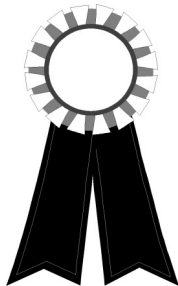


# **Greenwood Community School Corporation**

## **Elementary School Parent Handbook**

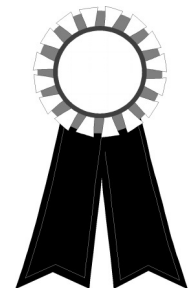
### **2018-2019**



#### **Westwood Elementary School**

899 Honey Creek Road  
Greenwood, IN 46143  
(317) 859-4200

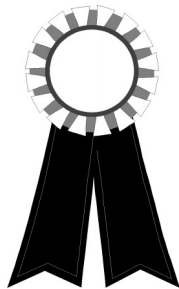
**Principal: Mr. Dave Ennis**  
**Office Hours: 8:00 a.m. – 4:00 p.m.**



#### **Isom Central Elementary School**

50 East Broadway  
Greenwood, IN 46143  
(317) 889-4070

**Principal: Mrs. Sondra Wooton**  
**Office Hours: 7:45 a.m. – 3:45 p.m.**



#### **Northeast Elementary School**

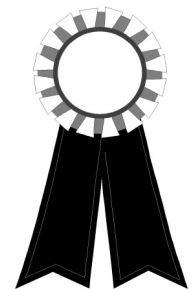
99 Crestview Drive  
Greenwood, IN 46143  
(317) 889-4080

**Principal: Mrs. Amy Sander**  
**Office Hours: 8:00 a.m. – 4:00 p.m.**

#### **Southwest Elementary School**

619 West Smith Valley Road  
Greenwood, IN 46142  
(317) 889-4090

**Principal: Mrs. Elizabeth Henry**  
**Office Hours: 8:00 a.m. – 4:00 p.m.**



## TABLE OF CONTENTS

➤ <b>Foreword</b>	5
➤ <b>Mission of the School</b>	5
➤ <b>Equal Education Opportunity</b>	5
➤ <b>Student Rights and Responsibilities</b>	5
➤ <b>Student Well-Being</b>	6
➤ <b>Injury and Illness</b>	6
➤ <b>SECTION I—General Information</b>	7
○ Enrolling in the School	7
○ Scheduling and Assignment	7
○ Early Dismissal	7
○ Early Arrival	7
○ Transfer Out of the Corporation	8
○ Hearing & Vision Screenings	8
○ Immunizations	8
○ Use of Medication	8
○ Illness	10
○ Control of Casual-Contact Communicable Diseases and Pests	10
○ Control of Non-Casual-Contact Communicable Diseases	10
○ Special Education	11
○ Homeless Students	11
○ Protection and Privacy of Student Records	12
○ Student Fees and Charges	13
○ Textbook Rental Fees	13
○ Student Fundraising/Sales	14
○ Student Valuables	14
○ Meal Service	14
○ Soft Drinks-Chewing Gum-Fast Food	15
○ Parent Supplied Treats for Snacks and Celebrations	15
○ Fire, Tornado, and Safety Drills	15
○ Emergency Closings and Delays	16
○ School Insurance	16
○ Safety and Security	16
○ Lost and Found	16
○ Use of School Telephones	17
○ Use of Wireless Communication Devices (WCD)	17
○ Advertising Outside Activities	17
➤ <b>SECTION II—Academics</b>	18
○ Field Trips	18
○ Grades	18
○ Response to Instruction (RTI)	19
○ Grading Periods	20
○ Promotion, Placement, and Retention	20
○ Recognition of Student Achievement	21

o	End-of-the-Year Awards	21
o	General End-of-the-Year Awards	21
o	Homework	22
o	Computer Technology and Networks	22
o	Greenwood Community Schools Internet Usage Policy	23
o	Student Assessment	23
➤	<b>SECTION III—Student Activities</b>	24
o	School-Sponsored Clubs and Activities	24
o	Non-School Sponsored Clubs and Activities	24
➤	<b>SECTION IV—Student Conduct</b>	25
o	Attendance	25
o	Student Attendance at School Events	27
o	Student Behavior Standards	28
o	Code of Conduct	28
o	Discipline	36
o	Expulsions for Firearms Possession	37
o	Due Process Rights	38
o	Search and Seizure	39
o	Student Rights of Expression	40
o	Student Suggestions and Complaints	40
o	General Playground and Physical Education Rules	40
o	Greenwood Elementary Schools’ Discipline Code Violations/Penalties	42
➤	<b>SECTION V—Transportation</b>	44
o	Riding a Bus to School	44

**Student/Parent Handbook**  
**For**  
**Greenwood Elementary Schools**

Welcome to Greenwood Community Schools. We are pleased to have you as a part of our learning community and will do our best to help make your experience as productive and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents, and visitors, this Student/Parent Handbook is updated annually to explain students' rights, responsibilities and consequences for misbehavior. Parents are encouraged to take time to review and discuss the information in this Handbook with their school-age children. Teachers will also review this Handbook with students at the beginning of the school year.

The purpose of the Student Handbook is to give students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education in our schools. In case of a conflict between a Board Policy and the provisions of this handbook, the Board Policy most recently adopted by the Board will prevail.

The handbook is not a contract between the school and parents/guardians or students. It can be amended at any time at the discretion of the corporation.

Thank you for taking the time to become familiar with the important information in this Handbook. If you have any questions, please contact the school.

Sandy Wooton, Isom Central Elementary Principal                      317-889-4070

Amy Sander, Northeast Elementary Principal                              317-889-4080

Elizabeth Henry, Southwest Elementary Principal 317-889-4090

Dave Ennis, Westwood Elementary Principal                              317-859-4200

## **FOREWORD**

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and guidelines. Please take time to become familiar with the following important information contained in this Handbook and keep the Handbook available for frequent reference. If you have questions that are not addressed in this Handbook, you are encouraged to talk to the principal, who you will find listed in the Staff Directory section of the handbook. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules. If any of the policies or administration guidelines references herein are revised after board approval, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the Corporation's web site.

## **MISSION OF THE SCHOOL**

The mission of Greenwood Community School Corporation is to continuously improve the system of teaching and learning that results in increased achievement in all students.

## **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this Corporation to provide an equal education opportunity for all students.

Any person who believes that the School or any staff person discriminated against a student on a basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the Corporation, or socio economic background, has the right to a complaint. A formal complaint may be made in writing to the School Corporation's Compliance Officer.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of the School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights will be protected and that they will be treated with fairness and respect. Likewise, students will be expected to respect the rights of their fellow students and the staff. Students will be expected to follow staff members' directions and obey all school rules. Disciplinary procedures for severe infractions are designed to ensure due process (notice and a fair hearing) before a student is disciplined because of his/her behavior.

Parents have the right to know how their child succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the U.S. Mail or hand delivery may be used to ensure contact. Parent are encouraged to establish constructive communication channels with their child's teacher and support staff and to inform the staff of suggestions or concerns that may help their child better accomplish his/her education goals.

The staff expects student to arrive to School prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason this is not possible, the student should seek help from the principal or designee.

### **STUDENT WELL-BEING**

Student safety is a responsibility of the students and the staff. All staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. Should a student be aware of any dangerous situation or accident, she/he must notify any staff person immediately.

All students must have an emergency medical form completed, signed by a parent or guardian, and filed in the School office.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the School office.

### **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents. School insurance information is no longer available at registration. Families may inquire about school insurance via the Greenwood Community Schools website. Purchase of the insurance is optional.

A student who becomes ill during the school day should request permission from the teacher or staff to go to the health room or office. The health room or office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

## SECTION I- GENERAL INFORMATION

### ENROLLING IN THE SCHOOL

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

- A. a birth certificate or similar document;
- B. Court papers allocating parental rights and responsibilities, or custody (if appropriate);
- C. Proof of residency, (no homeless child will be denied enrollment based on lack of proof of residency);
- D. Proof of immunizations.

In some cases, a temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. Office personnel will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the Corporation Liaison for Homeless Children with regard to enrollment procedures.

Non-resident students should refer to the Corporation Policy for eligibility requirements to enroll. Information about transfer applications are available through the Greenwood Community Schools website.

### SCHEDULING AND ASSIGNMENT

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

### EARLY DISMISSAL

No student may leave School prior to dismissal time without a written request signed by parent or guardian. No student will be released to a person other than a custodial parent(s) or guardian(s) without a permission note signed by the custodial parent(s) or other legal authorization.

### EARLY ARRIVAL

For safety reasons, parents are not permitted to “drop” students off before the first bell. No supervision is available until after the first bell. Students arriving before the first bell must wait **with a parent or guardian** in designated areas until the first bell rings.

## **TRANSFER IN OR OUT OF THE CORPORATION**

If a student plans to transfer from the school, the parent must notify the Principal. School records shall be transferred within fourteen (14) days to the new school corporation. Parents are encouraged to contact the School office for specific details.

Those students granted an out of district transfer must adhere to the attendance and discipline policies. Failure to do so may jeopardize their continued permission to attend Greenwood Community School Corporation.

## **HEARING AND VISION SCREENINGS**

Periodically throughout the school year, hearing and vision screenings will be conducted. Hearing screenings are conducted of all students in Grade 1, Grade 4, and students new to the School. Vision screenings will be conducted of all students in Kindergarten, Grade 3, and Grade 5. Vision screenings will also be conducted of students in Grade 1 who are new to the school. Parent(s) or guardian(s) may request in writing that this testing not be completed on their child. This request must be in writing. All requests should be sent to the School's main office by the first day of school.

## **IMMUNIZATIONS**

Students must provide documentation that complies with the rules set forth by the Indiana State Board of Health that all immunizations required by law are current; including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from the State immunization requirements (I.C. 20-8.1-7-9.5). Every student who enters kindergarten or grade 1 shall be immunized against hepatitis A, hepatitis B, diphtheria, tetanus, pertussis, polio, measles, mumps, rubella and chickenpox. Every child who enters grades 6-12 shall also have a meningococcal vaccine. From time-to-time other communicable diseases may be designated by the State Board of Health as diseases that require immunizations. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the Corporation Nurse.

Information concerning meningococcal disease (meningitis) and its vaccine shall be provided to students and parents at the beginning of the school year. The information must include information concerning the causes, symptoms and spread of meningococcal diseases and places where parents may obtain additional information and vaccinations for their children.

## **USE OF MEDICATION**

In those circumstances where a student must take a prescribed medication during the school day, the following guidelines are to be observed.

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.



- B. The Medication Request and Authorization Form must be filed with the respective building Principal before the student will be allowed to begin taking any medication during School hours.
- C. All medication must be registered with the Health Clerk.
- D. Medication that is brought to the office will be properly secured
  - a. Medication may be conveyed to School directly by the parent Medication MAY NOT be sent to School in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/ or reactions.
- E. Students who may require administration of an emergency medication may have such medication stored in the Health Room.
- F. Medication that is possessed by a school for administration during school hours or at school functions, for students in grades K-8 may be released only to the student's parent or to an individual who is eighteen (18) years of age or older and who has been designated, in writing, by the student's parent to receive the medication.
- G. Any unused medication unclaimed by the parent will be destroyed by School personnel when a prescription is no longer to be administered or at the end of the School year.
- H. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- I. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

### **Non-prescribed (Over the Counter) Medications**

No staff member will be permitted to dispense non-prescribed, over the counter (OTC) medication to any student.

Parents may authorize the School to administer a non-prescribed medication using a form which is available at the School Office. A physician does not have to authorize such medication but all of the other conditions described above under Prescribed Medications will also apply to non-prescribed medications. The student may be authorized on the request form by his/her parent to self-administer the medication in the presence of a School staff member. No other exceptions will be made to these requirements.

A diabetes management and treatment plan shall be prepared and implemented for a student with diabetes for use during school hours or at a school related event or activity. The plan shall be developed by the licensed health care practitioner responsible for the student's diabetes treatment and the student's parent/ legal guardian.

### **ILLNESS**

If your child is ill, please keep him/her home to avoid exposing others to their illness. If your child has a fever of 100 degrees or more, he/she must remain home until he/she is **fever-free for 24 hours without** the use of fever reducing medications, such as Tylenol or Advil/Ibuprofen. The parent/guardian is responsible for transporting the student if he/she becomes ill and may designate a person for this task if parent/guardian is unable to pick the student up.

Any skin rash of unidentified origin is referred for a physician's opinion and the child must be excluded from school until a doctor's statement to return to school is provided. Many contagious conditions present with a rash and therefore, for the health and well-being of our staff and students, we must treat these situations conservatively.

Pink Eye/Conjunctivitis is a highly contagious common childhood illness. It is more common at the elementary level than high school; however, we see a few cases every year. Students are excluded from school with symptoms of red, irritated, itchy eye(s) until a physician's evaluation. Once the diagnosis of pink eye is made and the recommended number of antibiotic eye drops used, the student may return to school.

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

Because a School has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or high-transient pest, such as lice or bed bugs.

However, according to the recommendations from the Indiana State Department of Health and the federal Center for Disease Control and Prevention, students should not be excluded from school for having head lice, as the management of head lice should not disrupt the educational process of the child. The need to exclude students from school will be determined on a case by case basis.

Any removal will be limited to the contagious period or requirements specified in the school's administrative guidelines, including proof of treatment.

For more information, please visit the following websites:

[www.cdc.gov/parasites/lice/head/schools.html](http://www.cdc.gov/parasites/lice/head/schools.html)

[www.in.gov/isdh/23308.htm](http://www.in.gov/isdh/23308.htm)

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

### **CONTROL OF NON-CASUAL-CONTACT COMMUNICABLE DISEASES**

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

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

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

### **SPECIAL EDUCATION**

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students but all individuals who have access to the Corporation's programs and facilities.

The law defines person with a disability as anyone who:

- A. Has a mental or physical impairment that substantially limits one or more major life activities;
- B. has a record of such an impairment; or
- C. is regarded as having such an impairment.

The Corporation has specific responsibilities under these two laws, which include identifying, reviewing and if the child is determined to be eligible, affording access to appropriate educational accommodation.

Students are entitled to a free appropriate public education in the "least restrictive environment." The School provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the School encourages the parent to be an active participant. To inquire about the procedure, a parent should contact the building principal.

Students with disabilities who do not qualify through IDEA may be served within the regular education program with an accommodation plan developed through an interactive dialogue between the School and the student's parent(s). Parents who believe their child may have a disability that interferes substantially with the child's ability to function properly in School should contact the building principal.

### **HOMELESS STUDENTS**

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the Corporation. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in high ability programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the District Administration Office.

### **PROTECTION AND PRIVACY OF STUDENT RECORDS**

The Corporation maintains many student records including both directory and confidential information. Each year the Superintendent shall provide public notice to students and their parents of the

Corporation's intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": a student's name; address; telephone number; photograph; date and place of birth; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; awards received; listing on an honor roll; or scholarships.

Directory information shall not be provided to any organization for profit-making purposes. The Superintendent may allow access to a school campus or give students' directory information to organizations that make students aware of educational or occupational options.

Parents and eligible students may refuse to allow the Corporation to disclose any and all of such "directory" information upon written notification to the Corporation within ten (10) days after the receipt of the Handbook. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the Board's annual Family Education Rights and Privacy Act (FERPA).

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

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the school office.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the Corporations curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an emancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

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

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will

have access to the survey/evaluation within a reasonable period of time after the request is received by the principal. The information a parent may access includes:

- A. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose; and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible student who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquiries may be sent to the Family Policy Compliance Office via the following e-mail addresses:

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and  
[PPRA@ED.Gov](mailto:PPRA@ED.Gov).

### **STUDENT FEES AND CHARGES**

The Greenwood Community School Corporation charges specific fees for the following activities and courses. Such fees and charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to School property. The School and staff do not make a profit.

Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks, and for damage to school buildings or property. Students using property and equipment can be fined for excessive wear and abuse of the property and equipment.

### **TEXTBOOK RENTAL FEES**

Textbook rental fees are updated annually. Refer to student registration information for this year's fees.

### **STUDENT FUND-RAISING/SALES**

Students participating in School-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members and members of the community in accordance with School guidelines. Students may not sell any items or service in school without the prior approval of the school board. Violation of this policy may lead to disciplinary action.

## STUDENT VALUABLES

Students are encouraged to NOT bring items of value to School. Items such as jewelry, expensive clothing, electronic equipment, toys, and the like (trading cards, electronics), are tempting targets for theft and extortion. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

## MEAL SERVICE

All Greenwood Elementary Schools offer breakfast for students. The School participates in the National School Lunch Program and makes lunches available to students. Students may also bring their own lunch to school to be eaten in the School's cafeteria. Applications for the School's Free and Reduced-Priced meal program are available to all students. If a parent/guardian does not receive one and believes that s/he is eligible, contact the school office.

An elementary student is allowed to charge NO MORE than TWO meals. After the second meal is charged, the student will be given a peanut butter sandwich or a cheese sandwich and milk at no cost. It is strongly encouraged that parents/guardians make meal payments in advance. There will be no charges the last week of school.

NO CHARGES ARE ALLOWED FOR BREAKFAST.

***In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.***

***Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.***

***To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:***

***mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;***

***fax: (202) 690-7442  
email: [program.intake@usda.gov](mailto:program.intake@usda.gov)***

***This institution is an equal opportunity provider.***

## END OF YEAR BALANCES OR REFUNDS

Funds remaining in students' cafeteria accounts at the end of each school year (or negative balances) will automatically be applied to the student's balance for the next school year. Only in the event that a student leaves the school district (i.e. moves, graduates, etc.), may a refund of account balance be requested. A written request must be submitted to the Food Service Department within 30 days of the

end of the school year or 30 days after the date the student leaves the district in order for the balance to be refunded. A form to submit for refund is available at the school office and on the Food Service page of the Greenwood Schools website ([www.gws.k12.in.us](http://www.gws.k12.in.us))

#### **FREE AND REDUCED LUNCH APPLICATIONS**

Free and Reduced lunch applications are available to everyone. They are available online at our website at [www.gws.k12.in.us/lunch](http://www.gws.k12.in.us/lunch)

#### **SOFT DRINKS-CHEWING GUM-FAST FOOD**

Students are not to bring soft drinks to school. Teachers occasionally grant special permission when a class has a field trip or a special event.

**Since all of the elementary schools are fully carpeted, students are not permitted to chew gum while in the school building or during recess**

Parents are **not permitted to bring in “fast food”** for their child at lunch. While this may seem like a good gesture, it is often disruptive to the teacher who is supervising the lunchroom. Parents are always welcome to eat lunch with their child by purchasing an adult lunch in the cafeteria.

#### **PARENT SUPPLIED TREATS FOR SNACKS AND CELEBRATIONS**

The elementary schools require that all snacks brought to school be “store made” and in the original containers. For health and safety concerns, **ONLY STORE BOUGHT HEALTHY SNACKS WILL BE DISTRIBUTED TO STUDENTS (cupcakes, cakes, candy, and cookies are not permitted. Non-food items to share with the class are preferred. EXAMPLE: pencil, small erasers). Birthday snacks will ONLY be distributed during lunch. In addition, latex balloons are not permitted. We also ask that you do not distribute party invitations at school as this can cause a disruption in school.**

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

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

Tornado drills will be conducted during the tornado season using the procedures prescribed by the State law. The alarm system for tornadoes is different from the alarm system for fires.

Safety drills will be conducted throughout the school year. Teachers will provide specific instruction on the appropriate procedure to follow in situations where students must be secured in the building rather than evacuated or vice versa. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

## **EMERGENCY CLOSINGS AND DELAYS**

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify radio and television stations.

**It is VERY unlikely that school will ever dismiss early because of weather conditions.  
PLEASE DO NOT CALL THE OFFICE TO INQUIRE IF THE SCHOOL WILL BE DISMISSING EARLY.  
Parents and students are responsible for knowing about emergency closings and delays.**

## **SCHOOL INSURANCE**

School Insurance forms are no longer available at registration. You may now inquire about school insurance via the Greenwood Community Schools website. Purchase of the insurance is optional.

## **SAFETY AND SECURITY**

- A. All visitors must report to the office when they arrive at school.
- B. All visitors entering the building must submit identification prior to entering the school. Identification will be kept until the visitor checks out.
- C. All visitors are given and required to wear a building pass while they are in the building.
- D. All visitors are required to check out of the building when they leave.
- E. Staff members are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are “hanging around” the building after hours.
- F. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- G. All unneeded outside doors are locked during the school day.
- H. Portions of the building that will not be needed after the regular school days are closed off.
- I. If a person wishes to confer with a member of the staff s/he should call for an appointment prior to coming to the School in order to prevent any inconvenience.
- J. Students may not bring visitors to school without first obtaining written permission from the building principal.
- K. All Corporation employees are to wear photo-identification badges while in Corporation schools and offices or on Corporation property.
- L. The Corporation may utilize video surveillance and electronic monitoring in order to protect Corporation property, promote security, and protect the health, welfare, and safety of students, staff and visitors.

## **LOST AND FOUND**

Students who have lost items should check the lost and found and retrieve their items. Unclaimed items will be given to charity at the close of the School year.

## **USE OF SCHOOL TELEPHONES**

School telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to make or receive a telephone call.



## **USE OF WIRELESS COMMUNICATION DEVICES (WCD)**

In order to avoid disruption of the educational environment and protect students' right of privacy, the students are prohibited from possessing/using wireless communications devices (WCD), including camera phones, on school property, at school sponsored events, and on school buses or other vehicles provided by the Corporation. Additionally some electronic devices are prohibited. They include, but are not limited to: laser pointers and attachments, paging devices/beepers, and other devices designed to receive and send an electronic signal.

Use of a Wireless Communication Device (WCD) in an unauthorized manner or in violation of these rules may result in loss of the privilege, additional disciplinary actions (e.g., warnings, parental notification and conferences, suspension, expulsion), and confiscation of the WCD. If a WCD is confiscated, it will only be released/returned to the student's parent/guardian after the student complies with other disciplinary consequence that is imposed and/or referral to law enforcement if the violation involves an illegal activity.

The Corporation is not responsible for the loss, theft, damage, or vandalism to the student cellular telephones or WCD as well as other student property. Students and parents are strongly encouraged to take appropriate precautions to make sure the cellular telephone and WCD's are not left unattended or unsecured if students are permitted to have cellular telephones or WCD's in their possession.

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

## **ADVERTISING OUTSIDE ACTIVITIES**

No announcements or posting or outside activities will be permitted without the approval of the Principal.

## SECTION II - ACADEMICS

### FIELD TRIPS

Field trips are academic activities that are held off School grounds. There are also other trips that are part of the School's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parent consent.

- A. Attendance rules apply to all field trips.
- B. While the Corporation encourages the student's participation in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.
- C. Students who violate school rules may lose the privilege to go on field trips.
- D. When a fee is involved, every effort is made to hold the cost to a minimum. When a parent pays for a field trip, you must send cash for the payment. **NO CHECKS WILL BE ACCEPTED FOR FIELD TRIPS.**
- E. Parents are often invited to help supervise students during these trips. If you volunteer to assist in this way, younger siblings are not allowed to attend.
- F. All volunteers must undergo a background security check at the beginning of each school year.

### GRADES

The Greenwood School Corporation has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Students will also receive a grade for Citizenship. If a student is not sure how his/her grade will be determined, s/he should ask the teachers.

The School uses the following grading system:

<b>100-93</b>	<b>A</b>	<b>77-73</b>	<b>C</b>
<b>92-90</b>	<b>A-</b>	<b>72-70</b>	<b>C-</b>
<b>89-88</b>	<b>B+</b>	<b>69-68</b>	<b>D+</b>
<b>87-83</b>	<b>B</b>	<b>67-63</b>	<b>D</b>
<b>82-80</b>	<b>B-</b>	<b>62-60</b>	<b>D-</b>
<b>79-78</b>	<b>C+</b>	<b>59-0</b>	<b>F</b>

#### **All Subjects**

**60 Assessments (tests & quizzes)**

**30 Classwork**

**10 Homework**

**\* Spelling will be included in the Language Arts grade and account for no more than 10% of grade**

**Any incomplete assignments would be 50% instead of a 0. The goal is to have an adequate samplings of assessments and grades.**

## RESPONSE TO INSTRUCTION (RTI) / MULTI TIERS OF STUDENT SUPPORT (MTSS)

### School Based Intervention Strategies

Changes in federal and state laws have directed schools to focus more on helping all children learn by addressing problems earlier within the general education setting.

These laws emphasize the importance of providing high quality, scientifically-based instruction and interventions and hold schools accountable for the adequate yearly progress of all students.

This process of providing interventions and extensions to ensure each one learns is RTI (Response to Instruction), which addresses academic, behavioral, social, and emotional factors.

**What is RTI?** RTI is a process to help schools focus on high quality instructional and interventions that match student needs and on monitoring student progress on a frequent basis. School personnel and parents use the information gained from an RTI process to adapt instruction and to make decisions regarding the student's educational program.

**What are the benefits of RTI?** Perhaps the greatest benefit of an RTI is that it eliminates a "wait to fail" situation because students get help promptly within the general education setting. As soon as assessment data indicates a need for a student or a group of students, educators put into place interventions or extensions to address these concerns.

While the supplemental instruction takes place, school staff monitors any progress that these students are making. These progress-monitoring techniques used within the RTI process provide information that allows teachers to better evaluate student needs and match instruction, resources and interventions/extensions appropriately.

### What is the RTI Process?

Experts divide most RTI systems into a multi-tier intervention model

Tier 1	Tier 2	Tier 3
Core Curriculum (80-90% of students)	Small group interventions (5-10% of students)	Intense Interventions (1-5% of students)
Whole group/small group core differentiated instruction	For some students (At risk)	Customized interventions
Provided to ALL students in a class	Provided to students in addition to Tier 1	Provided to students in addition to Tier 1

### What if my child is referred to the school's "Team"?

- Attend team meetings. Remember, you are the expert of your child!
- Ask what interventions the school is using for academic and/or behavioral problems.
- Ask what techniques the school is using to monitor student progress and the effectiveness of the implemented interventions.
- Ask your school to provide you with regular progress monitoring reports.

- Praise your child for any progress or general improvement in the area(s) of concern.
- Implement or reinforce any strategies or interventions at home.
- When possible, make suggestions for strategies or interventions based on what you know works well at home.
- Always ask questions when things are not clear!
- Your consent is required for the school to evaluate or implement special services.

#### **How can families be involved?**

- Frequently communicate with your child's teacher(s).
- Attend school functions such as parent-teacher conferences.
- Monitor and assist with your child's homework assignments.

#### **What if my child is having difficulty with academics or behavior in school?**

- Ask whether your school uses an RTI process, and get information on how the process works at your particular school.
- Discuss with your child any concerns you and/or the teacher have regarding academics or behavior.

### **GRADING PERIODS**

Students shall receive a report card at the end of each 9 week period indicating their grades for each course of study for the portion of the academic term.

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

### **PROMOTION, PLACEMENT, AND RETENTION**

The School Board recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

Such pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

A student will be promoted to the succeeding grade level when s/he has:

- completed the course requirements at the presently assigned grade;
- in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
- demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

A student enrolled in special education shall be promoted or retained based on the opinion of the Case Conference and the student's I.E.P.

No student who has completed a grade successfully shall be retained or allowed to repeat a grade in order to improve his/her ability or lengthen his/her eligibility to participate in extra-curricular athletic programs.

Following sound principles of child guidance, the Board discourages the skipping of grades.

The Board will comply with the requirements of the Indiana Department of Education regarding the consequences for students in grade three who fail to pass the Indiana Reading Evaluation and Determination Assessment (IREAD-3). Accordingly, a student who does not pass the IREAD-3 assessment either during the assessment period in the school year or during the summer assessment window, in the following school year, will continue to receive instruction in grade three reading, will be officially reported as a third grader, and will fully participate in the grade three ISTEP+ assessment.

Good cause exemptions that may be considered are:

- A. a student who has been previously retained two times prior to the fourth grade;
- B. a student with disabilities whose case conference committee has determined that promotion is appropriate;
- C. an English learner student whose Individual Learning Plan (ILP) Committee has determined that promotion is appropriate.

The Superintendent shall develop administrative guidelines for promotion, placement, and retention of students which:

- A. require the recommendation of the professional staff for any promotion, placement, or retention;
- B. require that parents are informed in advance of the possibility of retention of a student at a grade level;
- C. assure that reasonable efforts be made to remediate the student's difficulties before s/he is retained;
- D. assign to the principal the final responsibility for determining the promotion, placement, or retention of each student.

### **RECOGNITION OF STUDENT ACHIEVEMENT**

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the principal.

### **END-OF-THE YEAR ATTENDANCE AWARDS**

- **PERFECT ATTENDANCE**: Student is in attendance 180 school days with NO tardies or absences reported.
- **HONOR ATTENDANCE**: Student is in attendance 177 school days or more, and the student has 3 or fewer tardies or absences combined for the entire school year.

### **GENERAL END-OF-THE-YEAR AWARDS**

Greenwood elementary students can strive to receive recognition in the following areas:

- "A" Honor Roll: Student receives an "A" average at the end of the year. This includes academic grades and citizenship grades.
- "A-B" Honor Roll: Student receives a "B" average at the end of the year. This includes academic grades and citizenship grades.

## **HOMEWORK**

Homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for final assessments and graduation. Generally homework will not be used for disciplinary reasons but only to enhance the student's learning.

Homework is an integral part of the education process. It provides extra practice for new concepts as well as develops organizational skills and promotes responsibility. The amount of homework assigned each evening varies by grade level. The general standard is ten (10) minutes per student's grade. For example, a first grader may have approximately 10 minutes of homework an evening, a second grader 20 minutes, etc... This suggested amount of time does not include independent reading or studying for an exam. Contact your child's teacher if the amount of time your child spends on homework differs greatly from this guideline.

In all cases of absences, whether excused or unexcused, students shall be expected to make up work on all the assignments missed. The make-up work shall be completed within a time period immediately following the absences as determined by the classroom teacher.

Full credit for make-up work shall be allowed for all excused absences.

If you are requesting homework to be ready at the end of the day, you must call the school office by 10:00 AM.

## **COMPUTER TECHNOLOGY AND NETWORKS**

Before any student may enhance his/her school career through participation in the School's computer network, s/he and his/her parents must sign an agreement which defines the condition under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action up to and including suspension from School or referral to law enforcement authorities.

## **GREENWOOD COMMUNITY SCHOOLS INTERNET USAGE POLICY**

The Greenwood Community School Corporation is pleased to offer its students' access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for life-long learning.

Families should be aware that some material accessible via the Internet may contain items that are inaccurate, illegal, defamatory, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which would result in unwanted obligations for which a student's parent or guardian would be liable.

While the Corporation's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even if the Corporation institutes technical methods or systems to regulate students Internet access, those methods could not guarantee compliance with the Corporation's acceptable use policy. That notwithstanding, the Corporation believes that the benefits of student access to the Internet exceed potential misuse. Ultimately, however, the parents and guardians of minors are responsible for setting and conveying to their children the standards that they should follow when using media and information sources. Toward that end, the Greenwood Community School Corporation makes the Corporation's complete Internet policy and procedure available on request for review by all parents, guardians and other members of the community and provides parents and guardians the option of requesting their minor children alternative not requiring Internet use.

NOTICE: This policy and all its provisions are subordinate to local, state and federal statutes. A parent of each child enrolled in a Greenwood elementary school must sign permission for their child to use the Internet on the STUDENT REGISTRATION FORM. By signing permission the sponsoring parent or guardian states that he or she has read the Acceptable Use Policy and Student Guidelines for the Greenwood Community School Corporation and understands the implications. Parents who do not want their child to have access to the Internet understand that an alternate activity will be substituted for the activity that required the Internet access. For more information, please contact the building principal.

#### **STUDENT ASSESSMENT**

To measure student progress, students will be tested in accordance with State standards and Corporation policy. Additional tests are given to students to monitor progress and determine mastery levels. These tests are used to help the staff determine instructional needs. Classroom tests will be used to assess student progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs. Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

### **SECTION III - STUDENT ACTIVITIES**

#### **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

#### **NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application must verify that the activity is being initiated by the student's parents or attendance in voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that school personnel do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate. No non-corporation-sponsored organization may use the name of the School or the School mascot.



## SECTION IV-STUDENT CONDUCT

### ATTENDANCE

#### **School Attendance Policy**

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Critical learning results from active participation in the classroom and other school activities which cannot be replaced by individual study.

The school is also concerned about helping students develop a high quality work ethic in which will be a significant factor in their success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the school wants to help students develop as early as possible in their school careers.

***The Greenwood Community School Corporation reserves the right to consider retention of a student at the present grade level, no matter what the child's performance, based on ten (10) or more absences.***

#### **Elementary/Intermediate Attendance Policy**

##### **Family Resource Program**

**A parent/guardian must report all absences prior to the start of the school day.**

#### **Lost Instruction Time/Tardy**

- **Tardy -Late Arrival or Leave Early-** Student who crosses the threshold of the school after the morning bell. (student arrives within the first 20 minutes of the day)
- **Lost Instructional Time** – Students who miss less than 2 hours of instructional time throughout the day. (student not at school from 21 min to 2 hrs at ANY time during the day)
- **Half Day** - Student missing between 2 and 3 hours of instructional time within a school day. (student is not at school from 2-3 hrs at ANY time during the day)

#### **Unexcused/Unacceptable Absences Until Acceptable Verification Received**

**Absences are considered UNEXCUSED (even if you call to report the absence by 9:00) until the following verification has been received:**

1. Death of an immediate family member
  - a. Obituary or Funeral Home Bereavement Card signifying family relationship
2. Hospitalization and/or Quarantine
  - a. 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
  - a. Written court documentation of court appearance.
- 6. Incarcerations
  - a. Written court documentation of detainment from a Juvenile Justice Representative.
- 7. Observance of a Recognized Religious Holiday
  - a. Program or physical proof of religious affiliation.

### **Excused/Acceptable Absences**

#### **The following absences are considered EXCUSED:**

- 1. The day of, **and the day following**, a student being sent home by the school clinic.
- 2. Out-of-School Suspension
  - a. Written notice generated by school administration.
- 3. 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. Educationally Related Non-Classroom Activity
  - e. Attendance at State Fair

### **Unexcused/Unacceptable 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 or un-reported; i.e.: vacation.

### **Consequences**

- 1. Warning Letter -Sent when a student has missed an accumulation of 7 days of unexcused instructional time and/or 7 occurrences of lost instructional time less than 2 hours.
- 2. Official Notice-Sent when a student has missed an accumulation of 10 days unexcused instructional time and/or 10 occurrences of lost instructional time less than 2 hours.
- 3. FRP Referral-Made by the school when a student has missed an accumulation of 10 days of unexcused instructional time and/or 10 occurrences of unexcused lost instructional time less than 2 hours.

4. FRP Action-Family Resource Officer will meet with the parent/guardian, to complete a needs assessment, read and sign compulsory attendance laws and school attendance policies, and sign an action plan.
5. Failed Action-The Family Resource Officer will send notice to the parent/guardian to report to the Nurturing Parenting Program when and if the following has occurred:
  - a. The parent/guardian fails to meet with a Family Resource Officer
  - b. The student misses an accumulation of 15 full days of unexcused/unacceptable instructional time.
6. Charges Filed-The Family Resource Officer will file charges of parental or Educational neglect against the parent/guardian, through the Johnson County Prosecutor Office, when and if the following occurs:
  - a. The parent/guardian fails to attend the Nurturing Parenting Program and complete all 13 sessions.
  - b. The parent/guardian fails to respond to attempts to notify them of escalating lost instructional time beyond the 15 day notice.

### **Suspension from School**

Absence from school due to suspension shall be considered an authorized absence.

A suspended student will be responsible for making up school work lost due to suspension within 1 day. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from school. Assignments may be obtained from the teacher beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school. The student will be given credit for properly completed assignments and a grade on any made-up tests.

### **STUDENT ATTENDANCE AT SCHOOL EVENTS**

The school encourages students to attend as many school events held after school as possible without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as non participants are properly safeguarded, it is strongly advised that students be accompanied with a parent or adult chaperone when they attend the event. The school will not be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in a school activity.

## **Care of Property**

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Behavior Standards.

## **CODE OF CONDUCT**

The Board of School Trustees has adopted the following Code of Conduct.

### **STUDENT BEHAVIOR STANDARDS**

A major component of the educational program at the school is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

#### **Expected Behaviors**

Students are expected to:

- Act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive.

#### **Classroom Environment**

It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows:

- A. A teacher to communicate effectively with all students in the class; and
- B. all students in the class the opportunity to learn.

## Dress and Grooming

While fashions change, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Students should consider the following questions when dressing for school:

- Does my clothing expose too much? (no)
- Does my clothing advertise something that is prohibited to minors? (no)
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)
- Am I dressed appropriately for the weather? (yes)
- Do I feel comfortable with my appearance? (yes)
- Do I have tennis shoes on for PE? (yes)

If a student has selected a manner of appearance that disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

The following styles or manners of dress are prohibited:

1. The building principal has the authority to ban any article of clothing or accessory which creates a disruption in the school or on school property. If you have a question about appropriate apparel, contact your child's school.
2. Clothing and/or accessories bearing patches, holes, drawings, or sayings (stated, or implied) which refer to drugs, alcohol, obscenities, violence, Satanism, or sex (stated or implied) or generally promote a poor attitude will not be permitted. **PLAIN SHIRTS ARE STRONGLY ENCOURAGED.**
3. Skirts, dresses, shorts, and pants must be properly hemmed and be of a sufficient length which will not be disruptive. A sufficient length is knee length or longer. More than 2 inches above the knee is not permitted even when wearing tights or leggings under the skirt, dress, shorts, or pants. Elementary students using the playground equipment are encouraged to wear shorts under dresses or skirts. Spandex shorts are not allowed as outerwear.
4. Bare midsections are not permitted. Midsections should remain covered while raising arms, bending over, and doing side to side arm movements. Shirts should not be "cinched" or tied in any manner. If the shirt is not long enough that it could be tucked in and remained tucked in while bending and raising arms it is probably not appropriate.
5. Tank tops, sleeveless shirts and shirts with spaghetti straps require a T-shirt underneath or a shirt with sleeves over it. Capped sleeves and loose fitting shirts are discouraged if they are too loose to cover undergarments.

6. SAFE and appropriate footwear is required at all times. Children that have gym need to wear tennis shoes that cover the entire foot and fit properly. Children using playground equipment are not allowed to wear flip flops, sandals, shoes with heels higher than 1½ inches, and shoes without a strap. Clogs and Crocs are OK as long as they have a strap.
7. Hairstyles and accessories which cause a distraction to the student or other students are not to be worn.
8. Clothing, jewelry, and/or accessories which are deemed disruptive and/or are a potential health or safety hazard, because of their nature or the manner in which they are worn, are not permitted. Examples include arm bands with excessive metal, oversized or multiple necklaces or chains that make a disruptive noise.
9. Hats, gloves, and coats are not to be worn during the school day inside the building. Students are encouraged to bring a proper fitting sweatshirt or sweater to leave at school or in their backpack to wear when the classroom is cold.
10. Big sized pants that fall off the hips require a belt.
11. Students that do not follow the requirements outlined in the dress code will be asked to adjust their apparel to make it appropriate. Examples: turning a shirt inside out to cover inappropriate pictures or words, changing into a clean, appropriate shirt or pants borrowed from the health room, or removing disruptive accessories. Students that continue to wear items that do not follow the dress code or wear inappropriate footwear, will not be allowed to participate in recess or may be asked to call their parent to inform them of the dress code violation. Parents may be asked to bring in appropriate items that do follow the dress code.

**1<sup>st</sup> infraction**—change into an appropriate item(s) and a written notice will be sent home. If the student does not have appropriate footwear, the student will not be allowed to participate in recess or PE.

**2<sup>nd</sup> infraction**—same as the first infraction and in addition a warning call will be made to the parent. The next infraction may result in an in school or after school detention.

**3<sup>rd</sup> infraction**—same as the second infraction and in addition the student will attend in school or after school detention.

Additional infractions will be dealt with on an individual basis.

Students who are representing the school at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic/academic teams and other school groups.

This Code of Conduct is applicable to students:

1. On school property at any time;
2. during and immediately before and after and school activity at any location;
3. traveling to and from school or to and from a school activity.

**Violations of the Code of Conduct may be punishable by suspension or expulsion:**

1. knowingly interfering with school purposes or inducing another student to do so;
2. stealing or damaging school property or property of another person;
3. knowingly causing bodily harm to another person;
4. threatening another person with bodily injury;
5. possessing a firearm or any other object that is readily usable as a weapon or is dangerous to others (such as fireworks);
6. possessing, providing, or using a drug or any type of drug-related paraphernalia except as authorized by prescription;
7. possessing, providing or using any substance or any type of paraphernalia represented to be a drug or drug-related paraphernalia;
8. possessing or providing an alcoholic beverage;
9. consuming or being under the influence of a drug or alcohol except as authorized by prescription;
10. possessing, providing, or using tobacco or any tobacco product or electronic cigarettes or similar device;
11. knowingly failing to report to a scheduled assignment without permission or acceptable excuse;
12. failing or refusing to comply with directions of an adult supervising a class or school activity;
13. directing unwelcome statements, communications, or conduct of a sexual nature to another person; (see Harassment below)
14. materially altering any school document such as a hall pass;
15. violating Indiana or Federal law;
16. leaving a school activity or school property without prior approval of a teacher or supervising adult;
17. cheating on an academic assignment such as a test or homework, or knowingly assisting another student in cheating;
18. attempting or conspiring with another person to violate any student behavior standard;
19. *Anti-Harassment*

The school prohibits the harassment, intimidation, or bullying of any student on school property or school sponsored events. Harassment, intimidation, and bullying are defined as any intentional written, verbal, or physical act directed toward another student that:

- A. causes mental or physical harm to the other student; and
- B. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for another student.

Discipline for any substantiated incidents of bullying, harassment, or intimidation will be prescribed in accordance with the appropriate section of the Student Discipline Code.

The school also prohibits retaliation against any person who reports an incident, files a complaint, or otherwise participates in an investigation. Filing false charges is also prohibited and will result in

appropriate disciplinary sanctions. Suspected retaliation should be reported in the same manner as bullying, harassment, and intimidation.

Students should report incidents of bullying, harassment, or intimidation to the principal, assistant principal, teachers, or counselors. Complaints about the principal should be filed with the Superintendent, and complaints about the Superintendent should be filed with the School Board President. All complaints will be reduced to writing and the student will have the option of either signing the complaint or affirming its veracity in front of two administrators.

The administrator or Board official receiving the report will conduct a prompt investigation. The parents of any child involved in prohibited conduct will be notified and permitted to view any reports related to the conduct subject to laws governing student privacy. A meeting between all concerned parties will be held within 5 workdays after receipt of a complaint. Any findings based on this meeting will be reduced to writing. At the close of the investigation, a written decision, including any disciplinary action will be made and the Superintendent will be notified.

A complaining student who is not satisfied with the conclusion of the investigation may file an appeal with the Superintendent or designee within 10 days of receipt of the decision. The Superintendent or designee will arrange a meeting between all affected parties to discuss the appeal. Within 10 days of the appeal being filed, the Superintendent or designee will provide a written decision.

If the complaining student is not satisfied with the decision of the Superintendent or designee an appeal can be made to the Board within 10 days of receipt of the latest decision. The Board will conduct a hearing within 20 days, and will issue a written decision within 10 days after the close of the hearing.

The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment/bullying of other students or 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.

Conduct constituting harassment may take different forms, including but not limited to the following:

***Sexual Harassment, may include, but is not limited to:***

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implication;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc...;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.



## ***Race/Color/Religion/National Origin/Age/Disability/Other Protected Forms of Harassment***

### **A. Verbal:**

1. Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc...toward a fellow student, staff member, or other person associated with the Corporation, or third parties.
2. Conducting a campaign of silence toward a fellow student, staff member, or other person associated with the Corporation or third parties by refusing to have any form of social interaction with the person.

### **B. Nonverbal:**

Placing insulting or threatening objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the Corporation or third parties.

### **C. Physical Contact:**

Any intimidating or disparaging action such as hitting, pushing, shoving, or spitting on a fellow student, staff member, or other person associated with the Corporation, or third parties.

Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the Corporation, or third parties should make contact with staff members selected by each building principal with whom the students would most likely be comfortable in discussing a matter of this kind.

The student may make contact either by a written report, by telephone, personal visit or the School Messenger Quick Tip line located on each schools webpage. During this contact, the reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s).

Each report received by a designated person shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

- A. protect the confidentiality of the student who files a complaint;
- B. encourage the reporting of any incidents of sexual or other forms of harassment;
- C. protect the reputation of any party wrongfully charged with harassment.

## ***20. Possession of Electronic Equipment***

Most electronic equipment necessary in school is supplied by the school. Students are not allowed to bring radios, electronic toys, pagers, cellular telephones, and the like without the permission of

the principal or designee. Any forbidden equipment will be confiscated and disciplinary action will be taken. **STUDENTS ARE NEVER PERMITTED TO USE SOCIAL MEDIA ON SCHOOL CAMPUS (INCLUDES ALL SOCIAL MEDIA APPS, TEXTING, TAKING PICTURES, AND TAKING VIDEOS).**

***21. Use of an Object as a Weapon***

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another may result in a report to the police as well as discipline by the school. This violation may subject a student to expulsion.

***22. Knowledge of Deadly or Dangerous Weapons or Threats of Violence***

Because the School Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of deadly or dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

***23. Bullying-Harassment and/or Aggressive Behavior (including Bullying/Cyberbullying)***

Bullying as defined in State law means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including digitally or electronically (includes social media and texting), 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 other 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.

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

(1) Participating in a religious event.

(2) Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.

(3) Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.

(4) Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults.

(5) Participating in an activity undertaken at the prior written direction of the student's parent.

(6) Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student who believes s/he has been or is currently the victim of bullying should immediately report the situation to the building principal or assistant principal or the Superintendent. The student may also report concerns to a teacher or Student Service Advisor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those individuals identified above.

**A student's reasons for bullying will be discussed but will not change the consequence.**

### **Enforcement of Student Behavior Standards and Code of Conduct**

1. The standards and the Code of Conduct will be enforced by school administrators, teachers, teacher aides, bus drivers, and any other adult authorized by the school to supervise students.
2. The objectives of the enforcement of these standards and the Code of Conduct are:
  - a. to protect the physical safety of all persons and prevent damage to property;
  - b. to maintain an environment in which the educational objectives of the school can be achieved;
  - c. to enforce and instill the core values of the Greenwood Community School Corporation and its school community.
3. The seriousness of the offense and nature and extent of any discipline utilized to enforce student behavior standards and Code of Conduct will be determined by:

- a. the nature and extent of any potential or actual injury, property damage, or disruption;
- b. the student's prior disciplinary history and the relative success of any prior corrective efforts/interventions;
- c. the willingness and ability of the student and the student's parents to participate in any corrective action;
- d. the interest of other students in the school in a school environment free from behavior that violates the school's behavior standards;
- e. any other aggravating or mitigating factor or circumstance including but not limited to zero tolerance policies.

In compliance with State law, the Board may expel any student who possesses a deadly or dangerous weapon in a weapon-free school zone or commits either arson or rape in a Corporation building or on Corporation property, including school buses and other school transportation. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon belonged to a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion.

- A. A firearm is defined as any weapon that is capable of or designed to that may readily be converted to expel a projectile by means of an explosion.
- B. A deadly weapon is defined as:
  1. a loaded or unloaded firearm;
  2. a weapon, device, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.

Disabled students under IDEA or Section 504 shall be expelled only in accordance with Board Policy and Federal due process rights appropriate to disabled students. Students who qualify for service under IDEA or Section 504 may be expelled only after a manifestation determination has been held.

A student who has been expelled may apply for reinstatement in accordance with guidelines.

## **DISCIPLINE**

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. The Board has also extended the authority for school administrators to impose discipline for unlawful activity by students that occurs on or off school property if the activity interferes with school purposes or the educational functions of

the school. This authority applies to unlawful activity that may occur on weekends, holidays, and other school breaks including summer recess.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible, informal and formal.

Informal discipline takes place within the school. It includes but is not limited to:

1. writing assignments;
2. change of seating or location;
3. before school, lunch, recess, or after school detention;
4. in-school restriction;
5. removal from a class or activity

### **Detentions**

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents a one (1) day notice. The student or his/her parents are responsible for transportation.

### **Removal**

The teacher in charge of a class or activity when a student poses a threat to a safe, orderly, and effective educational environment may remove the student from the classroom or activity.

Such removal may be from the classroom for an entire school day.

### **In-School Suspension—In-School Discipline**

The in-school suspension will be in session during the school day.

### **Suspension**

The principal may deny a student the right to attend school and/or take part in any school function for up to a maximum of ten (10) consecutive school days.

An expulsion is a removal from school attendance and any school function for a period of more than ten (10) days.

### **EXPULSION FOR FIREARMS POSSESSION**

Any student who is found to possess a firearm on school property shall be reported immediately to law enforcement officials. In addition, s/he shall be subject to expulsion for a period of (1) year.

## **DUE PROCESS RIGHTS**

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

### **Suspension from School**

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

### **The Appeal Process**

The suspension may be appealed after receipt of the suspension notice, to the administration office. The request for an appeal must be in writing and made within two (2) days after notification.

During the appeal process, the student shall not be allowed to remain in school. When a student is suspended, s/he may make-up work missed after returning to school.

Any learning that cannot be made up such as labs, field trips, skill-practices, and the like or any learning that the student chooses not to make up may be reflected in the grades earned.

### **Expulsion from School**

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

### **Notice of Expulsion Meeting**

The student and/or the parent(s) will be notified of the time and place of the expulsion meeting and their rights in connection with that meeting as well as their rights to waive the meeting if they choose to do so. The expulsion examiner, appointed by the Superintendent will issue a written decision following the expulsion meeting.

### **Appeal of an Expulsion**

Upon receipt of a written appeal, the Board shall hold a meeting to consider the written evidence and arguments presented at the expulsion meeting. The Board may then decide to uphold the expulsion, authorize alternative disciplinary action, or decide no disciplinary action is necessary.

The student or his/her parents may appeal the Board's decision to the appropriate court.

## **SEARCH AND SEIZURE**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of School Trustees, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without the student's consent by school authorities.

Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right to not return items which have been confiscated.

### **Use of Dogs**

The Board authorizes the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on school property.

The dog may be allowed to examine school property such as lockers or students and items in their possession, but any search of a student's person will be based upon individualized reasonable suspicion in addition to any information resulting from the dog's examination.

### **Use of Breath-Test Instruments**

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness so the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

There is the possibility that a "false-positive" result could be obtained. If the student believes that the test is inaccurate s/he may request an immediate retest be administered by local law enforcement authorities.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such refusal is a violation of school rules and will subject the student to disciplinary action. The student will then be given a second opportunity to take the test.

## **STUDENT RIGHTS OF EXPRESSION**

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

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

## **CRIMINAL GANGS AND CRIMINAL GANG ACTIVITY**

In accordance with Indiana Code 20-26-18, a copy of the school corporation's policy addressing criminal gangs and criminal gang activity in schools may be found on the district website at [gws.k12.in.us](http://gws.k12.in.us), policy 5840.

## **STUDENT SUGGESTIONS AND COMPLAINTS**

The school is here to educate and benefit the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the principal.

If the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard, the student may file a grievance with the principal. That grievance will be promptly investigated and findings will be shared with the student. A student may not use the grievance procedure to change a grade.

## **GENERAL PLAYGROUND AND PHYSICAL EDUCATION RULES**

Students are required to read and discuss the following rules with their parents:

1. The students are not permitted to use vulgar, rude, and/or inappropriate language. The students are expected to display respect to each other and the adult supervisors or teachers.
2. The students are to keep hands, feet, and other body parts to themselves. Tackle football, tag, fighting, "play fighting", rock throwing, snowball throwing, or any activity that may be classified as rough play or unsafe are not allowed.



3. Playground equipment is to be used in a safe manner. The students are to observe the following guidelines:
  - a. No running up or down the slides. Students are to sit on the slide at all times.
  - b. No jumping off of high places or out of the swings while in motion.
  - c. Only one student on a swing or slide at a time.
  - d. No standing, laying, or twisting on the swings.
  - e. No running close to, in front of, or behind moving swings.
  - f. All equipment should only be utilized for its intended purpose.
4. Students are to avoid playing near the school building's open doors or windows.
5. Students should never climb onto the school's roof to retrieve objects. It is intended to have the students play far enough away from the building to prohibit objects from lodging there.
6. Students should re-enter the building only after seeking permission from the playground supervisors. Students should only return inside the building for emergency situations. Restroom breaks, playground equipment, and outdoor clothing are to be secured before the initial departure from the building.
7. Students must remain on the designated playground area. The student may not play in outdoor lab areas. The students are not permitted to play outside the chain-link fencing.
8. Food and/or candy are not permitted on the playground. This includes chewing gum.
9. Personal electronic devices or toys of any kind (including trading cards) are not permitted on the playground or in the classroom.
10. Personal sports equipment is not permitted on the playground or in the classroom. Including: basketballs, footballs, and kick balls.
11. When the whistle is blown, immediately **STOP AND FOLLOW DIRECTIONS.**

**Parents are asked to discuss these rules with their child.**

**For safety and security, visitors and younger children/siblings are not permitted on school playgrounds during recess times.**

**Greenwood Elementary Schools' Discipline Code Violations and Penalties**  
**School Administrator has authority to make final disciplinary decisions.**

<b>Violation</b>	<b>First Report</b>	<b>Second Report</b>	<b>Third Report</b>
<b>1. Interfering with classroom instruction</b>	Pupil verbally corrected. Parent contact. Time out. Written apology.	Parent contact. Loss of recess or after school detention.	Parent contact or conference. In school suspension (ISS).
<b>2. Excessive rudeness or insubordinate to school personnel or other adults.</b>	Pupil verbally corrected. Parent contact. Time out. Written apology.	Parent contact. Loss of recess or after school detention. Consideration of in-school or out-of-school suspension (ISS or OSS)	Parent contact or conference. One-two days of ISS or OSS.
<b>3. Pushing, tripping, throwing objects, physical intimidation, or other related physical contact with another person.</b>	Pupil verbally corrected. Parent contact. Time out. Written apology.	Parent contact. Loss of recess or after school detention. Consideration of ISS, OSS.	Parent contact or conference. One-two days of ISS or OSS.
<b>4. Fighting or physically hurting another person.</b>	Pupil verbally corrected. Parent contact. One day ISS or OSS.	Parent contact. Two days of ISS or OSS.	Parent contact/conference. Three days OSS with recommendation for long-term suspension to the superintendent.
<b>5. Bullying, intimidation, verbal or written harassment, sexually related harassment, violating a person's privacy using technology, and/or other verbal or written threats and harm to another person.</b>	Pupil verbally corrected. Parent contact. Written apology. Loss of recess. Possible in-school or out-of-school suspension (ISS or OSS). Written notification to the superintendent.	Parent contact. Two days of ISS or OSS with written notification to the superintendent.	Parent contact/conference. Three days of OSS with recommendation for long-term suspension to the superintendent.
<b>6. Use of profanity or other unacceptable language or gestures or displaying inappropriate physical forms of affection.</b>	Pupil verbally corrected. Parent contact. Time out.	Parent contact. Loss of recess or after school detention.	Parent contact/conference. One-two days of ISS or OSS.
<b>7. Display of nudity or inappropriate sexually related conduct.</b>	Parent contact. One or Two-day ISS or OSS.	Parent contact/conference. Three days ISS or OSS	Parent contact/conference. Possible long term suspension or Recommendation for expulsion.
<b>8. Smoking, chewing, or any use of tobacco, alcohol, illegal drugs, or other unauthorized use of a controlled substance.</b>	Parent contact/conference. Three day out of school suspension (OSS). Contact Police	Parent contact/conference. Up to 10 days OSS and police contact.	Parent contact/conference. Three days of OSS with recommendation for expulsion to the superintendent.
<b>9. Violation of Greenwood Corporations Internet Usage Policy</b>	Parent contact. Loss of internet privileges for a period of time.	Loss of internet privileges for a 12-month period.	

<b>Violation</b>	<b>First Report</b>	<b>Second Report</b>	<b>Third Report</b>
<b>10. Cell Phones, laser pins, electronics, toys (radios, electronic games, etc.) trading cards, and other such items not allowed at school.</b>	Pupil verbally corrected. Object placed in the office to be picked up by parent.	Pupil verbally corrected. Parent contact. Object held in school office until the end of the school year.	Pupil verbally corrected. Parent contact. Loss of recess or after school detention. Item not returned.
<b>11. Theft – taking something that did not belong to you.</b>	Pupil verbally corrected. Parent contact. Time out. Written apology. Article returned or paid for.	Parent contact. Loss of recess or after school detention. Consideration of ISS or OSS, and article returned or paid for.	Parent contact/conference. One-two days of ISS or OSS. Article returned or paid for.
<b>12. Lying/Cheating</b>	Pupil verbally corrected. Parent contact. Time out. Written apology.	Parent contact. Loss of recess or after school detention. Written apology.	Parent contact/conference. One-two days of ISS or OSS. Consideration of referral to police or legal personnel.
<b>13. Vandalism and intentional destruction of property.</b>	Parent contact/conference. One day of ISS or OSS. Student/family to pay for needed repairs.	Parent contact/conference. Two days of OSS. Student/family will need to pay for needed repairs.	Parent contact/conference. Three days of OSS with recommendation for expulsion to the superintendent. Student/family will need to pay for needed repairs.
<b>14. Wearing improper attire. (See Dress Code).</b>	Pupil verbally reminded. Alternative clothes given to the student to wear.	Pupil verbally reminded. Alternative clothes given to the student to wear. Parent contact.	Parent contact. Alternative clothes given to the student to wear. Loss of recess.
<b>15. Possession of a knife or similar harmful object on school grounds (includes toys that look like weapons).</b>	Parent contact/conference and one or more days ISS or OSS.	Parent contact/conference. Two day OSS.	Parent contact/conference. Three day OSS with expulsion recommendation to the superintendent.
<b>16. Possession of a firearm or similar weaponry.</b>	Parent contact/conference. Ten day suspension pending Expulsion. Referral to police or legal personnel.		
<b>17. Possession or distribution of materials containing inappropriate language or pictures. This includes texting, videos, pictures or use of social media</b>	Pupil verbally corrected. Parent contact. Time out/ loss of recess.	Pupil verbally corrected. Parent contact/conference. One day OSS.	Parent contact/conference. Two days of OSS.

## SECTION V – TRANSPORTATION

### RIDING A SCHOOL BUS

Riding a school bus is a privilege extended to our students. This privilege can be taken away anytime for disruptive or unsatisfactory conduct. All children being transported are under the authority of the bus driver and must obey his or her requests. The school will give drivers full support.

When a child has violated bus rules, the bus driver will issue a “School Bus Conduct Report” for the student to take home to his or her parents. This report identifies the rules broken by the child and whether the student is to be denied a seat on the bus in the future. This report is to be signed by the parent and returned to the bus driver by the student on the next school day.

Most problems concerning bus transportation can be resolved by contacting the Director of Transportation at 889-4099.

**NOTE:** If for any reason a student must ride a different bus rather than the regular bus the student rides daily, **THIS REQUEST/CHANGE MUST COME FROM THE PARENT IN WRITING.** In an extreme emergency, a phone call can be made to the school office before 2:00 PM.

**Students who are registered with the Greenwood Community Center’s Latch Key Program may ride a Greenwood bus. STUDENTS MUST HAVE THEIR GREENWOOD COMMUNITY CENTER REGISTRATION/PASS IN ORDER TO RIDE THE BUS TO THE COMMUNITY CENTER. NO EXCEPTIONS TO THIS RULE.**