

**Crothersville Elementary School  
Student Handbook**

## VISION STATEMENT

Crothersville Elementary School is an exemplary learning community that supports innovation and is committed to continuous improvement that fosters excellence for all students.

## MISSION STATEMENT

Crothersville Elementary: a GRR-E-A-T place to grow

At Crothersville Elementary we dare to let our dreams roar like TIGERS as we strive for a quality education which emphasizes...

T-Teamwork

I- Improvement

G- Growth

E- Enthusiasm

R- Responsibility & Respect

S- Success

## SCHOOL CREED

- I belong to the Crothersville Elementary School family.
- I believe in doing my part to make Crothersville Elementary a great place to **learn, work and grow**.
- I will be honest.
- I will do my personal best.
- I will treat others with respect.
- I know I can be anyone I want to be and learning is the key to my future.

# Admission Information

## **ENTRANCE AGE**

Each child enrolling in kindergarten must be five years of age on or before August 1<sup>st</sup> of the year of enrollment.

Children enrolling in first grade who have not attended kindergarten must be 6 years old on or before August 1<sup>st</sup> of the year of their enrollment.

Each child's age must be verified by a birth certificate.

## **PLACE OF RESIDENCE**

A child's residence is with his/ her parents or legal guardian. This residence must be within the boundaries of the Crothersville Community School District or admission maybe rejected.

## **CURRENT REQUIREMENTS FOR SCHOOL IMMUNIZATION**

<b>GRADE</b>	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Dtap/ DTP/ DT/ Td	5*	5*	5*	5	5	5
Polio	4**	4 **	4**	4**	4**	4**
Measles	2	2	2	2	2	2
Mumps	2	2	2	2	2	2
Rubella	1	1	1	1	1	1
Hepatitis B	3	3	3	3	3	3
Varicella (Chickenpox)	2#	2#	1#	1#	1#	1#

# ATTENDANCE POLICY

School attendance is of great importance for the future success of your child! Research validates that a student will be more successful when he/ she regularly attends classes. **PARENTS MUST CALL THE SCHOOL OFFICE BY 9:00 A.M. AT 793-2622 TO REPORT THE "REASON FOR THE ABSENCE" THAT DAY.**

All absences are reported "UNEXCUSED" unless a note or phone call is made. THE PRINCIPAL REVIEWS DAILY ATTENDANCE REPORTS SO A CALL IN TO THE OFFICE ON THE DAY OF ABSENCE IS BENEFICIAL TO ATTENDANCE REPORTING! On the day the student returns to school from being absent, he/ she must have a note from his parents explaining the reason for the absence. **REMEMBER: STATE LAW REQUIRES THAT STUDENTS ATTEND SCHOOL BY FOLLOWING SCHOOL GUIDELINES AND EXPECTATIONS.**

**EXAMPLE: Under I.C. 20-33-2-11, a child who is designated a habitual truant is defined as "a student who is chronically absent, by having more than ten (10) days of school in one (1) school year." Under SEA 1, the "Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court or the department of child services.**

## ATTENDANCE DEFINITIONS

Attendance policy for administering incentive awards program and daily attendance count.

**TARDY:** Student arrives between 8:00 a.m. and 10:00 a.m. (Students MUST be in their classroom by the 8:00 bell, in order, not to be tardy.)

**ABSENT 1/ 2 DAY:** Student arrives after 10:00 a.m. or leaves before 1:00 p.m.

**ABSENT FULL DAY:** Student attends school less than one hour during the day.

**EARLY DISMISSAL:** Student leaves after 1:00 p.m. or leaves any time during the day and returns before the end of the day.

**PERFECT ATTENDANCE:** Student has no tardies, absences or early dismissals. Students must have perfect attendance to be included in local attendance awards. Early dismissals are not included in state attendance records.

***Students MUST attend a minimum of a (1/2) day of school to participate in after-school activities.***

Only excused absences will be tolerated. Excused absences include the following:

1. **Illness of the student.** (Call the office by 9:00 am the day of the absence)  
*Students need to be fever free without medication for 24 hours before returning to school.*
2. **When a student is absent from school because of illness a doctor's statement is required.**
3. **Funerals.** (When a student is absent for a funeral, to receive an excused absence, a funeral note is required)
4. **Activities that have been approved by the principal and teacher.**
5. **Necessary medical and dental appointments that cannot be scheduled after school hours.** When possible let the teacher know in advance when your child is going to be absent. For excused absences, the teacher will set the deadline for student makeup work.

(All absences not provided for under the excused absences shall be considered unexcused.)

Students are allowed (7) excused or unexcused absences each semester. Upon the 7<sup>th</sup> absence, the student and parent may be recommended for an attendance committee hearing that may result in further disciplinary action.

<b>5 Days</b>	A letter will be sent regarding their student's attendance situation. The parent or guardian must contact the school concerning the attendance problem.
<b>7 Days</b>	<b><i>Upon seven (7) days of absence the Attendance Committee will meet to discuss the student's attendance.</i></b>
<b>10 Days</b>	Upon ten (10) days of absence the Attendance Committee will meet and discuss the attendance of the student and may recommend expulsion for the remainder of the semester with the possibility of retention.

### **APPEAL PROCEDURE**

- Upon the students seventh (7) excused or unexcused absence, the parent/guardian may submit an appeal form to the main office within two (2) school days of the occurrence. After two school days, any requests for an appeal will be denied. The appeal form may be obtained from the main office or on the Crothersville Elementary School Website - **crothersville.k12.in.us**
- The attendance committee will review properly submitted appeal forms for absences. Appeals pertaining to illness will only be granted with medically documented evidence of illness.
- The attendance committee will notify the student and/or parent/guardian in a timely manner concerning a decision on the waiver.

### **STUDENT TARDINESS**

Excessive tardiness is looked upon as a serious matter. The school accepts the responsibility of helping to develop good character habits in its students. Chronic tardiness is a detriment to the establishment of such habits. In addition, much valuable class time is lost.

*Whenever a student has accumulated (5) tardies in a semester, they will be required to attend after-school detention. ON DAY OF TARDY, PARENTS MUST SIGN STUDENT IN AT THE OFFICE. PLEASE DO NOT DROP OFF YOUR CHILD OUT FRONT! If the tardy problem is not corrected parents and student will be required to meet with the attendance committee and Saturday school will be required.*

### **TARDY POLICY**

<b>Fifth (5<sup>th</sup>) Tardy</b>	Parent/Guardian notified / Student receives 1 Day ASD
<b>Seventh (7<sup>th</sup>) Tardy</b>	Parent/Guardian notified/ Student receives 2 Days ASD or 1 Saturday School.
<b>Tenth (10<sup>th</sup>) Tardy</b>	Parent/Guardian Notified / Student may may recommend expulsion for the remainder of the semester with the possibility of retention.

Please note that, the Jackson County Probation Department began working in conjunction with Crothersville Community Schools to ensure that all students are attending classes. Parents and students who break school attendance policies will be referred to the Jackson County Probation office.

## STUDENT PLACEMENT

All students are placed by grade-level teachers for the following year through a rigorous placement process involving academic, behavioral, social, and other factors. Parent request are not honored.

## HEAD LICE SCHOOL POLICY

Any child that has live bugs or nits will be sent home to obtain the proper treatment for head lice.

If a student is sent home for the **THIRD OCCURRENCE** of head lice, that child will have to be checked by the local health department. The parent/guardian **MUST** bring to school a letter from the health department nurse, stating the child cleared to return to school.

## ELEARNING POLICIES

iPad contracts must be signed by parent and student **BEFORE** iPads are sent home with the student. During eLearnings day(s), students **MUST** turn in a minimum of **80%** of homework to be counted present for eLearning school day(s).

## SCHOOL VISITS

The teachers and administration of our school would like to encourage parents and visitors to come to Crothersville Elementary. **PARENTS EATING LUNCH WITH STUDENTS MUST HAVE A BACKGROUND CHECK ON FILE WITH THE SUPERINTENDENT'S OFFICE. UPON APPROVAL FOR VISIT, PLEASE STOP IN TO THE PRINCIPAL'S OFFICE BEFORE PROCEEDING INTO THE BUILDING. NAME TAGS ARE REQUIRED IN THE BUILDING AT ALL TIMES!** Any items brought to students for the day should be left in the office. This helps in preventing classroom instructional disruptions.

**Any adult that would like to participate or volunteer at school or during school sponsored activities (including field trips) must have a background check on file at the Administration Office.**

## PARENT SUPPLIED SCHOOL SNACKS

Any food provided for classroom activities must be store bought. No homemade or self made food items will be allowed.

## APPOINTMENTS WITH TEACHERS

Parents are encouraged to schedule appointments with teachers. If you wish to conference with the teacher, kindly make an appointment (24) hours in advance. Your child's education is very important to us. To insure that the educational process is not interrupted, we ask that parents make arrangements with the teacher prior to classroom visit. **Please note that only parents with legal custodial rights can request to meet with Crothersville Elementary staff.**

## PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are a very important event during the school year. They provide one of the most effective ways of communication between the home and school.

A school-wide Parent-Teacher Conference is scheduled each year. At any other time, the parent feels that a conference is needed, a conference may be scheduled by calling the school.

## EMERGENCY CONTACTS

It is the policy of the school to require up-to-date emergency contacts, other than parents, for each child. This is a necessary precaution so that we may know whom to contact if we cannot get in touch with the home. **PLEASE FILL OUT THE INFORMATION CARDS THOROUGHLY SO THAT WE WILL KNOW WHAT TO DO WITH YOUR CHILD IN CASE OF AN EMERGENCY.**

## EARLY SCHOOL CLOSING

If the need arises to dismiss our students early because of inclement weather, we need to know where your child should go, if other than normal transportation. You are provided during registration a form detailing how you want your child to go home early. Staff will be directed to follow these modified parental instructions. **REMEMBER: IT IS THE SCHOOL'S POLICY, THAT NO STUDENTS WILL BE RELEASED TO PARENTS OR GUARDIANS EARLY OR ON-TIME IF SEVERE WEATHER ARISES AND THE SUPERINTENDENT HAS PLACED THE SCHOOL ON A WEATHER LOCKDOWN.**

## WEATHER EMERGENCY

During periods of inclement weather when the buses may have difficulty traveling or schools may be closed, students and parents should listen to the radio for such announcements.

**School closings will be broadcast on the following stations:**

- WJAA - Seymour (96.3 FM)
- WMPI - Scottsburg (105.3 FM)
- WHAS - Louisville Television Channel 11
- WKLY - Louisville Television Channel 32

**\* Inclement weather postings also appear on the Crothersville Elementary website!**

## STUDENT APPEARANCE

Experience has indicated that students generally conduct themselves in a manner similar to the way they dress and groom. A student who practices good grooming and who is neat in his/ her dress and appearance tends to be careful about his/ her schoolwork and normally performs better in the classroom. Student dress, for the most part, is the student and parent's responsibility.

The child not only represents the home, but also the school. A properly dressed student wears appropriate clothing for every activity in which he/ she participates. Clothing should be comfortable, yet modest, in good taste, and suitable for school.

Upper body apparel must cover the midriff, with no halter-tops, and shirts MUST have sleeves! Students wearing shorts to school MUST ensure that short length is to "bottom of finger tips" when arms and hands are stretched out by side. Shirts should not contain sexual or violent/disrespectful messages. Please note that any clothing that glorifies alcohol, drugs or clothing containing improper language will NOT be allowed. Cases concerning questionable dress will be handled on an individual basis. Inappropriate dress may result in the child returning home to change. (Please note, that "diapers/pull ups" are not permitted at elementary school. Students are expected to be potty trained beginning with preschool.)

Please be aware that students may be kept in school building on cold days if students didn't bring coat/ jacket to school!

**In addition, unusual coloring of hair, body, or face is prohibited in the elementary building AND UNUSUAL PIERCINGS AS DETERMINED BY THE ADMINISTRATION. Normal-common hair coloring is defined as permanent, natural colors ( black, blonde, red, or brown).**

***Toys of any kind are NOT allowed in school.***

## **PHOTOGRAPHY POLICY**

Parents are given the choice at registration not to allow for school photograph publications through the registration form. Office and staff personnel will follow your request. Unless otherwise stated, student's pictures will be presented through paper and digital mediums.

## **STUDENT LOCKERS**

Students in fourth and fifth grade are assigned lockers. It is the student's responsibility to keep lockers clean and organized throughout the school year. Lockers can be inspected through the school year by staff without warning.

## **TOBACCO POLICY**

**Crothersville Community Schools is a tobacco free campus. No tobacco is allowed anywhere on campus.**

## **NO BULLYING POLICY**

**The Crothersville Elementary Staff is deeply dedicated to the welfare and safety of all their elementary students, and always follows the Crothersville Community School Corporation Anti-Bullying Policy. (Reference Policy) Under no circumstances does the Tiger staff accept any form of bullying in our school whether verbal, emotional or physical. Effective bullying instructional methods and practices such as clear and consistent student behavior expectations, adult role modeling, close networking and communication with staff and parents, school-wide adopted discipline practices, after-school detention, and [www.STOPBULLINGNOW.hrsa.gov](http://www.STOPBULLINGNOW.hrsa.gov) digital website cultivates a school environment that prohibits and protects our children from abusive behaviors such a bullying.**

## **STUDENT CONDUCT**

All student behavior is based on respect and consideration for the rights of others. Pupils are expected to maintain good order, not only during school hours but coming to and going home from school. Every student will be expected to conform to the rules of the school, obey the directions of the principal, teachers, and any others in charge of school activities.

In order for effective discipline to take place, the school and the home must work together. By establishing this partnership, the discipline that is administered to students with behavioral problems, can be an effective deterrent from future misbehavior. Corporal punishment may be administered at our school.

Students may be suspended from school by the principal when the situation warrants. Parents will be notified of the suspension. Whenever a student is punished, strict compliance with the law and school board policy is observed. It should be noted that there are many unwritten rules of common courtesy or standard moral conduct that we expect our students to abide by. When these are broken, they will be handled on an individual basis. Students and parents should realize that discipline may involve in-school or after-school detention, suspension, expulsion, paddling, or any other disciplinary action deemed necessary.

Under NO circumstances should any student bring in military novelty items of any sort, including military school-like items, (i.e. bullet pens-grenade erasers) to school.



## **AFTER SCHOOL DETENTION POLICIES**

Students are automatically assigned detention(s) even without prior disciplinary incidences when they become physically or verbally aggressive towards anyone, or intentionally damage/vandalize school property, harm a staff member, or touch another student inappropriately. Teachers and administration reserve the right to assign detention immediately without prior incident from a student.

## **BUS AREA RULES**

The school bus drivers have a tremendous responsibility in transporting our students to and from school. Students must realize that it is a privilege to ride the bus and that misbehavior on the bus will not be tolerated. Bus drivers have the authority to suspend students from riding the bus for misbehavior. The bus driver will notify the principal of each suspension. After the third suspension if the student continues to misbehave on the bus he/ she will not be allowed to ride the bus for a period totaling one semester. Parents will be notified by the bus driver or principal of each suspension.

## **ARRIVAL AND DISMISSAL**

- Students should arrive at school no earlier than 7:30 A.M. Students will be considered tardy after 8:00 A.M.
- Walking students must use the south entrance to the elementary building. All cars should use Main Street south of the school to drop off students.
- Parents in grades PreK-2 pick up on the north side of the school building.
- Parents in grades 3-5 pick up on the south side of the school building.
- Parents with students in multiple grades need to pick up according to their youngest student's grade level.
- High School Students with siblings go to room 112 for pickup after school.

**PLEASE NOTE:** Parents are required to send a note to school, or call the office **by 2:30 p.m.** on the day their child is NOT following normal dismissal procedures. Please let staff know alternative route for your child. After 2:30 students are in their dismissal locations. Calling after 2:30 could result in your child following their normal dismissal procedures.

## **GRADING POLICY**

A child's progress in school is expressed by the grades that he/ she receives in each subject area. It is the purpose of this policy to provide flexible guidelines in that area of grading to be used in all grade levels.

It is necessary that these guidelines be flexible so that each teacher may use them and interpret them in the manner that will compliment their individual style of teaching. The policy is necessary so that some consistency is provided between and among the various grade levels.

## **GRADING PROCEDURE**

The following is a description of the various methods and procedures that may be used at Crothersville Elementary School.

The grades given in kindergarten are:

SKILLS MASTERED

Y- YES

N- NO

P- PART OF THE TIME

The grades given in grades 1-5 will reflect the following:

**A+ 98-100**

**B+ 88-89**

**C+ 78-79**

**D+ 68-69**

**A 93-97**

**B 83-87**

**C 73-77**

**D 63-67**

**A- 90-92**

**B- 80-82**

**C- 70-72**

**D- 60-62**

**F Below 60**

S- Satisfactory

U-Unsatisfactory

Computer, Art, Music, and Physical Education grades will be determined as satisfactory or unsatisfactory according to the student's participation in each class.

## **RECESS**

If your child needs to be kept inside during recess please send a note to the teacher **daily** stating the need. Parents should dress their children appropriately according to the temperature.

## **COUNSELING**

Counseling is a normal part of the school day. By signing to support the handbook policy on the registration form, you agree to the counseling services provided by the school at the school's discretion.

## **LIBRARY POLICY**

Children are allowed to check out one book at a time from the library. The due date is one week from check out day. The child may renew the book as many times as he/ she wishes unless another student desires to check out the same book.

If a child's book is two weeks overdue his/ her name is put on an overdue book list and sent to the teacher. If, in two more weeks the book is not returned, a written overdue notice is sent home with the child. If the book is not returned in two more weeks, the child will be charged the price of the book.

## **LUNCH**

ALL FOOD IS TO BE EATEN IN THE CAFETERIA. NO ENERGY DRINKS OR SODA ARE ALLOWED DURING LUNCH. THE STATE OF INDIANA MANDATES THAT CHILDREN GETTING CAFETERIA LUNCHES MUST ALSO RECEIVE A MILK. IF A CHILD IS "DAIRY INTOLERANT" AND CAN'T DRINK MILK, A DOCTOR'S NOTE IS REQUIRED. GOOD MANNERS are expected from the students at all times. Students are not to share their food with peers.

**Any adult that wants to eat lunch with their student must have a background check on file in the Administration building.**

## **CHARGING LUNCHES**

It is the policy of Crothersville Community Schools that students in grades preschool through fifth will be allowed to charge three (3) lunches before parents/ guardians are formally notified by the superintendent of schools. Individuals who refuse to pay for charged meals will not be allowed to charge a school lunch until payment is made to the school lunch program.

## **BICYCLE/ WALKERS RULES**

Bicycles road to school are to be parked in the designated parking area. **Bicycles MUST BE walked when going to and from the parking area while on school property.** Bicycles are not to be ridden during recess time or at other times during the school day. All students who ride bicycles to school should be extremely careful to observe traffic and safety rules. All bikers and walkers MUST cross ONLY at the crosswalk attendant area across from the high school.

STUDENTS WHO ABUSE THIS PRIVILEGE WILL LOSE IT. The school is not responsible for lost or stolen property.

## **PROMOTION AND RETENTION OF STUDENTS**

Children will be placed at the grade level to which they are best adjusted academically, socially and emotionally.

The educational program shall provide for the continuous progress of children from grade to grade with children spending one year in each grade. Some children may benefit by repeating a particular grade level. Promotion and retention will follow the school board policy as is on file in the office.

## **HOMEWORK**

Homework is part of the total educational process. Homework is expected to be completed and in proper form.

Parents are encouraged to work with the teachers in making sure that their child's work is completed.

If your child is ill and unable to attend school and you would like to pick up his/ her homework, please call the school in the morning. The homework will be available for you after school in the principal's office. This gives the teacher time to get your child's work together.

## **LOCKERS AND DESKS**

All lockers and other storage areas provided for student use on school premises remain the property of the school corporation, are provided for the use of students, and are subject to inspection, access for maintenance and search pursuant to this policy. Indiana law provides that a school administrator has the right to search a person, place, or thing (including school lockers, desks, storage areas, and vehicles driven by students to school) so long as the administrator has reasonable cause to suspect that such a search would lead to the discovery of:

1. Evidence of violation of the student conduct standards contained in this handbook
2. Anything that, because of its presence, presents an immediate danger to any person.

No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the administration. Unapproved locks shall be removed and destroyed. \*The administration may search a locker and its contents at any time. When the locker to be searched is assigned to a particular student, and when feasible, the student shall be notified prior to the search and given the option to be present during the search.

\*The administration may search a desk or any other storage area on the school premises at any time.

Anything found in the course of a search conducted in accordance with this policy, which is evidence of a violation of the student conduct standards as stated in this handbook may be seized and admitted as evidence in any suspension or expulsion proceedings.

Anything found in the course of a search conducted in accordance with this section which by its presence presents a danger to any person may be seized and: returned to the parent or guardian of the student from whom it was seized; destroyed; turned over to any law enforcement officer.

## **PHONES**

Office telephones are for school business and students cannot be allowed to have free access to the office phones. In case of sickness or emergency, a call will be placed for the student. Other important calls pertaining to students at school or special problems may be made from office phones after permission has been secured.

**Please note that cell phones or electronic communication devices must be kept in student lockers/backpack during the school day.**

## **WITHDRAWING FROM SCHOOL**

If for any reason a student must withdraw from school, he/ she should report this fact with a written note from his/ her parents or guardian. This note should be given to the office no later than the day before his/ her last day of attendance. The transferring of students' records will be forwarded upon request of the student's new school.

## **TRANSFERS**

A pupil who transfers to the Crothersville Elementary School must have an official statement or report card from the school last attended. This is in order to verify the correct placement of the pupil entering. Student immunization records should be provided prior to enrollment. After the pupil is enrolled the principal requests the child's records from the last school attended.

## **LOST AND FOUND**

Students are responsible for their personal items. Articles that have been lost by the student are taken to the office where the owner may claim them.

## **PTO**

All parents and teachers of children in our school are members of our Parent Teacher Organization. Parents are encouraged to be active members of the PTO. Participation can be achieved through attending public meetings and sharing ideas with the PTO officers. This organization enables you to be a contributing member of our school. Please take advantage of this opportunity.

## **MEDICATION POLICY**

A student with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition during the school day and at official school functions under the following guidelines:

The student's parent must fill out "medication forms" for authorization to administer any medication whether prescription or over-the-counter. These forms must be filed in the elementary office annually. This must include a statement from the physician that states:

- a. The student has an acute or chronic disease for which the physician has prescribed medication.
- b. The student has been instructed in how to self-administer the medication.
- c. The nature of the disease or medical condition requires emergency administration of the medication.

In addition, students in grades kindergarten through five are not allowed to take their medication home with them. The school can only release the medication to the parent or an individual that is at least 18 years of age and has the written permission of the parent to receive the medication.

The school and school board are not liable for civil damages as a result of a student's self administration of medication for an acute or chronic disease or medical condition as provided under IC 20-8.1-5.1-7.5 except for an act or omission amounting to gross negligence or willful and wanton misconduct.

## **CHANGE OF ADDRESS**

Inform the office immediately if you change your address or telephone number.

## **STUDENT DUE PROCESS CODE**

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of IC 20-8.1-5.1, the Board of School Trustees authorized administrators and staff members to take the following actions:

1. REMOVAL FROM CLASS OR ACTIVITY - An elementary teacher will have the right to remove a student from his/ her classroom or activity for a period of up to (1) school day if the student is assigned regular or additional work to be completed in another school setting.
2. SUSPENSION FROM SCHOOL - PRINCIPAL: A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.
3. EXPULSION: In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of rule 13 listed under the grounds for Suspension and Expulsion in this policy.

## **GROUND FORS SUSPENSION OR EXPULSION:**

Grounds for suspension or expulsion are student misconduct or substantial disobedience. The following include examples of student misconduct or substantial disobedience, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or damaging any school building or property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under this supervision.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.

4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonable cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
6. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.
7. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of drug authorized by a medical prescription from a physician is not a violation of this subdivision.
8. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an education function.
9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
11. Violating or repeatedly violating any rules that are reasonable necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:
  - a. engaging in sexual behavior on school property;
  - b. disobedience of administrative authority;
  - c. willful absence or tardiness of student;
  - d. knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, or intoxicant of any kind;
  - e. possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
12. Knowingly possessing or using on school grounds during school hours an electronic paging device or a hand-held portable telephone in a situation not related to a school purpose or educational function.
13. POSSESSION OF A FIREARM
  - a. No student shall possess, handle or transmit any firearm on school property.
  - b. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:
    - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
    - the frame or receiver of any weapon described above
    - any firearm muffler or firearm silencer
    - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any similar device
    - any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
    - any combination of parts either designed or intended for use in converting any device into any destructive

device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

**According to Section 921, the following devices are not considered to be a firearm:**

- an antique firearm
  - a rifle that the owner intends to use solely for sporting, recreational, or cultural purposes
  - any device which is neither designed nor redesigned for use as a weapon
  - any device, although originally designed for use as a weapon, which is redesigned for use as a signaling pyrotechnic, line throwing, safety, or similar device
  - Class C common fireworks
- c. The penalty for possession of a firearm: 10 days suspension and expulsion from school for one calendar year. The superintendent may reduce the length of expulsion if the circumstances warrant such reduction.
- d. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

**The grounds for suspension or expulsion listed above apply when a student is:**

- a. On school grounds immediately before, during, and immediately after school hours and at any other time when a school group is using the school:
- b. Off school grounds at a school activity, function, or event, or
- c. Traveling to or from school or a school activity, function, or event.

In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

**SUSPENSION PROCEDURES**

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

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

## **EXPULSION PROCEDURES**

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - a. legal counsel
  - b. a member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/ or the student's parent. The board will then take any action deemed appropriate. LEGAL REFERENCE: 20 U.S.C. 8001 20 U.S.C. 8002 I.C. 20-8.1-5.1-1 et seq.