency conditions. Please be sure your child knows what to do in case of early dismissal or delay in starting time. Your planning is essential for the safety of your child. The School Messenger Automated Calling System, along with the following radio and television stations, are notified of emergency closings:

TELEVISION

WTTV (Channel 4) WISHTV (Channel 8)
WRTV (Channel 6) WTHR (Channel 13)
WXIN (Channel 59)

INTERNET

www.centergrove.k12.in.us

IN CASE OF EMERGENCY SCHOOL CLOSING - DO NOT CALL THE SCHOOL UNLESS YOU HAVE NO OTHER WAY TO FIND OUT ABOUT SCHOOL CLOSING.

FALSE ALARMS AND THE LAW

INDIANA CODE states that false alarms or the pulling of an alarm as a prank is a criminal act. Charges against the student can be made to local law authorities. Students will be suspended or expelled from school based on the individual circumstances. Students may be held responsible for payment if any fire apparatus is sent to the school.

FIRE DRILL

A fire drill is conducted once each month. When the alarm sounds, everyone will leave the building in a quiet and orderly manner. Students are to remain outside the building and at least 50 feet from the building with their designated teacher until the signal to return is given.

TORNADO DRILL

A tornado drill is conducted twice each semester. When the notification occurs, everyone should seek shelter in the designated area as indicated on the plan posted in each classroom. If the electricity is off, students and staff will be alerted with short blasts from a bullhorn. Everyone will remain in the designated area until the signal to return is given.

LOCKDOWN/EVACUATION DRILLS

A lockdown/evacuation drill is conducted during the school year to prepare students and staff in case of an intruder in the building and/or a hostage situation, or in the need to evacuate the building for the safety of the students and staff. When the lockdown/evacuation notification occurs, students will follow the directions of the staff member who is in their immediate vicinity. These drills are conducted to allow the students and staff time to practice various situations and procedures which could occur.

EARTHQUAKE DRILL

An earthquake drill is held once each semester. In the event of an earthquake, all students and staff will drop and cover, and then fire drill procedures will be followed. When the alarm sounds, everyone will leave the building in a quiet and orderly manner. Students will remain outside the building with their designated teacher until the signal to return is given.

STUDENT SERVICES

In order for learning to take place, a number of student needs must be met. Students must have books, supplies, and a source for general information. Students have physical, social, and emotional needs, which must be met. These services are all part of the total educational program at Center Grove Middle School Central.

COUNSELING AND GUIDANCE SERVICES

The following counseling services are intended to guide and support the emotional and academic development of the adolescent student. The services are delivered by individual planning, group experiences, or classroom presentations.

1. Establish a team relationship with staff, parents, and community referral agencies or individuals.
2. Facilitate academic achievement.
3. Develop self-understanding and self-acceptance.
4. Aid in planning realistic educational and career plans.
5. Develop and maintain positive social relationships.
6. Promote healthy physical and emotional growth.
7. Improve on personal and family relationships.
8. Provide information on tutoring opportunities.

Students who want to speak with a counselor may complete a request form obtained from any teacher or leave a message in the Guidance Office. Each team is assigned a counselor.

INSTRUCTIONAL MEDIA CENTER

The Instructional Media Center (I.M.C.) provides a number of facilities and services to students at the middle schools. The Media Center is able to provide the following:

1. A quiet, pleasant place to work, study, or relax.
2. Up-to-date materials including books, magazines, and newspapers.
3. Help in selecting materials for pleasure reading or for fulfilling an assignment.
4. Assistance in using the on-line public access catalog and other reference tools both electronic and paper.

LOST AND FOUND

Articles and books that are found should be turned in to the Guidance Office. It is necessary for students to accept responsibility for their own books and equipment. **DO NOT LEAVE MONEY OR ITEMS OF VALUE UNATTENDED.** Students are advised to put their names in books, coats, glass cases, and gym clothing. Please do not bring valuables to school. A student may report a missing item and may check the lost and found for the article. Personal items such as purses, wallets, money, or jewelry are the responsibility of students. Items remaining in the lost and found will be discarded or donated to charities at the end of June.

THE SCHOOL LUNCH PROGRAM

The school operates a hot lunch program. The lunchroom manager plans adequate balanced menus which meet requirements of a Type A lunch. Students have the choice of purchasing a hot lunch or salad. Parents are not to drop off fast food items for students to eat in the cafeteria and students are not to bring energy drinks into the school building. Free and reduced priced lunches are available. Applications for financial assistance are available by completing the required form to determine eligibility. This form is distributed to all students the first week of school or can be picked up in the Guidance Office. For further information, please refer to the cafeteria policies.

SCHOOL BOOKSTORE

School supplies and gym clothing may be purchased in the bookstore. The bookstore is located near the front foyer and is open each morning before first period begins. Tablet and pencil machines are available in corridors.

STUDENT PHOTOS/ IDENTIFICATION CARDS

Students must have individual pictures taken during summer registration. The purchase of these pictures is voluntary; however, the picture must be taken for the yearbook, student records, and student I.D. card. The I.D. card is used to attend dances, to purchase lunch, and check out books in the IMC. If a student I.D. is lost, a replacement must be purchased for \$5.00 in the Guidance Office.

TELEPHONES

The telephone is for school business and should not be used for personal calls. The office will gladly cooperate with parents to give messages to students during school hours; however, calls for students during school hours are disturbing to the school routine and should be held to a minimum. Students may be called to the telephone only in cases of extreme importance. With permission, students are allowed to make local calls during their lunch hour or after school in the Guidance Office. No calls are to be made during the time school is in session, unless approved by the office or classroom teacher.

TEXTBOOK RENTAL

All textbooks, lab fees, convocations, and workbooks are included in textbook rental. These fees are announced each year as the cost can vary with the price of textbooks and supplies changing each year. The fee is pro-rated to the best advantage of all students. All textbooks are issued to students on a rental basis. If writing a check for textbooks rental, be sure to write the check for that amount only. Credit cards will also be accepted. Do not include lunch money and / or gym suit costs in the textbooks rental amount. Financial assistance is available by completing the required form to determine eligibility. This form can be picked up in the guidance office. Textbook rental will vary depending on each student's elective classes.

Students are responsible for all textbooks. If a textbook is lost, stolen or damaged, payment for the replacement cost of the textbook(s) must be made in the office before students receive a new book. If the textbook needed is not available, one will be ordered. When students pay for a new book and the lost book is found and returned in good condition, the student's money is refunded. All textbooks are checked out to the student using a number in the textbook. When books are checked in at the end of the year, the same book (which was issued) must be returned. The student's name is to be written in ink on the inside cover for identification purposes. All other marks found in textbooks are considered destruction and charges for damage will have to be paid by the student.

WORK PERMITS

The minimum legal age for employment in the State of Indiana is fourteen (14). A verification of age (birth certificate, baptismal record, etc.) and a "State Intention to Employ" form #896, filled out by the employer, are required to obtain the permit. Form #896 and other information will be available from the front office. Students need to indicate the city and state in which they were born when obtaining the form. Occupations exempt from these regulations are farm and domestic labor, golf caddies, newspaper carriers and performers. Youths aged 14 and 15 may work no more than 3 hrs. on a school day with a limit of 18 hours in a school week. Employment in any other occupation of a minor seventeen (17) years of age or younger, requires an employment certificate.

SPECIAL EVENTS/ITEMS

- **School-wide Positive Behavior Support System – CHAMP**
 - **School-Wide Positive Behavior Supports** is a set of strategies and systems designed to increase the capacity of schools to (a) reduce school disruption, and (b) educate all students, including those with problem behaviors using
 - Clearly defined outcomes
 - Research-validated practices
 - Supportive administrative systems
 - Use of information for problem solving
 - **Features of School-Wide Positive Behavior Support**
 - Establish regular, predictable, positive learning & teaching environments.
 - Train adults & peers to serve as positive models.
 - Teach and model behavioral expectations
 - Create systems for providing regular positive feed-back. i.e. acknowledge students when they are "doing the right thing".
 - Improve social competence.
 - Develop environments that support academic success

CHAMP EXPECTATIONS

	Cooperative	Honest	Accountable	Mindful	Prepared
Classroom	<ul style="list-style-type: none"> - Follow adult directions - Follow school rules - Additional expectations will be given by each teacher - Work appropriately and effectively with classmates 	<ul style="list-style-type: none"> - Be truthful to yourself, peers, and staff 	<ul style="list-style-type: none"> - Keep hands, feet and belongings to yourself - Be an active participant - Use time wisely - Take ownership of your academics 	<ul style="list-style-type: none"> - Use appropriate voice and language - Treat others and property with respect - Be a positive role model - Be aware of personal space 	<ul style="list-style-type: none"> - Have necessary materials in order to be productive - Study and prepare for assessments - Have all assignments completed and handed in on time
Cafeteria	<ul style="list-style-type: none"> - Follow adult directions - Follow school rules - Wait in line patiently - Allow anyone to sit next to you 	<ul style="list-style-type: none"> - Be truthful to yourself, peers and staff 	<ul style="list-style-type: none"> - Keep hands, feet and belongings to yourself - Keep all food and drink in the cafeteria - Eat only your own food - Clean up your area 	<ul style="list-style-type: none"> - Use appropriate voice and language - Treat others and property with respect - Be a positive role model - Be aware of personal space 	<ul style="list-style-type: none"> - Have necessary materials in order to be productive
Hallway	<ul style="list-style-type: none"> - Follow adult directions - Follow school rules - Walk on the right side of the hallway 	<ul style="list-style-type: none"> - Be truthful to yourself, peers and staff 	<ul style="list-style-type: none"> - Keep hands, feet and belongings to yourself - Walk at all times - Get to your destination on time 	<ul style="list-style-type: none"> - Use appropriate voice and language - Treat others and property with respect - Be a positive role model - Be aware of personal space 	<ul style="list-style-type: none"> - Have necessary materials in order to be productive
Common Areas (IMC, Computer Labs, Restrooms, Locker Rooms, Bus)	<ul style="list-style-type: none"> - Follow adult directions - Follow school rules - Give people privacy 	<ul style="list-style-type: none"> - Be truthful to yourself, peers and staff 	<ul style="list-style-type: none"> - Keep hands, feet and belongings to yourself 	<ul style="list-style-type: none"> - Use appropriate voice and language - Treat others and property with respect - Be a positive role model - Be aware of personal space 	<ul style="list-style-type: none"> - Have necessary materials in order to be productive
Assembly/ Extra-Curricular Activities	<ul style="list-style-type: none"> - Follow adult directions - Follow school rules - Sit quietly and listen attentively during presentation 	<ul style="list-style-type: none"> - Be truthful to yourself, peers and staff 	<ul style="list-style-type: none"> - Keep hands, feet and belongings to yourself - Focus on Presentation 	<ul style="list-style-type: none"> - Use appropriate voice and language - Treat others and property with respect - Be a positive role model - Applaud appropriately 	<ul style="list-style-type: none"> - Have necessary materials in order to be productive

CHAMP CARDS

Students receive CHAMP Cards from their teachers for displaying characteristics of a CHAMPion student as define by our

CHAMP expectations and matrix. CHAMP cards can be turned into the office at any time. Drawings for prizes will be held throughout the year.

ASSEMBLIES

Assemblies of various kinds will be presented throughout the school year. The programs are designed to give students an opportunity to enjoy additional educational experiences outside the classroom. They may be educational, enriching, or inspirational. School assemblies are part of the general program of the school, and all students will attend.

HONOR DAY

Honor Day is on the last day of school. Students are recognized before the student body for scholarship or service to the school and community. Students are encouraged to dress up for this special occasion.

DANCES

Various school clubs and the Parent Teacher Organization sponsor activities/dances throughout the school year. Only students of our home school (CGMSC) are invited to attend their school's dances, and students are required to show student ID's. Students are to be dropped off and picked up at the entrance designated by the administration for that event. Dances will start at 2:45 P.M. or 7:00 P.M. and conclude at 4:15 P.M. or 8:30 P.M. Students are expected to arrive at, or reasonably near, the time for the dance and to remain until the end of the event. If students need to leave early, for security purposes, parents are required to come inside to meet their children. Each dance is chaperoned by faculty, parents, and the administration. Students are expected to follow general rules and policies of the school.

Students should not wear formal prom attire or come to dances in limousines. Students will not be admitted into the dance arriving in prom attire or if discovered to be delivered by limousines. The goal is to make every dance an enjoyable experience for all students and free from the financial stress and personal pressures associated with a formal event. Appropriate dress at middle school dances fits the following guidelines: Dress consistent with the school dress code guidelines. Dances are semi-casual. Boys may wear a nice shirt or sweater. Girls may wear a nice dress or slacks. **No formal prom attire**, no sleeveless, no spaghetti straps, low cut or backless dresses, etc. are acceptable. Students arriving in attire deemed inappropriate by the staff will be provided a sweater or similar cover-up for the evening. Dating, fancy clothes, flowers, etc. are not encouraged. In the case of the Monster Mash, students should NOT bring fake weapons or wear gang-related costumes. **Students who are assigned In School Suspension or Out of School Suspension on the day of the dance may not attend.**

SCHOOL-WIDE FUNDRAISER

Fundraising projects are necessary since school organizations need funds to operate. In addition to the school-wide fundraiser, there may be several departmental fundraisers, which include Music Department, Athletic Department, and the Parent-Teacher Organization. Non-approved items that are confiscated will be sent to the office. Organized house-to-house campaigns will be limited to special projects during any one school year. All fundraising items and solicitors of fundraising items must be approved by the administration.

STUDENT OF THE MONTH

The criteria used to select students for this honor includes the following: outstanding achievement or improvement, working up to his or her ability, and showing a positive attitude and good citizenship.

CHAMPION STUDENT RECOGNITION

This recognition is based on spotlighting students who each month have exhibited exemplary effort and attitude for each grade level team.

YEARBOOK / PIZZA PARTY

The pizza party is held during the last week of school for students who have less than three discipline notices and/or bus tickets. The party is free to all in attendance. Prizes are given and yearbooks are distributed. All yearbooks will be pre-purchased and may not be available to purchase during the pizza party.

21ST CENTURY SCHOLARS PROGRAM

If your child is in 6th, 7th, or 8th grade and qualifies for free or reduced lunches or textbooks, he/she may qualify for the 21st Century Scholars Program. The student must be willing to make the following pledge:

- to graduate from high school
- to work toward good grades
- to refrain from committing any crimes or use of illegal drugs
- to apply for college or technical school admission during their senior year
- to apply for student financial aid for college or technical school

Upon completion of the above requirements, the student will be awarded a scholarship. If you think your child qualifies, and you have not received a letter, please call the counselor's office.

STUDENT ACTIVITIES

ACADEMIC COMPETITIONS

Students are encouraged to participate in academic competitions. These competitions include both competitions within the school and sanctioned interscholastic competitions, such as the county math contest, Hoosier Spell Bowl, and the Super Bowl. These activities are under the supervision of the academic coaches.

Spell Bowl is a spelling competition for any student who qualifies for the team. A team is formed by September with competition in October. Team selection is based on a student's continual success in practice spelling tests.

Super Bowl is an academic program, which offers students an opportunity through intensive research to discover information related to a predetermined topic. The areas of focus include English, History, Mathematics, and Science. Super Bowl is open to any sixth, seventh or eighth-grade student. Students may participate in two of the four academic areas. Throughout most of the second semester, the team prepares for the final competition in May. Practices are scheduled by the subject sponsor.

PUBLICATIONS

The **Newspaper** staff is open to students who are interested in writing, reporting, and distributing news. Members must be willing to write articles.

The **Yearbook** staff will be responsible for publication of the middle school yearbook, which pictures all students and activities for the school year. Members must be willing to work after school.

SPECIAL INTEREST AREA CLUBS

The club sponsor may limit membership as needed. The following are examples of possible school clubs. New clubs may be formed with the approval of the administration.

The **Art Club** is open to any student. Members of this club will become more aware of the importance of the visual arts in their environment and explore new ways of creating. The club takes field trips, hosts activities, and creates artwork for the school.

The **CGTV Crew** is open to 8th grade students. Through a selection process, students are selected for CGTV and broadcast our daily and special announcements. Student broadcasting positions include: news and sports anchors, producers, camera crew, and technical support.

The **Chess Club** is open to boys and girls interested in learning and/or playing chess.

The **Lego League** is open to all students, who are then selected for participation based on interest and ability. These students practice creating robots as a team and then compete in events.

The **Science Club** seeks to promote and broaden student interest in the various fields of science. Any student with a keen interest in science is eligible to become a member of the Science Club. Currently, Science Club members participate in the Science Olympiad Regional and State Contests.

The **Drama Club** is for students interested in acting in a theatrical production or working as part of the stage crew. Each year at least one production will be performed for the public. Auditions are held for those seeking parts in the play and anyone interested is able to work on props, scenery, costumes, make-up, and various committees.

SPECIAL MERIT/SERVICE CLUBS

The purpose of the **Student Council** is to promote student leadership, to encourage and initiate student viewpoints, to organize elections, and to sponsor officer-training workshops. Members are elected from a designated period. Membership requirements are good leadership qualities, good character, and interest.

The **National Junior Honor Society** promotes appropriate recognition for outstanding students in the areas of scholarship, character, leadership, citizenship, and service. After the fall semester of 7th and 8th grade, students with a cumulative GPA of 3.60 or higher will be invited to fill out an information sheet and procure recommendations. Using this information from students, a faculty council makes selections for induction of new members. Our induction ceremony is held in the spring. Once inducted, members participate in meetings, opportunities to develop leadership skills, and service experiences.

The **Presidential Academic Award** honors students for achieving academic excellence in 6th, 7th, and 8th grades. Students receiving the award must earn a cumulative grade point average of 3.6 (A- or better on a letter scale) for the 6th grade, 7th grade year, and 1st semester of the 8th grade. Students must also achieve Pass+ on any portion of the ISTEP test.

The **Student Ambassador Program** is to help new students become acclimated to their new surroundings. Under the direction of the Guidance Department, a student new to the school district is paired with a "buddy" from his/her team who has been at Center Grove schools long enough to know the culture. By serving as a host, the "buddy" helps the new student's transition to Center Grove be as smooth as possible.

ATHLETICS

INTERSCHOLASTIC SPORTS

An extensive interscholastic sports program exists for the middle school level. The school competes with neighboring schools in cross-country, football, golf, volleyball, tennis, basketball, swimming, wrestling, and track. A student planning to tryout and

participate on a team must have an updated middle school Athletic Physical form each year which is on file in the Athletic Director's office before the first try-out. Admission prices are \$2.00 senior citizens and \$3.00 for students and adults. Children in the third grade or younger are admitted free. A family pass can be purchased at each event for \$10.00. The family pass includes parents and children only. A multi- game pass is also available. Competition normally begins around 5:00 P.M. **Students should be picked-up within fifteen minutes of the conclusion of the event.**

ATHLETIC ELIGIBILITY

To be eligible for athletics, a student must be enrolled at CGMSC and meet the following age limitations:

Grade 6

Those whose 14th birthday occurs before August 15 shall be ineligible for interscholastic athletic competition during 6th grade.

Grade 7

Those whose 15th birthday occurs before August 15 shall be ineligible for interscholastic athletic competition during 7th grade.

Grade 8

Those whose 16th birthday occurs before August 15 shall be ineligible for interscholastic athletic competition during 8th grade. Those whose 16th birthday occurs on or after August 15 are considered eligible until the end of the school year.

The following **Academic Eligibility Requirements** are for students participating in interscholastic activities:

1. All students shall be academically eligible at the start of each school year.
2. The Athletic Director/coach will check grades during each grading period at interim report time (4-5 weeks into grading period) and at the end of the nine weeks when grade cards are distributed.
3. Any student receiving a grade of "F" or "U" (Unsatisfactory) on his/her interim report is placed on academic probation for two (2) weeks. A student may still play and practice while on probation.
4. After the probation period is over, the Athletic Director/coach will recheck the grades for those students who were placed on probation.
5. If the student is passing and receiving "S" (Satisfactory) in ALL subjects, that student shall be taken off academic probation and shall be allowed to continue to participate.
6. If the student is not passing or receiving "U" (Unsatisfactory) in ALL subjects after the two-week probation period, he/she is ineligible to play or practice until after the nine weeks grades are distributed.

Any student receiving a grade of "F" or "U" (Unsatisfactory) on his/her report card shall be declared ineligible until the end of the next nine-week grading period and will not become eligible until report cards are distributed. A student with a grade of "F" for a nine weeks grading period shall not be allowed to play, practice, or tryout for a team while he/she is academically ineligible; nor shall any ineligible student be allowed to try out for any activity once the activity has chosen its members.

Daily participation rule: any student, who receives a No Dress for AWARE class in a given day, may not participate in an extra-curricular athletic even after school that day.

Athletic Code of Conduct: Center Grove Community School Corporation recognizes that our student-athletes are "students" first and expects that student-athletes conduct themselves with appropriate behavior at all times. Students who misbehave may face school, as well as athletic consequences at the discretion of coaches, athletic directors, and middle school administration.

CLOSED SEASON RULE

An athlete may not participate on an organized team in the same sport, outside of the school, during the season that he/she is participating in the school sport. Participation also includes practice. Students violating this rule are ineligible for any sport for the remainder of the school year. Students may participate in an individual sport during the authorized season provided the parents, athletic director, and principal have granted approval. This rule is consistent with the IHSAA, Middle School, and Johnson County Athletic Association guidelines.

CHEERLEADERS

Grade 7 and 8 cheerleaders are selected during the spring prior to the next school year. Cheerleaders are selected from grade seven and eight. Eligibility requirements are the same for cheerleaders as for athletes.

INTRAMURALS

The intramural program at the middle school provides athletic opportunities in a variety of sports. This is an after-school program. No physical examinations are necessary for intramural participation; however, permission slips are necessary.

AFTER SCHOOL ACTIVITIES - GUIDELINES

ADMISSIONS

Any student who leaves the building after being admitted to a school activity will not be allowed to return. Students are expected

to arrive at, or reasonably near, the time set for the event and to remain until the end of the event unless parents call or write a note giving permission for students to leave early. Dance attendance will be exclusive to students at their home school.

GENERAL STUDENT GUIDELINES FOR A SCHOOL AND/OR ATHLETIC EVENT

Any student who attends a middle school social event agrees to observe these standards of behavior:

1. All school rules, policies, and dress code guidelines will be followed.
2. Students will not leave the building until the social event is over unless written parental permission is granted. At outdoor events, students should stay within the area of the game or event. At indoor games, students will be seated in the bleachers during game time.
3. There should be no loitering outside the building before, during, or after a school event.
4. Students should be picked up within fifteen minutes after a school event.
5. Any student that is habitually not picked up in a timely manner will lose their privilege of attending extra-curricular events. This is at the discretion of a school staff member.
6. If students fail to observe any of these rules, they may be asked to leave and may not be allowed to attend future school events.
7. A student cannot stay after school unsupervised until a dance or activity begins. Students must be under the direct supervision of a teacher or sponsor.
8. Un-sportsmanlike conduct by players or spectators will not be tolerated. Examples of un-sportsmanlike conduct include; yelling at officials, heckling and booing opponents.
9. All rules and regulations of the home school will be followed including showing respect for the property and decorations in that building.

SOCIAL ACTIVITY APPROVAL

All social activities held at the middle school and/or sponsored by middle school organizations must have the prior approval of the principal.

EDUCATION RECORDS

Education records are governed by federal law and regulations. Education records consist of all official records, files, and data directly related to a student and maintained by the schools. Such records encompass all the material kept in the student's cumulative folder and include general identifying data, records of attendance and of academic work completed, records of achievement, results of evaluative tests, and health data. Education records are the property of the school corporation. Issues related to access, correction, requirements, or regulations are governed by school board policy entitled Student Records. Generally, this policy provides for the following:

1. Records are confidential and may be disclosed only as provided in the policy.
2. The policy concerns both elementary and secondary student education records.
3. Parents have a right to examine their child's records at reasonable times (during school hours or by prior appointment) if the child is less than eighteen (18) years of age and not attending a post-secondary institution or if the child is a dependent student as defined by Section 152 of the Internal Revenue code. A non-custodial parent has a right to examine a child's records unless a court order or injunction states otherwise. It is the responsibility of the custodial parent to provide this documentation.
4. Students have a right to examine their records during the school day.
5. Before education records are disclosed to third parties, the school requires a signed and dated written consent of (a) parent of a student who is less than eighteen (18) years of age and not attending a post - secondary educational institution, or (b) a student who is at least eighteen (18) years of age or attending a post-secondary institution.
6. Certain persons may examine education records without a parent's or student's consent as provided in the above paragraph. These include school officials (who have legitimate educational interests) and officials of another school, school system, or institution of post-secondary education where the student seeks or intends to enroll. This school corporation forwards education records to another school corporation, school system, or institution of post-secondary education where the student seeks or intends to enroll without prior notification to the parent or student.
7. Directory information will be released to media organizations (including radio, television, and newspapers), colleges, civic or school related organizations, and state or local government agencies without the consent of parent or student as provided in paragraph 5 above. Directory Information includes the student's name, address, parent home and work telephone numbers, major field of study, participation in official recognized activities and sports, height and weight of members of athletic teams, dates of attendance, awards received, motor vehicle description (including license plate number), hair and eye color, race, sex, date of birth, height, weight, grade level, and other similar information which would not generally be considered harmful or an invasion of privacy if disclosed. A parent of a student less than eighteen (18) years of age or a student who is at least eighteen (18) years of age may object to disclosure of any of the categories of directory information by filing form DP1 (Denial of Permission to Release Certain Directory Information Without Prior Written Consent) from the principal's office no

later than fourteen (14) calendar days from the beginning of the school year.

8. **RIGHT TO INSPECT CERTAIN INSTRUCTIONAL MATERIALS** - The parent or guardian of a child enrolled in a school within the Center Grove Community School Corporation shall be entitled to inspect any instructional materials which will be used in connection with a survey, a personal analysis, or an evaluation. Instructional materials include teachers' manuals, student texts, films, other video materials, or tapes. Any complaints arising under this policy may be submitted in accordance with the policy for parental (public) complaints.
9. **STUDENT SUBMISSION TO REQUIRED SURVEYS, ANALYSIS, OR EVALUATIONS OF SCHOOL PROGRAMS** - A student shall not be required to participate in a personal analysis, an evaluation, or a survey that is not directly related to academic instruction and that reveals or attempts to affect the student's attitudes, habits, traits, options, beliefs or feelings concerning the following issues:
 - A. political affiliations;
 - B. religious beliefs or practices;
 - C. mental and psychological problems that may embarrass the student or the student's family;
 - D. sexual behavior or attitudes;
 - E. illegal, anti-social, self-incriminating and demeaning behavior;
 - F. critical appraisals of other individuals with whom the student has a close family relationship;
 - G. legally recognized privileged or confidential relationships, including a relationship with a lawyer, minister, or physician; or
 - H. income (except as required by law to determine eligibility for participation in a program or for receiving financial assistance under such program);

Student participation in any surveys, analysis, or evaluations requires the prior consent of the student (if the student is an adult or emancipated minor) or the prior written consent of the student's parent or guardian (if the student is an unemancipated minor). A parental consent form for such a personal analysis, evaluation, or survey shall accurately reflect the contents and nature of the personal analysis, evaluation, or survey. Parents and students will be given notice of their rights under this section. Any consent form used in compliance with this policy must state the contents and nature of the personal analysis, survey, or evaluation. **LEGAL REFERENCE:** I.C. 20-30-5-17. Adopted: October 16, 1995.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The *Family Educational Rights and Privacy Act (FERPA)*, a Federal law, requires that Center Grove Community School Corporation, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Center Grove Community School Corporation may disclose appropriately designated "directory information" without written consent, unless you have advised the Corporation to the contrary in accordance with Corporation procedures. The primary purpose of directory information is to allow the Center Grove Community School Corporation to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965 (ESEA)* to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.¹

RELEASE OF DIRECTORY INFORMATION

If you do not want Center Grove Community School Corporation to disclose directory information from your child's education records without your prior written consent, you must notify the Corporation or your child's school principal in writing within ten (10) days of your child's enrollment in school. Center Grove Community School Corporation has designated the following information as directory information:

- Student's Name
- Address
- Telephone Listing
- Electronic Mail Address
- Photograph

- Date and Place of Birth
- Major Field of Study
- Dates of Attendance
- Grade Level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors and awards received
- The most recent educational agency or institution attended



1 These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

TECHNOLOGY AND COMPUTER GUIDELINES

CORPORATION POLICY ON ACCEPTABLE USE OF TECHNOLOGY

Center Grove Community School Corporation is committed to the effective use of technology, which offers vast, diverse, and unique resources to our students and staff. This includes incorporating activities and programs aimed at promoting educational excellence by facilitating resource sharing, research, innovation, and communication. The "Technology System" referred to in this document includes all corporation computers, telecommunication resources, and services, such as host computers, laptops, peripheral devices, software, telephone systems, and internal or external communication networks (Internet, on-line services, bulletin boards, and e-mail systems) that are accessed directly or indirectly from the corporation facilities.

The Acceptable Use Policy has been established so students and staff are aware of the responsibility governing the use of technology systems in the Center Grove Community School District. Self-discipline, responsibility, and cooperation are encouraged for the efficient operation of the technology environment. Non-compliance with this policy will result in sanctions and/or prohibition of the technology services and be subject to disciplinary action by school administration. The use of the technology services is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. These guidelines require the ethical and legal utilization of the technology resources by the Center Grove Community School Corporation.

Access to computer hardware and software is provided to students and staff for the purpose of enhancing curriculum, instruction, and assessment, as well as promoting the efficiency of school operations. Any media produced, transmitted, or stored as a result of the technology system will remain the property of the Center Grove Community School Corporation. Accordingly, the Center Grove Community School Corporation reserves the right to inspect and monitor any and all aspects of the technology system at its sole discretion, including files, e-mail, and other electronic transmissions, produced by or stored within the system. The Center Grove Community School Corporation reserves the right to revoke a user's access at any time and may confiscate any media or copies of any media produced, transmitted, or stored as a result of the technology system. The Center Grove Community School Corporation is responsible for enforcing this policy, the authorization of user access to the system, and the maintenance of all software and hardware licensing documentation, in compliance with federal and state laws.

All users have a responsibility to acknowledge and abide by this policy. Each individual has the obligation to report potential or actual violations of this policy to school personnel. Violations of this policy may result in disciplinary action, including termination of technology system access rights, and/or legal action if there is a violation of the law. Users may also be held personally liable for their actions.

Terms and Conditions

All users are responsible for complying with software license agreements, copyright, and other federal and state laws governing property rights. Users are also responsible for safeguarding their passwords for the technology system and for any and all transactions made using those passwords. Users are not permitted to reveal personal information, such as address, phone numbers, credit card numbers about themselves or other students, faculty, staff.

Users requiring access to the technology system must obtain authorization from proper school personnel prior to use. Illegal or unauthorized access to the technology system will not be tolerated. Users will be assigned network space for saving data; accessing other areas, or attempting to access other areas, on the network is a violation of this policy. The technology system is intended to be used for educational and school business-related purposes only. Any media produced and/or transmitted by electronic communication must comply with federal and state laws, as well as school policy. Product advertising, political lobbying, purchasing personal items or services, and solicitation while using the technology system is prohibited.

Users are not to utilize the system in such a way that it restricts, inhibits, or disrupts other system users, services, or equipment. Accessing, transmitting, uploading, downloading, or distributing of defamatory, abusive, obscene, profane, sexually-oriented, threatening, harassing, racially offensive, illegally discriminatory, or other illegal materials is prohibited.

All hardware and software installations on Center Grove Community School Corporation equipment must be performed or supervised by authorized school personnel. Violating copyrights or otherwise using another person's property without prior approval or proper citation is not allowed. Transmitting of any material in violation of any local, state, or federal statute, rule, regulation, code, ordinance, or other authority is prohibited. This includes, but is not limited to the plagiarizing of material, infringement upon copyrighted materials, threatening, or obscene material, or material protected by trade secrets.

Using non-approved materials or software for the purpose of damaging hardware and data, as well as introducing computer viruses into the system environment is a serious violation. Vandalism includes, but is not limited to any attempt to harm or destroy data, the corporation's networking system, or any of the agencies or other networks connected to the technology system, which includes the Internet. This includes uploading, downloading, or the creation of computer viruses. Removing or rearranging permanent computer equipment and software without prior approval is considered vandalism. Users are not permitted to take equipment off-site without permission from an administrator. Vandalizing, damaging, stealing, or disabling the property of another individual, organization, or school is a serious violation and subject to strict disciplinary action according to school policy, as well as local, state, and/or federal laws.

E-mail is designated for educational purposes only, as all students will receive an academic e-mail account and an account to Epsilon, Center Grove's online course management system. It is the intent of these tools to professionally communicate with their peers and teachers. Students should adhere to the Acceptable Use Policy when utilizing these tools. It is the expectation of students to use these tools; however, parent(s) can opt out of these systems upon request. Please call the Center Grove Technology Help Desk at 317-882-1055 for procedures.

Personal correspondence, announcements, and/or other casual communications should be conveyed through other means. E-mail systems and all media produced, transmitted, and/or stored will remain the property of the Center Grove Community School Corporation. School personnel will inspect and monitor the technology system and the media produced, transmitted, and/or stored as deemed appropriate to ensure compliance with this policy.

Center Grove Community School Corporation cannot guarantee privacy, confidentiality, or prevent access to inappropriate material on the technology system, which includes the Internet. Every precaution will be taken to prevent unsolicited materials from being placed on the system. Therefore, only authorized school Internet accounts are permitted for use on the technology system. Strict adherence to the provisions of the Acceptable Use Policy will ensure that Internet transmissions are consistent with the corporation's standards of ethics and conduct.

In consideration for the Center Grove Community School Corporation providing access to the technology system, the user and parents or guardians will agree to accept all liability, loss or damages as a result of claims, demands, attorney's fees, costs or judgments arising out of the user's violation of these terms and conditions. Center Grove Community School Corporation will make no warranties of any kind, whether expressed or implied for the service it is providing.

Center Grove Middle School Central is pleased to offer its students and staff a school-wide network for sharing educational software. This technology will assist our school through the communication age by allowing students and staff to access, use resources, and expand their available computer information base. The benefits and value to our students' education is a combined responsibility of students, parents, and school. Due to the complexities and value of computer systems and the variety of software available, it is important that a set of standards and responsibilities be established. Failure to adhere to them may result in the loss of computer use privileges and other disciplinary measures:

1. No student, employee, or visitor is to use any computer and/or related equipment without proper authorization. Computers are to be used for school educational purposes.
2. Passwords should never be shared. The user has full responsibility for the use of an account. Violations of this policy that can be traced to an individual account name will be treated as the sole responsibility of the owner of the account.
3. Do not knowingly degrade the performance of the network. Chain letters and mail bombs are examples of activities prohibited by these guidelines.
4. Obey the rules of copyright. Network users must respect all copyright issues regarding software, information, and attributions of authorship. Commercial software may not be installed on the system without the express permission of the administration.
5. Use of the network for any illegal activities is prohibited. Illegal activities include tampering with computer hardware or software, unauthorized entry into computers, or knowledgeable vandalism or destruction of computer files. Such activity is considered a crime under state and federal law.
6. Avoid the spread of computer viruses. "Computer viruses" are programs that have been developed as pranks and can destroy valuable programs and data. Deliberate attempts to degrade or disrupt system performance of the network or any other computer system or network by spreading computer viruses is considered criminal activity under state and federal law.
7. Use appropriate language. Profanity or obscenity will not be tolerated. All participants should use language appropriate for school situations as indicated by school codes and conduct rules.
8. Accessing, copying, installing, or distributing inappropriate or unauthorized materials are not permitted.
9. Accessing another individual's materials, information, or files without permission is prohibited.
10. Software, CD's, and disks brought from outside the school are not to be loaded onto the computer without authorization from the computer coordinator or administration. Disks must go through a virus check.



DIRECTIONS TO OPPOSING SCHOOLS

AVON MIDDLE SCHOOL NORTH – TENNIS

1251 N. D Jones Road, Avon
317-544-5500

Take I-465 west to 10th Street exit. Go west to Dan Jones. Alternative route would be Rockville Road to Dan Jones and go north one mile.

AVON MIDDLE SCHOOL SOUTH – GBB, G, TENNIS, CC

7199 East US Highway 36, Avon
317- 272-0128

I465 West to Exit #13B (Rockville Rd). Travel west on Rockville Rd. After the DAN JONES stop light travel approximately 1.5 miles.....school is on the LEFT if you reach 267 you have gone too far. VOLLEYBALL, and BASKETBALL are played at SOUTH, Tennis is played at Avon NORTH. Cross Country is at Washington Park which is west of Hwy #267. The park sits at the top of the hill on the south side of the road just past the softball diamonds.

BEECH GROVE MIDDLE SCHOOL –S, CC

317-784-6649 Take 31 North to Hanna Ave and turn right. Follow Hanna around the bend to Main Street. Turn right and go to 13th Street and turn left. Go approximately two blocks to Buffalo St. and turn right. Swimming is at Beech Grove High School.

BEECH GROVE HIGH SCHOOL - S

5330 Hornet Dr, Beech Grove
I465 East to Beech Grove Exit #52, north on Emerson, turn right on Hornet Dr.

BROWNSBURG WEST -BB, W, GBB, S, G, TENNIS, CC, VB

320 Stadium Drive, Brownsburg
317-852-3143

I-465 West to I-74 West to Brownsburg Exit, turn right. Travel thru town to Airport Road (County Road 400) and turn left. Go to O'Dell Rd. and turn right.

BROWNSBURG EAST – G, Tennis, BB

1250 E. Airport Road, Brownsburg
317-852-2386

I-465 West to I-74 West to Brownsburg exit, turn right. Travel thru town to Airport Road (County Road 400) and turn left. Go past O'Dell to the next stop. School is on the left.

CENTER GROVE NORTH-BB, W, GBB S, FB, Tennis, VB, G, TENNIS, CC, Tr

CHAPEL HILL CENTER – VB, CC, Tennis, GBB

7320 W. 10th Street
227-2100

Exit from 465 on the Westside of Indianapolis, at 10th street -Exit #14

Go West on 10th street The Chapel Hill building is located on the corner of 10th street and Girls School Road. Enter from 10th street on the West end of the building near the football and track stadium. All athletic contests played inside of the building will enter through door #12. Door #12 is located on the north side of the CHC building by our Tennis courts.

CLARK PLEASANT MIDDLE SCHOOL (WHITELAND) -FB, G, W, S, BB, GBB, Tennis, CC

Clark-Pleasant Middle School: 1354 Worthsville Rd. Greenwood, IN 46142.
535-3176

Stones Crossing to Worthsville Rd. About 2 miles east of US31

COLUMBUS CENTRAL MIDDLE SCHOOL- BB, GBB, TENNIS, Tr, CC

725 7TH Street, Columbus
812-376-4238

US 31 South into Columbus, turn right on Washington (first stoplight). Go to 7th Street, turn left, turn right on Pearl. Track is at Columbus East High School. Cross Country is at Clifty School. Stay on US 31 through Columbus. Go past Walmart and continue through the bridge and turn left at the first road, which is #50 North. Clifty School will be on the right.

COLUMBUS EAST HIGH SCHOOL – take Hwy #31 south to Columbus. Go to 10th Street and turn right. Go to next stoplight (Marr Rd.) and turn left. Go through 2 stop signs. School is on the right.

COLUMBUS NORTHSIDE MIDDLE SCHOOL-BB, GBB, TENNIS, Tr

1400 27TH St., Columbus

812-376-4403

US 31 South into Columbus, turn right on Home Ave., turn left on 27th St., school on left. Track is at Columbus North High School which is straight on Home Ave. about one block past the Middle School.

CRAIG MIDDLE SCHOOL-BB, TENNIS

6501 Sunnyside Road, Indianapolis

317-823-6805

I465 East to Pendleton Pike exit; East to Sunnyside, approx 3 miles, turn left (north); school will be on right past the elementary.

CRESTON - VB, FB

10925 E. Prospect, Indianapolis

317-532-6832

Take I-465 East to Brookville Road. Go east on Brookville Rd. to German Church Road. Turn left and go about one mile. School is on the corner of German Church and Prospect.

CREEKSIDE MIDDLE SCHOOL – T

3525 W. 126th Street, Carmel

317-733-6420

Take I-465 West to Michigan Road. Turn right onto Hwy# 334 (116th St.). Go approximately 1 mile and turn left onto Shelborne Road. Go to 126th Street (approximately 1 mile). School is on the right.

DECATUR CENTRAL-BB, GBB

5108 S. High School Rd, Indianapolis

317-856-5274

I465 West to Mann Rd. Exit; turn left (south) across overpass to Thompson Rd, turn right (west) to second stop sign, High School Rd, turn left (south) MS is on the right.

DOE CREEK MIDDLE SCHOOL-BB, GBB, VB

5613 W 200 S, New Palestine

317-861-4487

I465 East to Brookville Rd (Hwy 52 East) East on 52, (approx. 10miles) to stop light at Mt. Comfort Rd, (600W) turn left (north) to 200 S turn left (east) School is on the right.

FALL CREEK VALLEY MIDDLE SCHOOL-GBB, TENNIS

9701 E. 63rd St, Indianapolis

317-823-5490

I465 East to 56th Street Exit; turn right. Travel to Lee Road; turn left. Turn right on 63rd Street. School is on the right.

FRANKLIN COMMUNITY MIDDLE SCHOOL -BB, W, GBB, S, VB, G, TENNIS, Tr

625 Grizzly Cub Drive, Franklin

346-8439

Take Hwy #144 to Hwy #31. Turn left at the stoplight and go about 3 blocks. School is on the right. The only sports not at the Middle School are Cross-Country and Tennis. Cross-Country will be at Creekside Elementary, and Tennis will be at Custer Baker. Custer Baker is on Hwy#44 just south of the Hwy#144 junction. Creekside Elementary is just past Custer Baker.

FRANKLIN TOWNSHIP MIDDLE SCHOOL EAST- VB, FB, CC, TENNIS, BB, Tr

10440 Indian Creek Road

East on Southport Road to Franklin Road. Keep going about .7 mile to Hickory Road and turn left. Go across the railroad tracks to the stop sign at Indian Creek Road and turn right. The school is about .7 mile on the left.

FRANKLIN TOWNSHIP MIDDLE SCHOOL WEST-Tr, S, FB, VB, CC

6019 S. Franklin Rd., Indianapolis

317-862-2446

I65 North to Southport Rd. East on Southport to Franklin Rd, turn left (north) School is on the right.

Swimming is at Franklin Central High School. Track is at the High School Football Stadium adjacent to the Middle School.

Cross Country is held @ 7620 E. Edgewood Avenue Indianapolis, In 46239

I65 north to Southport Rd. East on Southport to Five Points Rd. Turn left (north). to East on Edgewood Avenue (turn right). School is 1/2 mile on left

GREENWOOD MIDDLE SCHOOL-BB, W, GBB, Tr, S, VB, G, TENNIS

523 S Madison Ave, Greenwood

317-889-4040/889-4052-AD

Smith Valley Road East to Madison Ave, turn left. School is on the right. Tennis and track are at the H.S., Cross Country is at Craig Park.

INDIAN CREEK MIDDLE SCHOOL-W, GBB, Tr, G

801 W. Indian Creek Dr., Trafalgar

317-878-2130

SR135 South to into Trafalgar. Turn left at SR252 (blinker) then take an immediate right.

JACKSON CREEK MIDDLE SCHOOL-BB, GBB, FB

3980 S. Sare Rd., Bloomington

812-330-2451

SR 37 South into Bloomington. Turn left on Tapp Road, travel to 2nd stoplight, Walnut St., Turn right, travel 1 mile to stoplight, Rhorer Rd, turn left. Through stop sign travel 1 mile to Sare Rd. School is on the left.

Football is played at Olcott Park; parking is at the school.

LINCOLN MIDDLE SCHOOL-VB, TENNIS

5353 West 71 St., Indianapolis

317-291-9499

I465 West to 71 Street Exit, turn right (east). Travel to Zionsville Rd. School is on the right

LYNHURST CENTER. – FB, S,W, VB

2805 S. Lynhurst Drive, Indianapolis

247-6265

Take I-465 West to Sam Jones East. Take Lynhurst Ave. exit south and go over I-70. Stay in the left turn lane and turn left into the school.

MARTINSVILLE BELL-EAST MIDDLE SCHOOL -BB, GBB, Tr, TENNIS, S, G

1459 E Columbus St., Martinsville

765-342-6675

SR37 South to SR252, turn right (west) travel to the "T," Morgan Street; turn left. Travel to 2nd Street and turn left. At the "T"; Columbus Street, turn left. The school is the second building. Tennis and Swimming teams are combined w/West and are played at the H.S.

MARTINSVILLE WEST MIDDLE SCHOOL - BB, GBB, VB, S, G

109 E. Garfield St., Martinsville

765-342-6628

SR37 South to State Rd. 252. Turn right and go to the "T", Morgan Street. Turn left. Go past the town square and turn left. School is about 1/2 mile on the left.

NEW AUGUSTA MIDDLE SCHOOL -W, TENNIS, Tr

6450 Rodebaugh Rd., Indianapolis

317-387-4328-N

I465 West to 71 Street Exit, go East. Travel past Lincoln M.S., at the third stoplight, turn right on Rodebaugh Rd. School is on the right.

OUR LADY OF THE GREENWOOD-G

Course TBA

317-881-1300

PAUL HADLEY MIDDLE SCHOOL (MOORSEVILLE)-BB, W, GBB, VB, G, CC

200 W. Carlisle, Mooreville

317-831-9208

Take SR 37 South to SR144 West. Continue through SR67 into Mooreville, first stoplight, (Indiana Street) turn right. Travel through downtown to Carlisle Street; turn left. School is past the High School on the right.

PERRY MERIDIAN MIDDLE SCHOOL-BB, W, GBB, Tr, FB, VB, G, TENNIS, CC

202 W Meridian School Rd., Indianapolis

317-789-4100400

SR135 North to Meridian School Rd., turn left (west). School is on the right.

Tennis is played at the H.S. across the street.

PLAINFIELD MIDDLE SCHOOL-BB, GBB, S, VB, FB

709 Stafford Road, Plainfield

317-838-3975

I465 West to I-70 West, take Plainfield Exit SR267. Go North, travel 1 ½ mile to Stafford Rd. Turn left and go through two 3-way stops and the school is on the left at the corner of Longfellow and Stafford. Swimming is at the new High School which is just North of I-70 off Hwy 267.

RAYMOND PARK MIDDLE SCHOOL-W, VB, FB

8575 E. Raymond St., Indianapolis

317-532-8900

I465 East to I74 East; take the Post Road Exit; turn left (north) to Raymond Street, turn left. The school is ¼ mile on the left.

SOUTHPORT MIDDLE SCHOOL -BB, W, GBB, FB, VB, G, TENNIS, CC

5715 S Keystone Ave, Indianapolis

317-789-4600

SR135 North to Edgewood Ave.; turn right (east). Past US31 and Madison Ave., across RR crossing, to Keystone Ave., turn left (north). School is on the right.

Tennis is played at the H.S.

TRI NORTH MIDDLE SCHOOL-BB, GBB, Tr, VB

1000 w 15TH St., Bloomington

812-330-7799

SR37 South to Hwy 45/46 East exit (Bloomington/IU exit) and go east to N. Kinser Pike (first light) and turn right. Go to West 17th Street (first light) and turn right. Go to N. Monroe Street and turn left. Go up the hill to the 4-way stop sign. Entrance to Tri-North is on the left.

TRITON MIDDLE SCHOOL-VB

4740 W 600 N., Fairland

317-835-3006

I465 East to I74 East, Take London Road Exit, turn right (south) just 100ft; turn left onto Frontage Rd. travel about 3 miles to flashing yellow light –600N. School is 4/10 of a mile on the right.

BB -BOYS BASKETBALL

GBB -GIRLS BASKETBALL

S -SWIMMING/DIVING

VB –VOLLEYBALL

TENNIS

W –WRESTLING

Tr-TRACK

FB –FOOTBALL

G –GOLF

CC-CROSS COUNTRY

April 2014

AHERA ANNUAL NOTICE CENTER GROVE SCHOOL CORPORATION

This information is being published to comply with the requirements of 40 CFR 763, Subpart E, Asbestos Containing Materials in Schools. This regulation, commonly known as the "AHERA" rule, requires local education agencies, such as this one, to perform certain tasks in regards to the presence and control of asbestos containing materials in the building under the jurisdiction of the local education agency.

These include, but are not limited to:

1. Developing an asbestos management plan which is designed to outline procedures and guidelines for the initial inspection, triennial reinspections, and 6 month periodic surveillance of asbestos containing materials that are present in the buildings.
2. Provide awareness training and additional training to selected school employees.
3. Periodically notify all workers and occupants, or their local guardians, parent-teacher organizations, and collective bargaining organizations of the availability of asbestos management plans, the location of same and the times that the plans may be reviewed.

This notification is to advise all patrons, occupants, or their legal guardians, collective bargaining organizations, and parent-teacher organizations, that the asbestos management plans required under this act are available for review upon request. The plans can be viewed by any person during normal business hours of the particular school. Interested parties wishing to inquire about the plans should contact the individual school office. Master copies of the plans for all buildings under the jurisdiction of this local education agency are available in the Administration Building, which is located at 4800 Stones Crossing Rd. Greenwood, Indiana 46143; phone (317) 881-9326. Inquiries regarding any facet of the regulation or the management plans should be directed to Mr. Chris Painter at the above telephone number during regular business hours.

Center Grove Community School Corporation school facilities and buildings which contain asbestos- containing materials (AMCs) and must comply with the 40 CFR 763, Subpart E (AHERA) regulations include:

Center Grove Elementary, Center Grove High School, Center Grove Alternative Academy, North Grove Elementary, Center Grove Middle School Central, West Grove Elementary, Old Transportation Building

Listed is a brief description of asbestos projects currently ongoing and completed at our facilities this past school year, as well as activities currently scheduled for the 2014/2015 school year. Detailed reports of each activity will become a part of each school's asbestos management plan and may be reviewed in the school office.

*The required six month periodic surveillance was performed in October 2013.

*The required triennial reinspection was conducted in April 2013.

*The required six month periodic surveillance activities are scheduled for April and October each year.

School facilities and buildings that are asbestos free and require no surveillance or reinspection are:

Administration Building, Storage Building 1&2, Pleasant Grove Elementary, Sugar Grove Elementary, Center Grove Middle School North, Maple Grove Elementary School, Transportation and Maintenance Building

In accordance with the US EPA's AHERA Standard (ref: 40 CFR 763.80), all information concerning asbestos-containing materials in the schools of the Center Grove Community School Corporation is available for review and copying by students, staff and guardians during normal business hours.