

CHURUBUSCO ELEMENTARY SCHOOL
PARENT - STUDENT HANDBOOK
2020-2021

“Soaring to the Future”

Churubusco Elementary School has established a 24-hour hotline for parents and students to anonymously report information they are aware of that may affect the safety and security of students, staff and our schools. Parents and students are still encouraged to report information directly to the building principal. In most cases of school violence, rumors or knowledge about plans were known but unreported. To facilitate the confidential reporting of information about potential or actual dangers to students or staff, the 24-hour crisis hotline was established.

SAFETY and HEALTH Numbers

24 Hour Crisis Hotline: 1-877-231-0170

Suicide Prevention: 911: 1-800-784-2433: 1-800-273-8255

Rape Victim Help: 260-426-7273: 1-888-311-7273



WELCOME TO CHURUBUSCO ELEMENTARY SCHOOL

The faculty and staff extend a warm welcome to each returning student and new student to Churubusco Elementary School, home of the Eagles. The primary goal of our school is excellence, which with the cooperative effort of students, staff, faculty, administrators, parents, and community, is attainable. Each of you has the potential to achieve by becoming involved in all aspects of our school---challenge yourself to achieve.

This handbook is for your use and contains in summary form information regarding policies, procedures, and rules for the operation of Churubusco Elementary School. Churubusco Elementary School reserves the right to modify these procedures or guidelines as situations vary. This handbook is meant to be a guideline; not a complete policy statement of the Churubusco Elementary School Rules. Also, you will find that the teachers, counselors, and administrators are very approachable. They are here for one purpose, and that is to help you.

Teachers may also have specific classroom rules that are not included in this handbook.

Churubusco Elementary School VISION STATEMENT

Churubusco Elementary students are actively engaged, responsible, life-long learners.

Churubusco Elementary School MISSION STATEMENT

In partnering with families and the community, Churubusco Elementary School empowers students to become responsible, life-long learners by providing quality instruction through comprehensive curricula, high expectations, and a nurturing environment.

Churubusco Elementary Schools BELIEF STATEMENT

We, the staff of Churubusco Elementary, believe that:

- Student success is a shared responsibility of students, home, school, & community
- Students can become independent thinkers that make responsible decisions
- High expectations promote high achievement
- A safe, nurturing, and physically comfortable environment promotes learning
- Effective learning takes place when comprehensive curricula is relevant
- Positive, enthusiastic, knowledgeable, and up-to-date teaching is the basis for effective learning
- Student learning is enhanced when students and staff recognize and respect the diversity present within individuals, the school, the community, and the world.



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DIRECTORY INFORMATION

Churubusco Elementary School (CES) is proud of its students and their achievements and may release “directory information” relating to those achievements to newspapers, magazines, radio, television, programs, yearbooks, or by other means without parental consent unless the parents has objected in writing to the release of such information within twenty (20) days of receiving this handbook. The objection should specify what information should not be disclosed. “Directory Information” means a student’s name, address, photograph/video, date and place of birth, major field of study, participation of officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

SCHOOL DAY

CES Office Hours: 7:30 a.m. to 4:00 p.m.

7:50-8:10	Breakfast Served in Cafeteria
8:00	Students Enter Building (Students arriving for breakfast should NOT arrive on school grounds prior to 7:50 a.m. unless special arrangements have been made through the office)
8:10	Bell rings to start the school day. Students not in the classroom will be counted tardy.
3:05	Dismiss Car Riders and Back Door Walkers — All Grades (Students in enrichments activities will not be released until 3:10 p.m.)
3:10	Dismiss Bus Riders and Front Door Walkers — All Grades

ARRIVAL and DISMISSAL

CES doors open at **8:00 a.m.** and students should not be on school grounds before 7:50 a.m. due to lack of supervision and weather conditions. For the safety of students who walk and must cross Highway 33 or SR 205, we ask that they only cross at the traffic lights or at the SR 205 crossing guard.

When delivering children to the school, drivers are asked to drop their students off in the back at the west entrance of CES beginning at 7:50 a.m. or when a school staff member allows access. Any student arriving after 8:10 a.m. should be dropped off at the front of the building.

CES students are not permitted to go to the high school or middle school to meet siblings. The high school or middle school student must pick-up the student in the elementary commons after school.

Afternoon Back Parking Lot Procedures

1. Parents picking up students, **MUST** pick up students in the back. Students will not be dismissed out the office
2. All vehicles must have their pick-up number clearly displayed in their front vehicle window on the passenger side. If a vehicle does not have a number, the drivers will be asked to pick up the child at the front office.
3. Vehicles should enter the parking lot and proceed into the pick-up line along the fence lining South Street.
4. *Individuals who pick-up elementary students in the car rider line at Door 23, need to wait at the assigned stopping point until given the permission by a school staff member to proceed forward. The playground is in*



use until 3:00 p.m. Vehicles should not enter the parking lot past the red line marked on the pavement until after 3:00 p.m. whether children are outside or not.

5. Vehicles should travel along the fence line toward the playground, and then turn left to pull in front of the back door.

6. Drivers should wait INSIDE vehicles and not get out of their vehicles for the safety of all individuals.

7. School personnel will call students according to Pick-up number to load into cars.

8. School personnel are not able to buckle students into vehicles. If your child requires assistance with this, please pull forward into a parking spot to secure him/her into the vehicle.

9. Pick-up of a student by someone not assigned a Pick-up number will be done in the Elementary Office. Students not picked-up by 3:20 p.m. will wait in the Elementary Office.

10. Walkers will be released through Door 1 at the front of the building.

ATTENDANCE

Student Attendance Policy

Regular attendance is essential for a student's success in school. A student with irregular attendance loses valuable educational opportunities as well as much in incidental learning. This is an important aspect of the total education of each child. Business and industry require attendance and dependability, and school regards the training in these habits as a shared responsibility of maintaining good school attendance. It is also noted that there may be times when disciplinary measures may need to be used to affect an affirmative behavioral change in the attendance habits of students. When necessary absences must occur, students are required to have an acceptable excuse or justifiable reason upon their return.

Attendance - Parental Responsibility

As students become more mature, they should become more responsible for their own behavior, including school attendance. However, parents must always share in the responsibility for regular school attendance.

Indiana Code provides that a person having care of a dependent, who knowingly or intentionally deprives the dependent of education as required by the law commits Neglect of a Dependent, a level 6 Felony. The punishment for a level 6 felony can be up to two and a half years imprisonment, and up to \$10,000 in fines. In all matters of attendance, the principal or his/her designee shall be authorized within the existing legal parameters to take action to enforce the compulsory attendance law and to encourage regular school attendance. Such action may include the involvement of other governmental agencies including welfare, probation, and mental health departments.

Compulsory Attendance Law

Generally, Indiana law requires every child between the age of 7 and 18 to attend school during the entire time that schools are in session. It is unlawful for a parent to fail to ensure that the parent's child attend school as required by law.

Students with 4 or more unexcused absences/truancies or with 15 or more absences for the school year, may be reported to the Whitley County Department of Child Services and/or law enforcement.

A student is considered *Habitually Truant* by having more than ten (10) unexcused absences from school in one school year. A student who is *Habitually Truant* may be expelled from school.



Absences Procedure

If an elementary student is absent for a day or partial day, parents or guardians should call the school office at 693-2188 before 9:00 a.m. on the day of the absence, stating a reason for the absence. This is in order to determine if the absence will be excused or unexcused. Calls before 7:30 a.m. will be answered by a recording. Parents/guardians may leave a message in the office voice mail system. After 7:30 a.m., an office assistant will receive calls. After 9:00 a.m., a list of those students who are unaccounted for will be created, at which time parents or guardians will be contacted by the school. When scheduling appointments, please try to avoid the ISTEP+ and IREAD 3 window.

Any student who is to be dismissed before the end of the school day must present a note from a parent or guardian to the classroom teacher prior to leaving. Parents should report to the office and the office will in turn contact the student's classroom at the time of departure. **Any parent requesting an early pick up for their child must call the office by 2:00 p.m. that day.**

Excused and Unexcused Absences

Students must complete all assigned class work after any absence, within the same number of days absent. (Example: If students are absent three days, they will have three school days after they return to complete all assignments.)

Examples of excused absences include, but are not limited to the following:

1. Personal illness or injury.
2. Doctor / dental / orthodontist appointment. **Please provide a slip upon returning to school.**
3. Serious illness in the immediate family.
4. Death in the family.
5. Absence arranged in advance via contact with the principal or his/her designee.

Examples of unexcused absences include, but are not limited to the following:

1. Any absence not followed by a telephone call.
2. Oversleeping.
3. Shopping trips.
4. Family vacation days not meeting stated criteria.

After School Activities

Students who miss more than half a day of school or who are sent home from school must have a written doctor/dentist excuse or administrative approval in order to participate in any after school event.

Attendance Improvement Policy

The parents of students who are absent six days or more during the school year will receive a letter from Churubusco Elementary School. The letter will include the date of each absence and whether absences were excused or unexcused. On the tenth day of absence, a letter will be sent home again which also includes the date of absences and whether they were excused or unexcused. The principal may request a meeting with the



student and his/her parents to discuss absences if they are considered excessive.

Note: For students who are considered habitually absent or tardy, an Attendance Contract may be put in place. This contract must be signed by both the student and parent/guardian prior to the student being permitted to return to class and can modify the procedure by which a student may be excused for the remainder of the school year. For example, a student may only be excused with a doctor’s note, Certificate of Illness, or by our school nurse.

Tardy

Students are expected to be in class when the bell rings at 8:10 a.m. Failure to do so will result in the student being marked tardy. A tardy will be given if a student arrives within the first twenty minutes of school (8:10-8:30am on a regular school day). Students arriving after 8:30am will be counted absent.

Examples of excused tardies include, but are not limited to the following:

1. Appointments with a physician, dentist, or other medical specialists.
2. Appointments for counseling.
3. Attendance at the school’s Breakfast Program (if not accompanied by a Breakfast Pass).
4. Attendance at religious services.

Examples of unexcused tardies include, but are not limited to the following:

1. Oversleeping.
2. Remaining in school hallways after the 8:10 a.m. bell.
3. Lingering for a long period of time at breakfast.

Make-Up Day Policy

A school calendar is a good guide to the planned activities of the year. The calendar is flexible to some degree and subject to change. The State of Indiana requires that public schools be in session a minimum of 180 days. The school calendar has 180 student days scheduled.

Make-Up Work

A student may make up work missed during an absence, in school suspension, or out of school suspension as follows:

1. It is the responsibility of the student to arrange with the teacher for any make-up work. Make-up work may include work assigned from sources other than the text. Make-up work should be completed outside the classroom to ensure students do not fall further behind. Note: Since class discussions can seldom be duplicated, other types of activities may be used to satisfy that missed segment of the class.
2. The length of time students have to complete make-up work missed due to an absence shall be equal to the absence; that is, one day for each day absent up to five days.
3. Any schoolwork missed and not made up as indicated above may result in a “zero” grade for the work not completed during the period of the absence.
4. School work requested after the start of the school day will be available the following day.



BULLYING

What is Bullying?

"Bullying" means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the 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.

Bullying fosters a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims and create conditions that negatively affect learning. Bullying includes unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. The imbalance of power involves the use of physical strength, or popularity to access embarrassing information to control or harm others. Bullying can occur anywhere (in-school or outside of school) and at any time – both during and after school hours. Bullying can include **physical bullying, verbal bullying, social/relational bullying, and electronic/written communication.**

Physical bullying involves hurting a person's body or possessions. It includes hitting/kicking/punching, spitting, tripping or pushing, taking or breaking someone's things, and making mean or rude hand gestures.

Verbal bullying involves saying mean things. It can include teasing, name-calling, inappropriate sexual comments, taunting, or threatening to cause harm.

Social/relational bullying involves hurting someone's reputation or relationships. Social bullying involves telling other children not to be friends with someone, leaving someone out on purpose, spreading rumors about someone, or embarrassing someone in public.

Electronic/written communication involves cyber-bullying, collective or group note writing, any bullying undertaken through the use of electronic devices (computer, cell phones).

Considerations in determining if the behavior meets the definition of bullying:

- The history between the individuals. Have there been past conflicts? Have these individuals had a dating relationship? (This may not be considered bullying)
- Power differential. Is there an imbalance of power? (Power imbalance is not limited to physical strength.)
- Repetition. Has this or a similar incident happened before? Is the individual worried that it may happen again?
- Are any of the individuals involved with a gang? (This may result in interventions different from bullying.)



The Churubusco Elementary School staff will make every effort to show their appreciation to students who have exhibited courteous and conscientious behavior. Those who consider the rights of others by exercising self-discipline deserve to be complimented and consistently encouraged in their efforts. However, when self-discipline fails, it is the responsibility of any supervising employee to take that action which is necessary to protect the rights and property of others. Such action shall be in accordance with policies adopted by the Board of School Trustees and the building administration. **Disciplinary actions are not intended to restrict individual freedom but to ensure the rights of every student to obtain the best possible education.**

The Smith-Green Community Schools Board of School Trustees has made the following courses of action available to school personnel when dealing with students involved in school discipline problems: reprimand, probation, detention after school, referral to special personnel in Churubusco Elementary School (counselor, assistant principal, principal), parent conferences, suspension, and expulsion. Some behavior is much more serious than others and requires different approaches and clearly defined actions.

Bullying Defined: <http://www.doe.in.gov/student-services/bullying-prevention-intervention-indiana>

Categories of Bullying for IDOE Reporting Requirements:

- Physical
- Verbal
- Social/Relational
- Electronic or Written Communication

The categories noted above will be used when reporting incidents of bullying to the Indiana Department of Education. Therefore, it may be helpful for Indiana schools to use these categories when identifying bullying behaviors.

CAFETERIA

A breakfast program is offered to serve the children of Churubusco Elementary School. Children should proceed directly to the cafeteria, entering the building through the High School Commons doors. **No breakfast will be served on school delay days.**

Students and/or parents will not be allowed to bring in fast food items, energy drinks, or sodas due to Federal and State Guidelines in cafeterias and because of students with allergies. Only approved visitors and the student they are visiting will be allowed to sit together at lunch and eat at the visitor's table.

Lunch Payment Procedure

The cafeteria uses a computerized lunch payment procedure. **Money should be brought in a sealed envelope with the student's name, the classroom teacher's name and the amount enclosed clearly indicated on the outside of the envelope.** Parents are also able to deposit money online through www.sendmoneytoschool.com, which can be found on our school website. If a student does not have enough money in their lunch account, they will still receive a meal and their account will be charged. Churubusco Elementary will follow the "SGCS Meal Charge Procedures" for our charging policy, which can be found on the



Smith-Green Community Schools website under the Food Service Tab.

Some students may be eligible for free or reduced lunches. Eligibility guidelines established by the U.S.D.A. are outlined in a separate letter that was distributed during enrollment. Application forms are available in the Churubusco Elementary Office, can be printed from the SGCS website, or online at LunchApp.com

Breakfast Price: \$1.50. Lunch Price: \$2.25.

All breakfast/lunch account inquiries should be directed to the Cafeteria Manager at 693-1565.

Beverages

The state of Indiana requires that all children are offered milk with their lunch. Water is available for students to drink if they do not choose milk. A child may be given fruit juice instead of milk **only if a note from a physician indicates that such a substitution is necessary.**

CELL PHONES

NOTICE TO STUDENTS AND PARENTS REGARDING ELECTRONIC DISPLAYS OF INFORMATION INCLUDING CELL PHONE CONTENT AND DISPLAY

Churubusco Elementary School prohibits the sending, sharing, viewing, and/or possessing of pictures, text messages, e-mails, or other images and/or material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic devices. Such actions will lead to disciplinary action up to and including suspension or expulsion.

We understand parents may give an elementary child a cell phone to contact parents after school. Cell phones should be off and not seen or heard during the school day. If a student must have a cell phone at school, it must remain turned off in their school bag located in their locker or in the possession of the classroom teacher.

If a student has a cell phone out, the cell phone will be confiscated and held in the possession of the classroom teacher until the end-of-the-day. A second offense will mean parents will be contacted and must pick-up the cell phone in the office. Repeated offenses will result in more severe consequences.

Students and Parents are hereby placed on notice that serious criminal repercussions may result from the possession, and/or dissemination of materials of a sexual nature. The School District has a duty to report allegations of misconduct to either law enforcement or the local child protection agency. If a student would be convicted of or declared a juvenile delinquent in violation of a child exploitation law or other similar laws, the student may be required to register as a sex offender pursuant to Indiana Code.

Students and Parents are advised as follows:

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child



exploitation” or “child pornography” as defined by Indiana Criminal Statutes.

- It is “child exploitation,” a Class C felony under Indiana Code for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate nor exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.
- It is “child pornography,” a Class D felony under Indiana Code for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.
- “Sexual conduct” is defined by Indiana Code to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute and the Sex Offender Registry Offense Statute as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute to register as a sex offender.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur at Churubusco Elementary School.

Churubusco Elementary School as a matter of policy complies with all laws of the State of Indiana as it relates to the reporting of alleged criminal conduct and conduct that may be considered to be harmful to minors and or the educational process of Churubusco Elementary School. All students are expected to comply with and abide by the laws of the State of Indiana.

Electronic Devices

Students are not permitted to knowingly use or possess any electronic device during school hours, on school grounds. Examples of these devices may include, but are not limited to electronic tablets, gaming devices, laptops, etc. Electronic devices are to be turned off and placed in a CES student’s locker prior to the start of the school day through the end of the school day. Students who chose to violate the school policy with electronic devices will be considered insubordinate, and consequences will result. Consequences may include confiscation of the device and/or require a parent to pick up the device from the office, as well as additional discipline for students who repeatedly violate these expectations. No student at Churubusco Elementary School is permitted to use any electronic device in a locker room or restroom at any time.

CHILD ABUSE

The State of Indiana requires that all public employees report the suspected emotional, neglect, physical, and/or sexual abuse of a child to an authorized agency. The employees of Churubusco Elementary School will fulfill their obligation to do so when such action is warranted. Indiana Code states that any individual who has reason to believe that child may be a victim of abuse or neglect shall make a report to the Department of Child Services (DCS) or law enforcement immediately upon having reasonable belief that abuse may have occurred. Failure to report suspected abuse or neglect is a Class B Misdemeanor. School personnel have an additional



obligation to also immediately notify the building principal or building designee. Reporting suspected allegations of child abuse or neglect to your supervisor, the principal, counselor, or building designee DOES NOT fulfill your mandated requirement to report directly to the DCS or a law enforcement officer.

CLASS ASSIGNMENTS, HOMEWORK, GRADING AND HONOR ROLL

Class work is assigned as a means to help students show their understanding of concepts being taught and to review concepts. Classroom assignments are due on the day and at the time designated by the teacher in order to receive full credit.

1. Late assignments shall be turned in. Penalties of a late assignment shall be determined by the classroom teacher/grade level.
2. All assignments entered into the grade book will be graded by classroom teachers or other designated school personnel.
3. All grades will be recorded as points (number correct). Total points will be compared to total possible points to determine the letter grade for Progress Reports. **The following scale will be used for Grades 2-5.**

100 = A+	89-88 = B+	79-78 = C+	69-68 = D+
99-92 = A	87-82 = B	77-72 = C	67-62 = D
91-90 = A-	81-80 = B-	71-70 = C-	61-60 = D-
			59 and below = F

The following values will be used for S+, S, S -, U

S+ = Excellent	S- = Progressing
S = Satisfactory	U = Unsatisfactory

Honor Roll

Students in Grades 2-5 are eligible for the CES Honor Roll Certificate at the end of the 4th quarter according to the following criteria:

All “A” Honor Roll

A student must have all A’s in all academic subjects and an S or above in all other classes, such as art, music, and physical education.

All “A/B” Honor Roll

A student must have a combination of A’s and B’s in all academic subjects and an S or above in all other classes, such as art, music, and physical education.



CHROMEBOOK EXPECTATIONS

1. Students must carry Chromebooks in their assigned cases at ALL TIMES
2. Students taking Chromebooks home are responsible for charging Chromebooks before school. There will be no charging in any classroom during the school day.
3. Students that use the Chromebook inappropriately will be given restricted access to school apps, search engines, and websites.
4. Students will be expected to follow classroom specific guidelines for appropriate Chromebook use.
5. Any damage beyond the normal wear and tear of the Chromebook may be charged to parents. Churubusco Elementary School encourages parents to purchase insurance for their child's Chromebook. For more information about insurance, please visit the Smith-Green Community Schools website.

CLASSROOM PARTIES

1. Classrooms celebrate parties throughout the year at the teachers' discretion.
2. While we recognize the enjoyment of such activities, they should not occur so as to unreasonably interfere with the purpose of school.
3. Students who are celebrating a birthday may bring a store-bought treat for the class if they choose.
4. Please be aware if there are specific guidelines, classroom teachers will inform parents of these instances.
5. Birthday invitations are not to be sent through school.
6. All visitors must provide a state ID to sign in and will receive a visitor's badge in the office. A background check will take place upon arrival to Churubusco Elementary School.

Please be mindful of students with allergies in your child's classroom – contact your child's teacher for further information. Likewise, drinks for special occasions should be limited to water.

CUSTODIAL PARENT INFORMATION

Non-custodial parents are entitled to information regarding their child's progress. It is their responsibility to contact their child's teacher(s) in writing to request such information and provide a current address. In the absence of a court order, it is assumed that both parents have equal rights with regard to custody, review of records, pick-up from school, participation in school events, and all other rights provided to parents.

At Registration, it is the responsibility of the custodial parent to provide a copy of the court order to the school in cases where the non-custodial parent is not to see the child at school, receive records on the child, or leave the school with the child in his/her care. If there are any changes to this decree, it is the responsibility of the custodial parent to provide the school with this new information.

DISCIPLINE

The entire foundation and success of public-school education depends upon the basic concept of self-discipline which will allow all individuals to function in a world of change and with the individual rights afforded them by our Federal and State Constitutions. Certain standards of student conduct are necessary to assure that students seeking to express their own individual rights do not at the same time infringe upon the rights of others or with the intended purpose of school. The responsibility for the development and maintenance of



self-discipline falls to the cooperative efforts of students, parents, teachers, administrators, and the community.

The purpose of discipline controls is to help create an atmosphere that promotes the best possible learning environment for all those involved in the educational process. Whether a student is directly under a teacher's supervision or not, teachers have authority over all students in the school or on school grounds.

Some types of unacceptable behavior are much more serious than other types of unacceptable behavior. Some behaviors require different approaches and clearly defined actions. Reprimand, probation, referral to special personnel in the schools (counselor, assistant principal, principal), parent conferences, suspension, referral to special services, and expulsion are means available to school personnel in dealing with pupils involved in school discipline problems. Any or all of the techniques may be used.

Students with excessive violations of school rules or policies may be placed on a behavior contract that must be signed by both the student and a parent/guardian before returning to class.

Due Process

Each student shall be entitled to due process procedures under the laws of the State of Indiana.

Classroom Guidelines

Churubusco Elementary School has basic and simple rules and expectations of students. Students who comply with these expectations should experience success and be exempt from disciplinary action. Teachers may have additional classroom expectations and rules.

1. Be Safe
2. Be Respectful
3. Be Responsible

Rules of Conduct

The Board of School Trustees of the Smith-Green School Corporation, according to Public Law, has declared that certain misbehavior will be grounds for suspension and/or expulsion of students from school. Pursuant to Indiana Code, the following are grounds for suspension or expulsion, subject to procedural requirements of this chapter and as stated by school corporation rules:

- (1) Student misconduct.
- (2) Substantial Disobedience.
- (3) Any act that interferes with the school purpose or educational purpose.
- (4) Pursuant to Indiana Code, the following unlawful activity by a student is grounds for suspension or expulsion if:
 - (a) The unlawful activity can reasonably be considered to be an interference with school purposes or an educational function; or
 - (b) The student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and summer period when a student may not be attending classes or other school functions.
- (5) Any conduct prohibited by Indiana Code or other applicable Indiana Code provision.



The grounds for suspension or expulsion pursuant to Indiana Code, apply when a student is:

- (1) On school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group;
- (2) Off school grounds at a school activity, function, or event; or
- (3) Traveling to or from school or a school activity, function, or event.

Such misbehavior is defined to include, but not limited to, the following acts:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with the educational process.
2. Occupying any school building or school grounds without the school's permission; blocking the entrance or exits of the school; setting fire or substantially damaging any school property, firing, displaying, or threatening the use of firearms, explosives, or weapons on school premises; preventing the operation of the school or any educational function; and continuously and intentionally making noise or acting in any manner so as to interfere seriously with any teacher's ability to conduct the educational function under his/her control.
3. "Pulling" a fire alarm or tampering with any fire appliance is a very serious matter. It is considered a misdemeanor in the State of Indiana and punishable by both fine and expulsion. Any student who "pulls" a fire alarm can be taken to Allen County Juvenile Center (ACJC) and detained for up to 72 hours, at which time the case will be referred to the Whitley County Prosecutor for legal processing. This also includes the calling in of bogus 911 telephone calls.
4. Causing or attempting to cause substantial damage to school property of substantial value, or repeated damage or theft involving school property of small value.
5. Intentionally causing or attempting to cause substantial damage to valuable private property on school grounds or during an educational function or event off school grounds; or repeatedly damaging or stealing private property.
6. Intentionally causing, threatening, or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person.
7. Threatening or intimidating any student, teacher, or other school employee or visitor. A threat is an expression, by words or action, of an intention to: (A) unlawfully injure the person threatened or another person, or damage property; (B) unlawfully subject a person to physical confinement or restraint; (C) commit a crime.
8. Possessing, handling, or transmitting any object that can reasonably be considered a weapon, including knives and ammunition or anything that looks like a weapon.
9. Possessing, using, selling, purchasing, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tobacco, alcoholic beverage, or intoxicant of any kind, or any item that closely resembles or is represented to be any of the foregoing items. Use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision.
10. Possessing, using, transmitting or being affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
11. Possess or provide to any person anything used or designed to be used primarily for the storage, processing, delivery, or consumption of alcohol, marijuana, stimulants, intoxicants, narcotics, depressants, or hallucinogens on school premises at any time or at any school sponsored activity at any location, including the school bus. Examples of things which are not to be possessed or provided to another person are, but



are not limited to, the following: pipes, rolling papers, clips, or any other drug paraphernalia.

12. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when he/she is properly under their supervision, where such failure constitutes an interference with school purposes or an educational function.
13. Engaging in any activity forbidden by the laws of the State of Indiana which constitutes an interference with school purposes or an educational function.
14. Continuous and willful refusal to accomplish school tasks even though able to do so.
15. Hazardous or unauthorized use of automobiles or other motorized vehicles.
16. Being willfully truant or absent from school without the knowledge or consent of his/her parents.
17. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
 - A. Engaging in sexual behavior on school property;
 - B. Engaging in speech or conduct, including clothing, jewelry, or hairstyle, which is profane, indecent, lewd, vulgar, or offensive to school purposes.
 - C. Disobedience of administrative authority.
 - D. Violation of medication policies.
 - E. Violation of the school corporation's technology use policy.
18. Possessing or using on school grounds during school hours any lighting device like lighters and matches.
19. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damaged property when the student has information about such actions or plans.
21. Falsely accusing any person of sexual harassment, or of violating a school rule, and / or a state or federal law.
22. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
23. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct including electronic activities such as texting, posting pictures, etc.
24. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
25. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
26. Taking or displaying pictures without the consent of the student or staff member in a situation not related to a school purpose or educational function.
27. Possessing, handling, or transmitting any deadly weapon on school property, as defined in Indiana Code.
 - a. The following devices are considered to be a firearm under this rule:
 - "Firearm" means any weapon that is capable of or designed to or that may readily be converted to expel a projectile by means of an explosion.
 - The frame or receiver of any weapon described above



- Any firearm muffler or firearm silencer
 - Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four-ounce missiles having an explosive or incendiary charge of more than one-quarter ounce, mine or any similar device.
 - Any weapon that will, or may readily be converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with bore of more than one-half inch in diameter
 - Any combination of parts either designed or intended for use in converting any device into a destructive device in the two immediately preceding examples, and from which a destructive device may be readily assembled
 - An antique firearm
 - A rifle or shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes
- b. The penalty for possession of a firearm: expulsion from school for at least one calendar year with the return of the student at the beginning of the first semester after the one-year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
- c. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

Weapons Expulsion

- (a) As used in this section, "firearm" has the meaning set forth in Indiana Statute.
- (b) As used in this section, "deadly weapon" has the meaning set forth in Indiana statute. The term does not include a firearm or destructive device.
- (c) As used in this section, "destructive device" has the meaning set forth in Indiana statute.
- (d) A student who is:
- (1) identified as bringing a firearm or destructive device to school or on school property; or
 - (2) in possession of a firearm or destructive device on school property;
- must be expelled for at least one (1) calendar year, with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period.
- (e) The superintendent may, on a case by case basis, modify the period of expulsion under subsection (d) for a student who is expelled under this section.
- (f) A student who is:
- (1) identified as bringing a deadly weapon to school or on school property; or
 - (2) in possession of a deadly weapon on school property;
- may be expelled for not more than one (1) calendar year.
- (g) A superintendent or the superintendent's designee shall immediately notify the appropriate law enforcement agency having jurisdiction over the property where the school is located if a student engages in a behavior described in subsection (d). The superintendent may give similar notice if the student engages in a behavior described in subsection (f). Upon receiving notification under this subsection, the law enforcement agency shall begin an investigation and take appropriate action.



(h) A student with a disability who possesses a firearm on school property is subject to procedural safeguards under federal law.

VIOLATIONS OF SCHOOL POLICIES AND RULES

The purpose of discipline is to modify behavior. Consequences for disciplinary issues are at the discretion of CES administrators and could include (but are not limited to): verbal or written warnings, detention, parent notification, removal from class, loss of privileges, RS (Restricted Study), ISS (in-school suspension), OSS (out-of-school suspension), ASRS (After School Restricted Study), and expulsion from school.

- **Possession/transportation/use/under the influence** of drugs/alcohol or possession of paraphernalia during school or at school activities
- **Selling or buying** of drugs or alcohol or look-a-likes on school property
- **Possession** or use of tobacco products/lighter during the school day or at school activity
- **Theft/Vandalism/Graffiti** (school or personal)
- **Physical Confrontation:** pushing, shoving, verbal confrontation, provocation
- **Fighting:** hitting, slapping, kicking, biting, spitting, throwing objects
- **Physical Assault** of a staff member
- **Verbal Abuse** of a staff member including obscene gestures, provocation of staff
- **Profanity**, vulgarity, obscenity, obscene gestures, derogatory written material, sexually suggestive
- **Disruptive in class:** Chronic talking, horseplay, harassing/teasing, refusing to remain in seat, rude noises, leaving without permission, chronic lack of supplies, any action that interferes with educational activities
- **Insubordination/defiance/disrespect:** Walking away, talking back, inappropriate gestures or actions, failure to follow directions, refusal to work in class, refusal to report to the office, refusal to identify oneself, failure to serve detention/RS/ASRS
- **Threatening** another student
- **Misrepresentation:** Lying, making false statements, altering report cards, grade books or passing, cheating, plagiarism
- **Personal Property:** Toys, electronic devices, cell phones, laser pointer, music players, etc.
- **Dress Code Violations**
- **Possession** of fireworks including smoke/stink bombs, fart spray, etc.
- **False Fire alarm or emergency call**
- **In Group or gang involvement:** Coercion, intimidation, display of colors, paraphernalia, signs, graffiti, and/or involvement in activity which incites any racial or ethnic group appropriate sexual behavior/harassment
- **Law violations:** Homicide, battery, weapons, arson, assault, illegal conduct, threat of illegal conduct



- **Bullying** (including electronic bullying)
- **Improper Use of technology/ Internet misuse**
- **Failure to cooperate with a substitute**
- **Public Display of Affection**
- **Truancy**
- **Possession of weapon** or look-alike weapon
- **Possession, use, or transmission of a deadly weapon**
- **Aggressive behaviors** causing harm
- **Disregard of food/drink rules**
- **Flagrant** challenging of authority, defiance, or belligerence
- **Habitual failure** to complete schoolwork
- **Skateboarding** on school grounds is prohibited
- **Occupying the School Building** outside of school hours (when not involved in a school function), or being in unauthorized areas of the school building without staff member supervision

Restitution

The majority of monies that come into Churubusco Elementary School are from taxes paid by residents of Smith and Green townships. These taxes are paid with the understanding that the money will be used to help provide a quality education for the youth of our townships. It is difficult to justify using the money collected through taxes for repairs or replacement made necessary by vandalism or reckless use of school property. Therefore, it is our intention to charge any repair or replacement cost, including labor costs, to the individual or individuals responsible for the damage to school property. This is not to say that individuals will be charged for breakdowns that are caused as a result of normal wear and tear. However, even if damage results as an accident, the damage must be repaired, and it is only fair that the expense of that replacement or repair be borne by the individual or individuals that caused the incident.

Disposal of Confiscated Contraband- All contraband confiscated from a student's possession, including his/her locker, may be disposed of by the principal or his designee as he or she deems appropriate, including:

1. Return to the proper owner or place;
2. Holding item until the end of the school year;
3. Use as evidence in a student discipline proceeding if possession of the contraband constitutes a ground for suspension or expulsion under Indiana Code;
4. Delivery to the appropriate law enforcement officials for prosecution purposes if possession of the contraband constitutes evidence of a crime; or
5. Destruction.



Suspension

Suspension means disciplinary action in which a student is suspended from school attendance for a period of time not to exceed ten school days. Length of suspension will be determined by school authorities and will reflect the offense committed. The primary preference of Churubusco Elementary School is to use RS or ASRS whenever possible. Parents or guardians will be notified in writing of the action taken and will have the complete custody of and jurisdiction over their child during an out-of-school suspension (“OSS”). A suspended student may not be on school property or at any school-sponsored event, home or away.

If a suspended student violates this rule and fails to leave when directed by school personnel, the student will be reported to the police. A student will be re-admitted to school after the student’s parents and the administration agree upon a satisfactory solution to the student’s conduct.

A student who has been suspended out of school will have the opportunity to receive full credit from classes missed during the time he/she were suspended.

Expulsion

Expulsion means disciplinary action in which a student is removed from school attendance and school activities for a period longer than ten school days. Due process procedures will be used in any expulsion.

DRESS CODE

Expectations Regarding Student Appearance

The Board of School Trustees believes that proper dress and proper grooming are the responsibilities of every pupil attending Churubusco Elementary School. When it concerns students dress, some clothing can prove to be a distraction to the learning environment of other students. The superintendent and principals of Churubusco Elementary School are charged with the responsibility of establishing and enforcing reasonable standards of dress and grooming necessary for the orderly operation of the schools and reserves the right to make judgments regarding student dress and what is acceptable and/or appropriate.

1. Examples of inappropriate dress may include, but are not limited to: sagging pants, inappropriately exposed skin, and excessively short or tight clothing.
2. No student will be permitted to dress or appear in any manner that is excessively distracting, unhealthy, distasteful, and/or obscene.
3. Shorts are able to be worn from the start of school until October 31 and after spring break until the end of school. Shorts will not be permitted between these periods of time. Shorts must be mid-thigh in length or longer. Examples: Bermudas, jams, walking shorts, tennis shorts, and dress shorts.
4. No student will be permitted to dress or wear clothing and/or attachments to clothing which are sexually explicit or promote or advertise racism, drugs, alcohol, and/or tobacco.
5. Dresses, skirts, and skorts are not acceptable if they are shorter than mid-thigh length.
6. Students are not to wear clothing that exposes the midriffs or undergarments.
7. All students are to remove hats and other head coverings immediately upon entering the building, unless the hats are required for religious reasons. On designated days, students may be allowed to wear hats in the



building; however, individual teachers may instruct students to remove hats in the classroom if they feel the hats are hindering the educational process.

ELEARNING

1. ELearning Days will be determined by the Superintendent.
2. All online assignments will be posted on CANVAS by 10:00 a.m. of the ELearning Day.
3. Attendance for the day is determined by completion of assignments.
4. Assignments will be due one week from the ELearning Day at 3:10pm.
5. Teachers will have office hours to assist students that will be communicated by teacher.
6. For further information, reference the school website.

EXTRACURRICULAR ACTIVITIES

Students participating in extracurricular activities cannot exceed more than one failing grade. In the event of disciplinary actions, CES administrators may remove students from a team or club. For other information concerning extracurriculars, please view the CJSHS Athletic Department policies. These guidelines will be followed when applicable to CES students.

FIELD TRIP POLICY

Students may not be allowed to attend field trips if they **have failing grades, discipline referrals, and/or excessive absences. School administrators will make this determination with input from teachers and other staff.**

FOOD OR DRINK

Food and drinks, excluding water bottles, should only be consumed in the cafeteria during the school day. There may be times during the year when seasonal celebrations or classroom celebrations happen where food and drinks may be in the classrooms. Individual classrooms may designate specific guidelines and expectations for snacks in their rooms. Students who bring a packed lunch from home must keep the lunch in a closed bag or container and not open it until they are in the cafeteria. In accordance with state guidelines, we ask that students or parents not bring in fast food items, energy drinks, or sodas to have for lunch as many of these exceed federal guidelines for sodium, sugar, and carbohydrate consumption and may inhibit learning.

GANG ACTIVITY OR ASSOCIATION

The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected or participated in by the student shall not:

- A. Lead school officials to reasonably believe that such behavior, apparel, activities, acts, or other attributes are gang related and would disrupt or interfere with the school environment or activity and/or educational objectives;
- B. Present a physical safety hazard to self, students, staff, and other employees;
- C. Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure,



intimidation, overt gesture or threat of violence; or

D. Imply gang membership or affiliation by written communication, tattoos, drawing, painting, design, or emblem upon any school or personal property or on one's person.

HARASSMENT

Harassment, including offensive language or behavior based upon another person's race, religion, sex, national origin, or disability, will not be tolerated at Churubusco Elementary School. It is the school's position that serious steps will be taken should an incident of harassment occur. Any student is a victim of harassment or who witnesses another person being harassed should immediately report the incident to the administration.

If the incident is the student's first offense, the student will be referred to a counselor or administrator. At this time counseling will be undertaken in order to clarify the inappropriateness of such activities. In addition, the situation will be assessed to determine if further actions are necessary. If the first offense is deemed to be excessive, disciplinary action may be recommended administratively, including, but not limited to, suspension or expulsion. If a second violation occurs, the student will be required to attend a minimum number of counseling sessions. In addition, the student will face additional disciplinary action including, but not limited to, suspension or expulsion.

INSUBORDINATION

Insubordination is a deliberate refusal or failure to follow an authority figure's request or directive. Any act by a student of open resistance to authority or willful refusal to obey the directive of school personnel will result in disciplinary action.

LOCKERS

The following policies are in accordance with a comprehensive in-depth school board locker policy. The complete school board policy is available for your inspection in any of the administrative offices.

1. All lockers made available for student use on school premises, including lockers located in the hallways, are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause or can reasonably be foreseen to cause an interference with school purposes or an educational function, or which are forbidden by state law or school rules.
2. A student should not expect to have privacy in a locker or its contents. Periodic general inspections of all lockers may be conducted by the school principal or designee for any reason, at any time, without notice, without the student's consent, and without a search warrant. These searches are usually conducted for general health and safety reasons, or to locate lost or stolen property, but if any evidence of a violation of the law or school rules is found during one of these searches, this evidence may be used against the student.
3. Other than general inspection of all lockers, whenever an individual student locker is the subject of a search based on reasonable suspicion of contraband being present, the student assigned to the locker being searched will normally be given notice and the opportunity to be present during the search
4. Each student is responsible for the locker assigned. Students must keep lockers clean, and damage free.
5. There is to be no switching or sharing of lockers without permission from the office.
6. At no time should any student share a locker with another student. A student getting into the locker of another



student will be dealt with severely.

7. In the unlikely event of loss of items from the locker, you should report such loss to the office.

HEALTH EDUCATION

Churubusco Elementary School believes that the goal of this facet of education is to promote in all students the desire and ability to be healthy, both physically and mentally. The following are the rights of parents as they pertain to these facets of education:

- Parents/guardians shall be notified in writing of topics to be taught prior to the student's attendance in these courses.
- Parents/guardians may inspect all program-teaching materials during school hours upon request.
- Parents/guardians may request a conference with the instructor and/or principal for assistance in determining whether to request an exemption for the student from the planned instruction.
- Parents/guardians may exclude their child from all or part of this instruction by submitting an approved exclusion form. Parents/guardians receive this form from the school as part of registration.
- Exclusion records shall be maintained in student files and are valid for one year.
- Health Education is taught in grades K-8 and 10 as mandated by the State; AIDS Education is taught in grades 4, 5, 7, 10, and 12 and Drug Education in K-12, as mandated by the State.

Human Sexuality

Human sexuality is part of the health education curriculum. Instruction in human sexuality includes information dealing with the growth and development of the human body, human sexuality, and reproduction. Instruction is provided for every student, grades 4-5. Material must be presented with a great deal of sensitivity. The human sexuality outline has specific topics and guidelines for teachers.

Rights of parents in regard to this policy are:

- In addition to established policies and regulations concerning the approval of new materials, all audio-visual and supplementary classroom instructional materials related to human sexuality shall be reviewed regularly by a committee of teachers and administrators.
- No pupil will be excluded from instruction without a signed and filed exclusion signed by the parent. Those students not receiving instruction in human sexuality should have an alternative learning experience from the health curriculum.
- Only trained and approved staff shall teach the human sexuality curriculum.
- In those special and unique circumstances when resource personnel may be required for assistance in instruction about human sexuality, prior approval must be obtained from the Superintendent.

LOST AND FOUND

Parents are strongly urged to label all items of clothing. When students lose or find items of clothing, books, etc., they should check with the office or the lost and found table. Money that is found should be brought to the office. Money which is not claimed within a reasonable amount of time is returned to the finder. Un-



claimed items are given to charitable organizations at the end of each year. The school is not responsible for the damage or loss of any personal items brought to school.

NEWSLETTERS

The beginning of each month a newsletter, The Connection, will be available in a digital form for parents to view. Parents may request a hard copy to be sent home with the oldest child in the family. This newsletter and its accompanying school calendar and menu will contain a great deal of useful information to keep you up to date on school activities, programs, and special events. Classroom teachers may also provide additional information through newsletters or other means.

PARENT-TEACHER CONFERENCES

Parent/teacher conferences, to discuss the academic progress of the students, are scheduled in October. Throughout the year additional conferences can be initiated by the teacher or the parent. To make an appointment for such a conference, contact the classroom teacher, or call the school office. When it is appropriate, a student may be asked to attend a conference.

Additionally, if you are concerned about something that happened at school, or if you feel there is some kind of conflict which is causing your child to perform poorly, please contact your child's teacher first or the proper person at school. Most conflicts between home and school are the result of misinformation or misunderstanding. Please feel free to contact the building principal if you feel the matter was not handled with the teacher or proper person after you have spoken to them first.

RECESS

Weather permitting, outdoor recesses are scheduled throughout the year. As a general rule, we do not go out for recesses in winter if the temperature or wind-chill falls below 10 degrees or at the **school's discretion**. Occasionally teachers may take their own groups out for a few minutes of fresh air even though the weather is cold. **PLEASE SEE THAT YOUR CHILD LEAVES FOR SCHOOL PROPERLY DRESSED FOR RECESS.** During the months when snow is on the ground, students must have coats, snow pants, boots, gloves/mittens, and hats to play in the snow.

If there is a valid reason for a student to remain inside for recess when others are out, a note to the teacher must be sent. The fact that a child would rather remain inside is not a valid reason. A doctor's statement is required if student's illness or injury extend beyond three (3) consecutive days.

SCHOOL COUNSELING

All students have access to help from the School Counselor. Students in K-5 receive guidance lessons in the classroom. If a student is to receive scheduled therapeutic services on more than one occasion, parents will be notified for permission. However, if a student receives reactive services such as behavioral or crisis intervention or if they would like help that does not require therapy, no parental permission is required.



NOTE: School-wide group counseling, under the direction of the administration, will be available to students in the event of a tragedy or crisis.

**STUDENT COUNSELING AND
SPECIAL NEEDS DIAGNOSTIC SERVICES**

Churubusco Elementary School is committed to providing responsible counseling services to students under appropriate conditions.

Prior consent to any such psychological examination or testing means the prior written consent of the student's parents or guardian of the student.

As used herein, the term "psychological examination or test" means a method of obtaining information, including a group activity, that is not directly related to academic instruction and that is designed to elicit information about attitudes, habits, traits, opinions, beliefs, or feelings.

Important safeguards are provided for all students. Rights under this policy are highlighted below and on the next page.

- Only those persons holding relevant certificates or licenses may expose students to psychological procedure involving diagnosis, assessment, or treatment of any emotional, behavioral, or mental disorder or disability. Smith-Green has a licensed full-time psychologist for K-12 as well as two licensed counselors
- Allowed procedures may only be performed after acquiring written permission from a student's parent or guardian.
- In case of a crisis or trauma that affects many students, or in an emergency affecting an individual student, psychological support can be offered without prior written permission; e.g., student death or similar tragedy. Efforts will be made to notify parents before meeting with the student unless impractical.
- Parents can exclude a student from any or every psychological or counseling service by an advance written notice to the school principal.
- Psychological services do not include ordinary classroom or counseling activities or teaching techniques.

Student Submission to Psychological Examination or Testing

No student shall be required as part of any program, to submit without prior parent consent, to psychological examination, testing or treatment, in which the primary purpose is to reveal information concerning:

Political affiliation, mental and psychological problems potentially embarrassing to the student or his/her family, sexual behavior and attitudes, illegal, anti-social, self-incriminating and demeaning behavior, critical appraisals of other individuals with whom respondents have close family relationships, such as those of lawyers, physicians, and ministers, or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Custodial Parent Information

It is the responsibility of the custodial parent to provide a copy of the court order to the school in cases where the non-custodial parent is not to see the child at school, receive records on the child, or leave the school with the child in his/her care.



SCHOOL SAFETY AND STUDENT HEALTH

Fire Drills

Fire drills are conducted periodically according to state regulations. A list of GENERAL INSTRUCTIONS follows:

1. Never run during a fire drill.
2. Walk rapidly attempting to see that there is no great space between you and the person in front of you.
3. DO NOT TALK!

Safety Rules For School Bus Passengers

The driver is in complete control during his/her route and is to perform his/her duties in a business-like manner. Infractions of any of the following regulations shall be sufficient cause to deny transportation to any child after a conference with his/her parent/guardian:

1. Each pupil shall be located immediately upon entering the bus in the place assigned to him/her by the driver.
2. No pupil shall stand or move from place to place during the trip, except by permission of the driver. Students are to remain seated and facing toward the front of the bus at all times.
3. Loud, boisterous, profane language, or indecent conduct shall not be tolerated.
4. Pupils shall not be allowed to tease or touch one another.
5. No windows or doors will be opened except by permission of the driver.
6. Throwing anything is unacceptable.
7. A bus must be completely stopped before a child may enter or leave the bus.
8. A child must cross the road in front of the bus.
9. A child or group of children shall be waiting at the loading station and be prepared to enter the bus at the respective stop.
10. All students who ride a school bus to school must remain on school property upon disembarking the bus until returning home on the bus.

Churubusco Elementary School expectations and consequences apply for students while they are on the school bus.

Indoor Air Quality (IAQ)

The Superintendent shall appoint a person to serve as the Indoor Air Quality (IAQ) Coordinator for the school corporation. The IAQ Coordinator shall serve as the lead contact person for matters related to indoor air quality in the facilities operated by the school corporation. The IAQ Coordinator for Smith-Green Community Schools is Mr. Wayne Krider, Director of Building & Grounds.

School Bus and Other Vehicle Idling

In accordance with the Indiana State Department of Health regulations, the Board endeavors to limit vehicle emissions that may be introduced into school facilities harming the indoor air quality. The Corporation shall determine areas where idling is prohibited and post signs.



Drivers of all public and private vehicles are to turn off his/her engine if the vehicle is to be stopped for more than five (5) minutes in locations where the vehicle exhaust may be drawn into the building or while on school grounds. See Policy **8615** at <http://www.neola.com/smithgreen-in/> for more information.

Student Medication

All medications must be brought to the school nurse's office immediately upon arrival at Churubusco Elementary School. These medications must be in the original container. Medication is to be clearly marked with the student's name, as well as with directions as to the dosage and time interval that the medication is to be administered. All medication will be kept in the nurse's office and will be dispensed by the school nurse or trained designee. Controlled medications, such as prescription pain medications and ADD/ADHD medication must be brought into the school by a legal parent or guardian. **All medication is to be clearly marked.**

Normally, all medication must be secured in the clinic. Pursuant to Indiana Code, a student with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition if:

1. The student's parent has filed an authorization with the principal for the student to possess and self-administer the medication; and
2. The authorization contains a statement from a physician stating that:
 - a. the student has an acute or chronic disease or medical condition for which the physician has prescribed medication,
 - b. the student has been instructed in how to self-administer the medication, and
 - c. the nature of the disease or medical condition requires emergency administration of the medication.

The authorization and accompanying physician's statement must be filed with the principal annually.

The clinic will have acetaminophen (Tylenol) that may be administered for pain or fever. This will be dispensed at the nurse's discretion and only if the student's parent has provided written permission. Students may possess cough drops for personal use only. Cough drops should not be passed from student to student. All medication should be picked up from the nurse's office on the last day of the school year.

Immunization and Health Information

State law requires immunization records upon the 1st day of school or a waiver must be granted by the school before the student may attend.

All newly enrolled kindergarten students are required by Indiana law to have the following minimum immunizations:

- five (5) doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT) or four (4) doses are acceptable if the fourth dose was administered on or after the fourth birthday;
- four (4) doses of either oral polio vaccine (OPV) or inactivated polio vaccine (IPV), in any combination of three (3) doses of all OPV or all IPV are acceptable if the third dose was administered on or after the fourth birthday;
- **two (2) MMR's: Measles, Mumps, and Rubella**
- **two (2) hepatitis A vaccines**



- **three (3) doses of hepatitis B vaccine**
- **two (2) doses varicella (chickenpox) or history of chickenpox**
- **one (1) dose meningitis and one (1) Tdap for 6th grade and above.**
- shots must be completed before entering school.

The only exception to these requirements are students for whom the vaccines are contraindicated or students whose parents have filed written statement of religious objection.

It is important that each student’s enrollment record include two emergency numbers in addition to the parent’s home and work numbers. These are numbers at which someone can be reached in case a parent cannot be reached. This information should be updated with the office and the classroom teacher if changes occur during the school year.

Illness

A child must be fever free, without the use of pain/fever reduction medication, for 24 hours before returning to school. A child will be sent home if they have a temperature of 100 degrees or higher.

Lice

If a student is found to have live head lice, the student’s legal guardians will be contacted to have the child treated. The guardian may choose to pick the student up immediately or at the end of the day. After treatment and upon returning to school, the student will be examined by the school nurse or designee. The corporation practices a policy of “no live lice” as the criteria for the return to school. School administration reserves the right to send students home with chronic lice situations.

SCHOOL CLEANLINESS

School custodians do a great amount of work in preparing the facility for use. Each of us has a part in the overall neatness and cleanliness of the facility. Trash should always be placed in appropriate containers and not thrown on the floor. Beverages and snacks are to be eaten in the cafeteria. Each one doing what is expected will assist in keeping the general appearance of the building in the best possible condition.

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY AGREEMENT

A. Purpose

The primary priority of the technology is to improve student learning. Technology should always encompass teaching, learning, and management. The purpose of this policy is to set forth policies and guidelines for access to Smith-Green technology resources and acceptable use of the Internet. Reference to this policy will be included in employee and student handbooks.

B. Philosophy

In making decisions regarding access to school district technology resources and to the Internet, Smith-



Green considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Smith-Green technology resources and to the Internet enables users to explore thousands of libraries, databases, bulletin boards, and other resources from around the world. Smith-Green expects that faculty will blend thoughtful use of the school district technology resources and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

C. Limited Educational Purpose

Smith-Green is providing students and employees with access to the school district’s technology resources, which includes Internet access. The school district network has limited educational purpose, which includes use of the system for classroom activities, professional or career development, and limited high-quality, self-discovery activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of Smith-Green and district/school policies. Uses which might be acceptable on a user’s private personal account on another system may not be acceptable on this limited purpose network.

D. Use of System is a Privilege

The use of the school district system and access to use of the Internet is a privilege, not a right. In order to access the system, a user must certify they have read and will comply with the use guidelines and must not have had his or her user privileges withdrawn or terminated within the twelve (12) preceding months for any policy violations.

Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of school district technology resources or the Internet may result in one or more of the following consequences: suspension or cancellation of use of access privileges; payments for damages and repairs; discipline under other appropriate district/school policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

E. Unacceptable Uses

1. The following uses of school district technology resources and the Internet or accounts are considered unacceptable (please note that this list is not exhaustive and is at the discretion of school district officials):
 - a. Users will not use the school district system to access, review, upload, download, store, print, post, or distribute pornographic, obscene or sexually explicit material.
 - b. Users will not use the school district system to transmit or receive obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language.
 - c. Users will not use the school district system to access, review, upload, download, store, print, post, nor distribute materials that use language or images that are inappropriate to the educational setting or disruptive to the educational process and will not post information or materials that could cause damage or danger of disruption.
 - d. Users will not use the school district system to access, review, upload, download, store, print, post, or distribute materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute bullying, harassment or discrimination. This restriction will not apply to access and review of materials within the context approved research con-



ducted under the direct supervision of a teacher for a class assignment.

- e. Users will not use the school district system to knowingly or recklessly post false or defamatory information about a person or organization, nor to bully or harass another person, nor to engage in personal attacks, including prejudicial or discriminatory attacks.
- f. Users will not use the school district system to engage in any illegal act or violate any local, state or federal statute or law.
- g. Users will not use the school district system to vandalize, damage or disable the property of another person or organization; will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading viruses or by any other means; will not tamper with, modify or change school district software, hardware or wiring or take any action to violate or circumvent the school district systems security; and will not use the school district system in such a way as to disrupt the use of the system by other users.
- h. Users will not use the school district system to gain unauthorized access to information resources or another person's materials, information or files.
- i. Users will not use the school district system to post private information about another person or to post personal contact information about themselves or other persons including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords.
- j. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, nor attempt to log in through another person's account, nor use computer accounts, access codes or network identification other than those assigned to the user.
- k. Users will not use the school district system to violate copyright laws, or usage licensing agreements, nor otherwise to use another person's property without the person's prior approval or proper citation, including downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet or elsewhere.
- l. Users will not use the school district system for the conduct of a business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisements. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
- m. Users will not use the school district system to access any material or resource which results in Smith-Green receiving an unauthorized billing.
- n. Users will not use excessive data storage or network bandwidth for non-school -related purposes. This use includes unauthorized file downloads, Internet radio or video, peer-to-peer file sharing, chat rooms, games, instant messaging, or the transfer of unusually large or numerous files or e-mail messages.
- o. Users will not use personal property to gain access to the school district system without proper authorization from a district official.
- p. Users will not attempt to connect their own device to the school district's system without prior authorization from a district official.



- q. Users will not use the school district’s system to do anything that would be considered bullying by use of electronic means (Cyber-bullying).
- r. Users will not use portable media (flash storage) to load games, music or other non-school related media onto school devices.

These principles and guidelines are extended to networks and information technology resources outside of the school district which are accessed through the district network via the Internet or other means. Networks or information technology resource providers outside of the district may, in turn, impose additional conditions of appropriate use which the user is responsible to observe when using those resources.

If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. A student may also in certain rare instances access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher.

F. Consistency with Other School Policies

Use of the school district systems and use of the Internet shall be consistent with school district policies and the mission of the school district.

G. No Expectation of Privacy

- 1. By authorizing use of the school district systems, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect no privacy in the contents of personal files on the school district system.
- 2. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- 3. An individual investigation or search may be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- 4. School district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under state or federal laws.
- 5. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities and activities not in compliance with school district policies conducted through the school district system.

H. Internet Use Agreement

- 1. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.
- 2. This policy requires the permission of and supervision by the school district’s designated professional staff before a student may use a school account or resource to access the Internet.
- 3. Receipt of student or employee handbook is implied consent of this policy.

I. Social Networking Education

The Corporation recognizes its responsibility to educate students regarding appropriate behavior on social



networking and cyber-bullying. Therefore, students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and cyber-bullying awareness and response.

J. Limitation on School District Liability

Use of the school district system is at the user’s own risk. The system is provided on an “as is, as available” basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district media or technology equipment, or for delays or changes in or interruptions of service or mis-deliveries or non-deliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

K. User Notification

All users shall be given information on how to obtain a copy of the school district policies relating to Internet via student and employee handbooks.

Parent/Guardian/Student

As the parent/guardian of this student, I have read the Student Network and Internet Acceptable Use and Safety Policy and Guidelines and have discussed them with my child. Receipt of the annual student-parent handbook constitutes acknowledgement of receiving a copy of the Student Network and Internet Acceptable Use and Safety Agreement. I understand that student access to the Internet is designed for educational purposes and that the Corporation has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minor. However, I recognize that it is impossible for the Corporation to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the Corporation (or any of its employees, administrators, or officers) responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet – i.e., setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations.

TEXTBOOKS

Rental

All texts, printed and/or electronic, are rented to students for their use during the school year. The student pays for workbooks, resources and other supplies. Textbooks are to be kept clean and handled carefully. The student and teacher must inspect all textbooks at the beginning of the semester. Please be sure your name, grade, and school are written in the book in case they are misplaced. A charge will be made based on the principal or teacher’s judgment for abuse, misuse, or lost books. Students should make payments for these charges to the school treasurer.

Damage Loss

Students are responsible for properly maintaining the books and other school property that are in their pos-



session. Although reasonable wear is expected, damage to books or school property, the loss of a book or school property, or the willful destruction shall result in a fine being assessed to cover the cost of repair or replacement. Willful destruction of any of these will result in disciplinary actions and possible restitution as outlined in the Code of Conduct.

Textbook Rental Refund Policy

To accommodate students who enroll or leave during a school year, fees will be prorated.

VISITATION

Tours of Churubusco Elementary School may be given to anyone by making arrangements with the Principal, School Counselor, or office personnel. **ALL VISITORS MUST PRESENT A PHOTO ID UPON ARRIVAL AT THE SCHOOL AND WILL BE SUBJECT TO A BACKGROUND CHECK BEFORE ENTERING THE BUILDING.**

If a student visits from another school, advance notice should be made through the office. Any student visiting will follow the CES Rules of Expected Behavior and is subject to CES disciplinary actions.

Parents are not allowed to videotape, take photos, or post comments, photos, videos, or any type of social media during visits. At school events, we understand the importance of capturing you child's performance; however, please be courteous to others when videotaping or taking pictures. Videos/Pictures, of students other than your own, should not be posted to Facebook or other social media due to parent requests of privacy, without prior written permission from parents of all students. **Visitors are not permitted to attend recess with students.**

For the safety of our children, we must know who is in the building at all times. When you arrive for a visit, **come to the office with your photo ID, sign-in, and wear your visitor's badge so it is visible at all times.** If an adult is in the building without a visitor's badge, he/she will be escorted to the office.

When visiting the school, use the east parking lot at the front of the building. The area by the Administrative Center is reserved for visitor parking. Parking on the west lot behind the school is prohibited during the school day, since this area is used as a play area during recess. Information regarding parking for events that occur during the school day will be sent home prior to the event.

During bus hours: 7:30-8:30 and 2:30-3:30, there is no parking allowed in the bus lanes in front of the school.

NOTICE OF NONDISCRIMINATION AND INTERNAL COMPLAINT PROCEDURES (INCLUDING TITLE II, TITLE VI, TITLE VII, AND TITLE IX, SECTION 504, AND ADA)

Churubusco Elementary School does not discriminate on the basis of religion, race, color, national origin, sex, disability, age, or genetic information in its programs, activities, or employment. Further, it is the policy of Churubusco Elementary School to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of



Churubusco Elementary School, or social or economic background, to learn through the curriculum offered in this Corporation. Complaint Procedure Section I Any person who believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which may be referred to as a grievance, with the Churubusco Elementary School's Civil Rights Coordinator:

Business Manager
Smith-Green Community Schools
222 West Tulley St.
Churubusco, IN 46723
260-693-2007

The individual may also, at any time, contact the U.S. Department of Education, Office for Civil Rights, Chicago Office, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, Illinois 60661; telephone: (312) 730-1530; Fax: (312) 730-1576; TDD: 877-521-2172; E-mail: OCR.Chicago@ed.gov; Web: <http://www.ed.gov/ocr>.

Public Complaints and Concerns

Any person or group having a legitimate interest in the operations of Churubusco Elementary School shall have the right to present a request, suggestion, complaint, or concern relating to Churubusco Elementary School personnel, the program, or the operations of Churubusco Elementary School. At the same time, the School Board has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint and concern in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the Board to rectify any misunderstandings between the public and Churubusco Elementary School by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more formal procedures be employed.

AHERA Annual Notice

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

Pest Control

Churubusco Elementary School is committed to providing students a safe environment. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to children.

This policy does not apply to the use of non-restricted pesticides. Some examples of non-restricted pesticide use are as follows: 1) when used in normal cleaning activities, e.g., germ killers, disinfectants, sanitizing agents, water purifiers, and swimming pool chemicals; 2) personal insect repellants when self-applied; and 3) gel baits or manufactured enclosed insecticides when used where students and staff members do not have access to the insecticides.



Churubusco Elementary School will:

1. Inform annually parents and staff members of the corporation's pest control policy at the beginning of the school year by a separate posting of a memorandum or as a provision in the student handbook.
2. Provide name and phone number of the person to contact for information regarding pest control.
3. Establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice.
4. Provide notice of planned pesticide applications to parents and employees who have requested advance notice.
5. Provide notice of all pesticide applications to school nurses.
6. Maintain written record for at least 90 days of any pesticide applications.

The corporation will provide notice at least two school days prior to the date and time the pesticide application is to occur. The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied, and the telephone number to contact the school corporation for more information.

In case of emergency pesticide applications because of immediate threat to the public health, the school shall give written notice as soon as possible.

The Superintendent shall prepare and disseminate regulations for the implementation of this policy.

