

**WALKERTON/NORTH LIBERTY  
ELEMENTARY SCHOOLS  
2023/2024**

**STUDENT HANDBOOK**



John Glenn School Corporation  
2023-2024

Approved 2/7/2023

June-23						
Su	Mo	Tu	We	Th	Fr	Sa
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30	31					

August-23						
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September-23						
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October-23						
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November-23						
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August	
Aug. 7/8	Teacher Orientation
Aug. 9	Classes Begin - Grades K - 12
September	
Sep. 4	Labor Day, No School
Sep 29 & 30	Falloween
October	
1-Oct	Falloween
2-Oct	Falloween Monday, No School
Oct. 20-23	Fall Break, No School
November	
Nov 22-24	Thanksgiving Break, No School
December	
Dec 22-Jan 5	Winter Break, No School
January	
Jan. 8	Classes Resume Following Winter Vacation
Jan. 15	Martin Luther King Day - (Snow Make-Up Day)
February	
Feb. 19	Presidents' Day - (Snow Make-Up Day)
March	
Mar 25-29	Spring Break, No School
April	
Apr. 12	No School (Snow Make-Up Day)
May	
May 22	End of Year - Last Student Day
May 23	Teacher Records Day (No Students)
May 24	Commencement

December-23						
Su	Mo	Tu	We	Th	Fr	Sa
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31						

January-24						
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February-24						
Su	Mo	Tu	We	Th	Fr	Sa
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March-24						
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April-24						
Su	Mo	Tu	We	Th	Fr	Sa
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May-24						
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25	26	27	28	29	30	31

1st 9 Weeks 8/9/23 - 10/13/23  
 2nd 9 Weeks 10/16/23 - 12/21/23  
 3rd 9 Weeks 1/8/24 - 3/8/24  
 4th 9 Weeks 3/11/24 - 5/22/24

1st 9 Weeks = 46  
 3rd 9 Weeks = 43

2nd 9 Weeks = 44  
 4th 9 Weeks = 47

1st Semester = 90  
 2nd Semester = 90

180 Student Days  
 184 Teacher Days

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Visit us on the web: [www.jgsc.k12.in.us](http://www.jgsc.k12.in.us)

## CORE BELIEFS

Our goal is to provide activities and programs which will support all students' ability to learn skills transferable to real life.

The John Glenn School Corporation Elementary Schools have chosen to enact our vision statement through a climate of L.I.F.E. long skills Learning In A Flourishing Environment (L.I.F.E.).

Our goal is to create a learning environment which provides

- Enriched Environment
- Adequate Time
- Meaningful Content
- Choices
- Trust

In order to be a successful L.I.F.E. long learner we feel that emphasis should be placed on the following skills:

### ACADEMIC:

- Basic Skills - Reading, Writing, Spelling, Presenting, Listening, Memorizing
- Group Skills - Planning, Leading, Cooperating, Inclusion, Influence
- Higher Level Thinking Skills - Thinking, Creating, Designing, Researching, Analyzing, Problem Solving.

### LIFELONG GUIDELINES:

- **Truth** - being responsible for your decisions
- **Trust** - being able to express ideas without fear of recrimination
- **No Put Downs** - looking for the best in people
- **Active Listening** - really listening and attending
- **Personal Best** - pride in what we do

### LIFE SKILLS:

The following LIFE SKILLS are modeled daily:

- **Integrity** - to act according to what's right and wrong
- **Initiative** - to do something because it needs to be done
- **Flexibility** - the ability to alter plans when necessary
- **Perseverance** - to continue in spite of difficulties
- **Organization** - to plan, arrange and implement in an orderly way
- **Sense of Humor** - to laugh and be playful without hurting others
- **Common Sense** - to think it through
- **Problem Solving** - to seek solutions in difficult situations
- **Responsibility** - to be accountable for your actions
- **Patience** - to wait calmly for someone or something
- **Friendship** - to make and keep a friend through mutual trust and caring
- **Curiosity** - a desire to learn and know about a full range of things
- **Cooperation** - to work together toward a common goal or purpose
- **Caring** - to feel concern for others

## **ATTENDANCE POLICY**

### **Philosophy**

Research demonstrates that students who regularly attend school achieve higher grades, enjoy school more, and increase their chances of future success. Students must be active participants in school to achieve maximum benefit from their education. It is, therefore, vital that students attend on a regular basis.

### **Policy**

Students who are absent 10% or more of the days in which they are enrolled at WES/NLES, will be asked to meet with the principal to discuss attendance. Failure to meet with the principal may result in the student being retained and/or referred to the juvenile courts. For the student who is enrolled for the full year, this translates into 18 days of absence and 162 in attendance. The state has designated specific responsibilities to the district and to the parents as explained below. You will note that there is a legal obligation for children to attend school and upon the district to report students who fail to attend school.

IC 20-33-2-25

Report to juvenile court intake officer; habitual absence from school: Sec.25

The superintendent or an attendance officer having jurisdiction may report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court. The intake officer shall proceed in accordance with IC 31-30 through IC 31-40 As added by P.L.1-2005, Sec. 17.

### **ABSENCES:**

- Parents are required to call the school office by 8:30 to let the school know the nature of the absence. This call will serve as your absence note.
- Parents of children listed as absent, who have not informed the school, will be called to ask about the nature of the child's absence.
- Please call in homework requests by 10 AM. Homework can be picked up in the office between 2:45 and 3:30. Students will be given the opportunity for making up work missed due to approved absences. The length of time for completion of make up work shall be commensurate with the length of the absence.
- Students who have a fever or vomit will be sent home.

### **EXCUSED ABSENCES:**

An excused absence is one which is excusable by state law. The only excuses which are considered valid are personal illness, death in the family, religious holidays, medical or dental appointments, quarantine or legal appointments.

### **UNEXCUSED ABSENCES:**

- Failure to send a note of explanation the day following an absence or calling deems the absence unexcused.
- An unexcused absence is any absence approved by the parent but not excusable by state law (see above).
- An unexcused absence indicates that credit will not be given for make up work.

When there are two instances of unexcused absences, the juvenile department of probation requires these absences be reported. This will result in a hearing for the child and the parents.

### **TRUANCY:**

Truancy is absence without the knowledge or approval of the parent/guardian.

- A parent conference is required for readmission to school after truancy.
- The student shall not receive credit on all work missed, assignments due and tests given during the period of truancy.
- When a child surpasses 10 unexcused absences from school, they will be considered a habitual truant. A habitual truant is a student who is chronically absent by having unexcused absences exceeding 10 days in one school year.

### **ELEVENTH AND ALL FUTURE ABSENCES**

After the tenth absence in a year, excused, unexcused, or truant, the student must have a doctor's written excuse. Should the doctor's excuse not be provided, the school work missed shall not be accepted and the scores (grades) will be marked as "0".

### **DOCTOR/DENTIST APPOINTMENTS:**

IN ADVANCE of the appointments, the school should receive notification that the student will be out for these appointments in order for them to be excused. The student should report back to school immediately after their appointment if school is still in session.

The student shall bring a signed statement from the doctor, dentist, counselor, lawyer, etc. to the effect that he/she reported promptly for the appointment. The statement should include the time the appointment was finished. This statement will excuse the absence.

### **STUDENT VACATION POLICY:**

The full value of a student's education is jeopardized when instructional days are missed. Of course, personal illness and family emergencies are valid cause of absence. Family vacations should be planned to coincide with the John Glenn School calendar. Should a family elect other days of absence, those days will be considered unexcused. Parents must contact the office. Vacations – office requests at least 48 hours advanced notice for vacations to secure homework.

### **TARDY:**

When arriving in the classroom after 8:10 for WES students and 8:05 for NLES students, students are counted tardy. If a student accumulates more than six tardies in a semester, detention will be assigned. Students arriving late to school due to appointments with doctor, dentist, etc., will not be counted as tardy if they submit a note verifying this appointment.

**BAD WEATHER DELAYS/CANCELLATIONS:**

There are those occasional times when school needs to close early due to weather conditions. As a result, the school needs to know where your child is to go when this occurs. Our assumption will be to send your child to the same place we send them each day. If the parent has another location the child is to go, it is the parent’s responsibility to inform the school at the beginning of the school year.

School closing, delayed starting, or early closing information is available in the following ways:

WNDU – TV and radio	WSBT – TV and radio	WFRN
WLOI	WKVI	WTCA
www.weareclosedtoday.com	School website	Email if in Harmony

Please monitor one of these sources during inclement weather conditions.

**PERMISSION TO LEAVE SCHOOL:**

It is the school policy to not allow students to leave the building during the regular school day. In the event it becomes necessary for a student to leave school, the parents/guardians must sign out their child in the main office and sign in upon return the same day. Students are never to leave the school or its grounds without informing the school office first. Remember, permission to leave the school must be given by a parent before the school considers the matter. During the school day students are not permitted to visit with other adults or students outside the school. This rule is for the child’s and parent’s protection. We are interested in your child’s security.

**Change of Procedures for Going Home**

The teacher and the bus driver must have a note if there is a change from the normal procedure for your child to go home. These changes may include such things as staying for an after school activity, going home with a friend, being dropped at the babysitters, or waiting at the school for a parent to pick them up.

Your child will be sent home using the usual procedures unless we receive notification from you, the parent. It is best if you send in a note with your child. We understand that plans must sometimes change and we will take phone calls in those circumstances. Please realize that we will do our best to get the message to your child. We appreciate such calls before 1:30. We need time to locate your child and deliver the message without interrupting the school day.

**DISCIPLINE**

These rules apply when a student is:

- On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school).
- Off school grounds at a school activity, function, or event.
- Traveling to or from school or a school activity, function or event; or
- Using property or equipment provided by the school.



## **BUS DISCIPLINE:**

Students are given bus rules by their bus drivers. The drivers will contact you when your child does not follow the rules. Please keep the line of communication open with your bus driver.

If a behavior problem continues, the student will be referred to the principal's office. The parent will receive information about the referral from the principal. Should a child continue to disrupt the bus, the driver can suspend the child from the bus. The last result is the total loss of bus privilege for a semester.

Please encourage your child to think about the first job the bus driver has to do -- get your child to school safely. To ride the bus is a privilege.

Finally, bus drivers must have a note when a student is going home with another student or is to ride a different bus to their destinations. Should a note not be presented, the driver will deliver the child as they would on any other day. It is also necessary to inform the classroom teacher of any change in the child's bus routine.

## **GENERAL SCHOOL DISCIPLINE:**

Lifelong skills give direction to children and provide an understanding of their responsibilities they have for each other. The lifelong skills are: integrity, initiative, flexibility, perseverance, organization, sense of humor, effort, common sense, problem solving, responsibility, patience, friendship, curiosity, cooperation and caring.

### **Specific student responsibilities are:**

- Each student shall accept the responsibility for his or her own behavior.
- Each student shall show respect for self and others.
- Each student shall comply with board and school policies, rules, and standards designed for the protection of the rights of all.
- Each student shall be involved in the educational process to the fullest extent possible.

### **Parent Responsibilities**

- We ask that you become familiar with these guidelines and review them with your students.
- Please work with your students and with school personnel to resolve any disciplinary problems.
- You can be required to participate in any action taken in connection with your child's behavior. Discipline starts in the home.

The school acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is in part, reflected in the behavior of students.

The school believes that the best discipline is self-imposed and students should learn to assume responsibility for their own behavior and the consequences of their actions.

It is important to note that our staff will not allow any child to stop the teacher from teaching and children from learning. We follow state guidelines in disciplinary procedures. Corporal punishment, i.e. paddling, is an ongoing concern by schools and parents. Knowing this, it is important for you to know the school does use corporal punishment (paddling) on a rare occasion. Paddling is a last resort prior to suspension from school. Should you feel the paddling of your child, under any circumstances, is not acceptable to you, please place that in writing to us each year and we will make every effort to not use that step in the discipline plan for your child. We will move to the suspension penalty instead.

## Student re-direction may include:

- Positive reinforcement
- Reprimands
- Counseling
- Parent conferences
- Rearranging class schedules
- After or before school detentions
- Transportation to be provided by parents with 24 hour notice
- JGSC District Saturday School
- Transportation to be provided by parent with 24 hour notice
- In-school suspension
- Out of school suspension
- Expulsion
- Extra curricular activity restrictions
- Rescinding bus privileges
- Referring pupils to law enforcement personnel in cases related to violations of the law
- Corporal punishment
- The use of corporal punishment would normally be taken only when other efforts to correct misbehavior have failed, except for those acts of misconduct that are so anti-social or disruptive in nature as to shock the consciousness, in which case it may be used as a first time punishment.

## ANTI-HARASSMENT

### General Policy Statement

It is the policy of the School Board to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. The Corporation will not retaliate against any person who makes a report or files a complaint alleging harassment or a violation of this policy. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

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

All reports of harassment should be reported to Christopher Winchell, Complaint Coordinator.

Office: 101 John Glenn Dr  
Walkerton, IN 46574  
Telephone: (574)-586-3129  
Email: [cwinchell@jgsc.k12.in.us](mailto:cwinchell@jgsc.k12.in.us)

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

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

The School Corporation will conduct a biennial (every two years) review of its Anti-Harassment procedures to ensure the School Corporation is acting to prevent unlawful harassment.

## **Other Violations of the Anti-Harassment Policy**

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

## **Definitions**

### **Sexual Harassment**

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's status in a class, educational program, or activity;
- B. Submission or rejection of such conduct by an individual is used as the basis for educational decisions affecting such individual;
- C. Such conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Because harassment can occur staff to student, student to student, male to female, female to male, male to male, or female to female, it shall be a violation of this policy for any student, employee or third party (school visitor, vendor, etc.) to sexually harass any student.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Physical assault.
- C. Threats or insinuations that a person's academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Consensual sexual relationships where such relationship leads to favoritism of a student with whom the teacher or superior is sexually involved and where such favoritism adversely affects other student.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects an individual's education, or such that it creates a hostile or abusive employment or educational environment.

These policies and procedures apply to all School Corporation students, employees, staff, faculty, administration, coaches, contractors and all participants in any School Corporation sponsored activities on any property owned and maintained by the School Corporation.

### **Race/Color Harassment**

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

### **Religious (Creed) Harassment**

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

### **National Origin Harassment**

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

### **Disability Harassment**

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's educational performance of creating an intimidating, hostile, or offensive learning environment; or with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like

### **Reports and Complaints of Harassing Conduct**

Members of the School Corporation community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School Corporation official so that the Board may address the conduct before it becomes severe, pervasive, or persistent.

When a Complainant believes criminal activity may have occurred the Complainant has the option to pursue a criminal complaint with an appropriate law enforcement agency, to pursue a harassment complaint under the Corporation's complaint procedures, or to pursue both processes simultaneously.

Members of the School Corporation community or third parties who believe they have been unlawfully harassed by another member of the School Corporation community or a third party are entitled to utilize the Board's informal and/or formal investigation and complaint processes. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's participation in educational or extra-curricular programs. Individuals should make every effort to file an informal or a formal complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The titles of the Anti-Harassment Complaint Coordinators with whom complaints of unlawful harassment should be filed are: Christopher Winchell, Complaint Coordinator

Office: 101 John Glenn Drive  
Walkerton, IN 46574  
Telephone: (574)-586-3129  
Email: [cwinchell@jgsc.k12.in.us](mailto:cwinchell@jgsc.k12.in.us)

The titles of these individuals will be published annually.

The Superintendent shall establish Administrative Guidelines describing both a formal and an informal process for making a charge of harassment, a process for investigating claims of harassment, and a process for rendering a decision regarding whether the claim of harassment was substantiated. This Policy the Administrative Guidelines, Informal Report Forms and Formal Report Forms will be readily available to all members of the School Corporation community and posted in appropriate places throughout the School Corporation.

Any Board employee who observes acts of harassment must intervene to stop the harassment unless circumstances would make such intervention dangerous. Additionally, the employee must document and report such observations to one of the Complaint Coordinators. Thereafter, the Complaint Coordinator must contact the student if age eighteen (18) or older, or the student's parents if under the age eighteen (18), to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Complaint Coordinator or designee to conduct an investigation following all the procedures outlined for a formal complaint. The Complaint Coordinator shall maintain copies of all documented and re-ported observations as well as the investigation in accordance with the School Corporation's Retention Policy.

### **Privacy/Confidentiality**

The School Corporation will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

### **Interim Remedial Measures**

The School Corporation will maintain on-going contact with the Complainant throughout the investigation and, when appropriate, will take interim measures to ensure the safety of students who reported to be victims of sexual harassment, such as protective orders, and will also, when appropriate, take steps to remedy the harm to victim(s). Further interim remedial measures may include counseling to either or both the students who alleged they were subjected to harassment and the accused.

### **Informal Process for Addressing Complaints of Harassment**

The administrative guidelines will include an informal complaint process to provide members of the School Corporation community or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Members of the School Corporation community or third parties who believe that they have been unlawfully harassed are encouraged to initiate their complaint through this informal complaint process, but are not required to do so. Those members of the School Corporation community or third parties who believe that they have been unlawfully harassed may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

### **Formal Process for Addressing Complaints of Harassment**

The administrative guidelines will also include a formal complaint process. While the formal complaint process may serve as the first step to resolution of a charge of unlawful harassment, it is also available in those circumstances when the informal complaint process fails to satisfactorily resolve a concern. Because of the need for flexibility, no specific time lines are established for initiating the formal complaint process; however, once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within thirty-one (31) calendar days of the complaint being received).

Although not required, members of the School Corporation community or third parties who feel they have been unlawfully harassed should file a formal written complaint with the principal of their school building or with one (1) of the Complaint Coordinators identified in the Administrative Guidelines. Oral complaints of harassment will be reduced to writing by the individual receiving the complaint and the Complainant will be asked to verify the accuracy of the reported charge by signing the document. Complaints received by a school building principal will be immediately reported to the appropriate Complaint Coordinator identified above and in the Administrative Guidelines.

After a complaint is filed, the Complaint Coordinator or designee shall conduct a prompt and timely investigation. The investigation may include interviews of the complainant, the individual accused of engaging in harassing behavior, and any other witness who may reasonably be expected to have information relevant to the situation. The Complainant has the right not to appear in the same hearing room as the accused. All interviewed parties and witnesses will be provided an opportunity to present any evidence that they reasonably believe to be relevant to the situation. The Complaint Coordinator will provide both parties with periodic status updates (to the extent permitted under the Family Educational Rights and Privacy Rights.) The Complaint Coordinator will use the preponderance of the evidence standard of review in its investigation of complaints.

At the conclusion of the investigation the Complaint Coordinator or designee will contact the victim within a reasonable period of time to determine whether additional supportive measures are needed. The Complaint Coordinator or designee will then prepare and deliver to the Superintendent a written report summarizing the evidence gathered during the investigation and providing his/her recommendations regarding whether or not the complaint of unlawful harassment has been substantiated. The written report must be based on the totality of the circumstances involved in the complaint, the nature of the alleged conduct, the context in which the alleged conduct occurred, and the ages and maturity of the individuals involved.

Upon review of the written report the Superintendent will either issue a final decision regarding whether or not the complaint of unlawful harassment was substantiated, or request that further investigation be conducted.

A copy of Superintendent's action will be delivered to both the Complainant and the individual accused of the harassing conduct.

The Complainant or the accused may appeal it to the Board by submitting written notice to the Superintendent within ten (10) days of the date of the Superintendent's decision. Upon receipt of a notice of appeal, the Board shall meet in executive session at its next regularly scheduled meeting, which is scheduled to occur at least ten (10) days after the Superintendent's receipt of the appeal notice, to review the complaint and the summary of the investigation. Following the meeting, the Board will issue a decision either affirming, modifying, or rejecting the Superintendent's decision. The decision of the Board shall be final. The Board shall maintain copies of all complaints, reports, investigation summaries, recommendations, notices of appeal, and final decisions in accordance with the School Corporation's Records Retention Policy.

The Complaint process set forth in the policy and in the administrative guidelines is not intended to interfere with the rights of a member of the School Corporation community or a third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights, the Indiana Civil Rights Commission, or the Equal Employment Opportunity Commission.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the member of the School Corporation community or third party alleging the harassment pursues the complaint.

Attached to this Statement and Policies and Procedures are the Informal Report of Harassment and/or Intimidation, and Formal Report of Harassment and/or Intimidation.

### **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against unlawful harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the suspension/expulsion of a student.

All disciplinary action will be taken in accordance with applicable State Law. When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

In cases where an employee violates the School Corporation harassment policy the discipline range may range from a warning up to an including termination, to be imposed consistent with all applicable contractual and statutory rights.

Where the Board becomes aware that a prior remedial action has been taken against a member of the School Corporation community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to eliminate such conduct in the future.

In cases where harassment was substantiated the School Corporation will take reasonable steps to deter future harassment, and to remedy the discriminatory effects on the Complainant and others. In cases where harassment was substantiated the School Corporation will contact the Complainant within a reasonable period of time following the conclusion of the investigation to determine whether additional supportive measures are needed.

The School Corporation will inform relevant members of the School Corporation community if the circumstances of an incident of alleged harassment suggest a threat to others. This may include, for example, notifying parents and employees if a student is sexually assaulted on the way home from or notifying employees of areas where harassment occurs.

### **Education and Training**

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate training to all members of the School Corporation community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and harassment in general will be age and content appropriate.

### **Remediation**

In cases where the complaint investigation results in a finding that the allegation of harassment is substantiated, action must be taken by the Compliance Officer to remedy the past effects of such harassment. This may include but is not limited to providing a contact person to monitor the harassed student, providing tutoring to the student, allowing the student to retake tests or assignments, and counseling. Counseling shall be offered to all students who have been subjected to harassment.

### **Retaliation**

Any act of retaliation against a person who has made a report, filed a complaint alleging unlawful harassment, or participated as a witness in a harassment investigation is prohibited. Individuals found to have engaged in retaliation shall be subject to disciplinary action, up to and including termination of employment or expulsion from school.

### **Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct**

State law requires any teacher or school employee who knows or suspects that a child under the age of eighteen (18) is a victim of child abuse or neglect to immediately report that knowledge or suspicion to the Department of Children and Family services. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant or the alleged victim, a report of such knowledge must be made in accordance with State law and Board Policy.

If the Compliance Officer or a designee has reason to believe that the Complainant has been the victim of criminal conduct as defined under State law, such knowledge should be reported to local law enforcement. Any reports made to the local child protection service or to local law enforcement shall not terminate the Compliance Officer's or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

Seclusion and Restraint Senate Bill 345 requires every school corporation to have a plan for seclusion and restraint. In compliance with Senate Bill 345, the plan is available for public review in the main office. For handbook purposes, the definitions for seclusion and restraint are as follows:

Seclusion: Confinement of a student alone in a room or area from which the student is physically prevented from leaving.

Restraint: Physical contact between a school employee and a student in which the student unwillingly participates and that involves the use of a manual hold to restrict freedom of movement of all or part of a student's body or to restrict normal access to the student's body.

## **BULLYING**

Bullying is defined as "overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by a student or group of students against another student with the Intent to harass, ridicule, humiliate, intimidate, or harm the other student." Bullying is grounds for suspension and the rule applies when a student is on school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group; off school grounds at a school activity, function or event, traveling to or from school or a school activity, function, or event; or using property or equipment provided by the school.

All acts of bullying should be reported to a staff member the student feels comfortable talking with. Reports of bullying will then be relayed to the Assistant Principal for investigation. The parents of both students will be contacted if it is appropriate.

Every effort will be made to educate the students on the effects and consequences bullying has on all parties involved. The staff at JGHS helps limit bullying by being a presence in the hallway between classes, before school, and after school.

## **SUSPENSION/EXPULSION:**

- 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 Indiana Code 20-8.1-5.1, the Board of School Trustees authorizes administrators and staff members to take the following actions:
- Removal from class or activity -- teacher: An elementary teacher will have the right to remove a student from his/her classroom or activity for a period of up to one school day if the student is assigned regular or additional work to be completed in another school setting.
- Suspension from school -- principal: A school principal (or designee) may deny a student the right to attend school or take part in school function for a period of up to ten school days. The parent is responsible for student supervision. The student is required to complete all assignments and school work assigned during the period of the student's suspension. The student will be allowed to make up missed tests or quizzes when the student returns to school. The student may NOT attend extra-curricular activities.
- 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 with the exception of a violation of rule 14 listed under the grounds for suspension and expulsion in this policy.

## **Grounds for Suspension and/or Expulsion**

- The grounds for suspension or expulsion listed below apply when a student is:
- On school grounds immediately before, during and immediately after school hours and at any other time when the school is being used by a school groups (including summer school).
- Off school grounds at a school activity, function, or event; or
- Traveling to and from school or a school activity, function, or event.

## **Student Misconduct and/or Substantial Disobedience**

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

- 1) Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other 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 rule:
  - Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - Blocking the entrance or exits of any school building or corridor or room therein with the intent to deprive others of lawful access to or from or use of the building, corridor, or room.
  - Setting fire to or damaging any school building or property.
  - Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function.

- Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
- 2) Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
  - 3) Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
  - 4) Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
  - 5) Causing or attempting to cause damage to private property, stealing, or attempting to steal private property.
  - 6) Causing or attempting to cause physical injury or behaving in such a way as could reasonably 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 is not a violation of this rule.
  - 7) Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
  - 8) 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.
  - 9) 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 damage property when the student has information about such actions or plans.
  - 10) Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, looks like a weapon.
  - 11) Possessing, using transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also, prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event. (Low THC Extract products as defined by state law are included in this rule and/or violations of the school corporation administration of medication policy are included in this rule) (Low THC Extract products as defined by state law are excluded from this rule.)
- Exception to Rule 11:** a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be done by a physician and must include the following information:
- That the student has an acute or chronic disease or medication condition for which the physicians had prescribed medication.
  - The nature of the disease or medical condition requires emergency administration of the prescribed medication.
  - The student has been instructed in how to self-administer the prescribed medication.
  - The student is authorized to possess and self-administer the prescribed medication.
- 12) 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, depressant, or intoxicant of any kind.
  - 13) Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
  - 14) Possessing, using, distributing, purchasing, or selling tobacco products of any kind or in any form.
  - 15) Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
  - 16) Failing 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.
  - 17) Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
  - 18) Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
  - 19) Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
  - 20) Aiding, assisting, agreeing or conspiring with, another person to violate these student rules or state or federal laws.
  - 21) Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
  - 22) Taking or displaying pictures (digital or otherwise) without the consent of the student or staff member in a situation not related to a school purpose or educational function.
  - 23) Engaging in pranks or other similar activity that could result in harm to another person.
  - 24) Use or possessing of gunpowder, ammunition, or an inflammable substance.
  - 25) **Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:**
    - engaging in sexual behavior on school property;
    - engaging in sexual harassment of a student or staff member;
    - disobedience of administrative authority;
    - willful absence or tardiness of students;
    - engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar or refers to drugs, tobacco, alcohol, sex or illegal activity, or is plainly offensive to school purposes;



- violation of the school corporation's acceptable use of technology policy or rules;
  - violation of the school corporation's administration of medication policy or rules;
- 26) Possessing using a laser pointer or similar device.
- 27) Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in a activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule.
- 28) Any student conduct rule the school building principal establishes and gives publication of it to all students and parents in the principal's school building.
- 29) Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
- 30) "Sexting" or using a cell phone or other personal communication device to send text or email messages or possessing text or email messages containing images reasonably interpreted as indecent or sexually suggestive while at school or at a school related function. In addition to taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.

### **Possessing a Firearm or a Destructive Device**

- 1) No student shall possess, handle, or transmit any firearm or a destructive device on school property.
- 2) The following devices are considered to be a firearm under this rule:
  - 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 may be readily assembled
  - An antique firearm
  - A rifle or a shotgun that the owner intended to use solely for sporting, recreational, or cultural purposes

For purposes of this rule, a destructive device is:

- an explosive, incendiary, or over pressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above.
- A type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
- A combination of parts designed or intended for use in the conversion of a device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

The penalty of possession of a firearm or a destructive device; suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.

The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

### **Possessing A Deadly Weapon**

- 1) No student shall possess, handle, or transmit any deadly weapon on school property.
- 2) The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8;
  - A weapon, taser, or electronic stun weapon, equipment, chemical substance, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury
  - An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
  - A biological disease, virus, or organism that is capable of causing serious bodily injury.
- 3) The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
- 4) The superintendent may notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

## **Unlawful Activity**

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.

## **Legal Settlement**

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

## **Right to Appeal**

The student or parent has the right to appeal an expulsion decision 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 will consider the appeal unless it has voted not to hear all student appeals of expulsion. 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:

I.C. 20-33-8.1 et seq.

I.C. 35-47.5-2-4

I.C. 35-41-1-8

I.C. 35-47-1-5

## **Appropriate Use of JGSC Technology**

The John Glenn School Corporation is pleased to offer students access to district computers, communication systems (i.e. student e-mail accounts, web sites, blogs, wikis, podcasts, and other emerging technologies), the Internet, and an array of technology resources to promote educational excellence. Each student is responsible for his/her use of technology, whether personal or district-provided. While using district and personal technology resources on or near school property, in school vehicles, and at school-sponsored activities, as well as using district technology resources via off-campus remote access, each student must act in an appropriate manner consistent with school, district, and legal guidelines. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about his/her responsibilities and to establish expectations when using technology.

### **Using the Internet and Communication Systems**

District technology resources are provided to students to conduct research, complete assignments, and communicate with others in furtherance of their education. Access is a privilege, not a right: as such, general rules of school behavior apply. Access to these services is given to students who agree to act in a considerate and responsible manner. Just as students are responsible for good behavior in a classroom or a school hallway, they must also be responsible when using school computer networks or personal technologies. Students must comply with corporation standards and honor this agreement to be permitted to use technology.

All digital storage is district property, and as such, network administrators will review files and communications to maintain system integrity and ensure that students are using technology responsibly. Students should not expect that files stored on district servers will be private. It is the responsibility of the student to back up his/her files whenever a new file is created or an old file has been edited and changed. Files may be backed up by storing them on the server (i.e. student's U: Drive), using GoogleDocs, a personal storage device (such as a flash drive), or burning them to a CD. *Students are discouraged from storing files and/or documents on the hard drive of their school laptop as these will be erased if the computer must be reimaged by the technology department.*

The educational value of technology integration in curriculum is substantial. Access to the Internet will enable students to use extensive online libraries and databases. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, profane, sexually oriented or potentially offensive to some people. While the intent is to make internet access available to further educational goals and objectives, students may find ways to access these other materials as well.

The John Glenn School Corporation does not condone or permit the use of this material and uses content filtering software (LightSpeed) to protect students to the fullest extent possible. If a website is blocked by the school filter, students should not try to "get around" the filter. Parents and guardians must be aware that content filtering tools are not completely fail-safe and while at

school, direct supervision by school personnel of each student using a computer is desired, but not always possible. Students are expected to use technology resources in a manner consistent with the rules below and will be held responsible for their intentional misuse.

The John Glenn School Corporation believes that the benefits of student access to the Internet in the form of information resources and opportunities for collaboration exceed any disadvantages. Ultimately, parents and/guardians are responsible for setting and conveying the standard that their children should follow when using technology. If a student accidentally accesses inappropriate materials, they should back out of the information at once and notify the supervising adult.

### **Privacy and Security**

Students must use corporation technologies responsibly and in a secure manner. They must not share their logins, passwords, or access with others.

### **Vandalism**

Any intentional act by a student that damages district technology hardware, software, operating systems, or data will be considered vandalism and will be subject to school rules and disciplinary procedures. Any intentional act that requires a person's time to repair, replace, or perform corrective work on district technologies or data is also considered vandalism. Students should report lost or broken items to their teacher or administrator immediately.

To further protect the student's laptop computer, computers are to be kept in the bag at all times. The computer is not to be removed from the protective carrying case unless directed to do so by school personnel.

### **Consequences of Misuse**

Misuse of personal or district technology resources while on or near school property, in school vehicles, and at school-sponsored activities, as well as the use of district technology resources via off-campus remote access may result in disciplinary action up to and including expulsion. In addition, the student's use of district technologies may be suspended or restricted. A school may temporarily hold (pending parental or same-day pick up) personal technology resources that are used inappropriately. Intentional, unauthorized access and/or damage to networks, servers, user accounts, passwords, or other district resources may be punishable under local, state, or federal law.

### **Reliability and Limitation of Liability**

John Glenn School Corporation makes no warranties of any kind, expressed or implied, for the technology resources it provides to students. John Glenn School Corporation will not be responsible for any damages suffered by the student, including those arising from non-deliveries, misdeliveries, service interruptions, unauthorized use, loss of data, and exposure to potentially harmful or inappropriate material or people. Use of any information obtained via the Internet or communications technologies is at the student's own risk. John Glenn School Corporation specifically denies any responsibility for the accuracy or quality of information obtained through the Internet. The student and his/her parent/guardian will indemnify and hold John Glenn School Corporation harmless from any losses sustained as the result of misuse of the district's technology resources by the student.

### **Activities that ARE permitted and encouraged include:**

- School work
- Original creation and presentation of academic work
- Research on topics being studied in school Research for opportunities outside of school related to community service, employment, or further education
- Use of personal e-mail accounts, non-district-provided e-mail accounts, on the district network
- Online sharing of any student's or staff member's name, home address, phone number, or other personal information
- Non-educational uses such as games, role-playing multi-user environments, gambling, junk mail, chain mail, jokes, raffles
- Participating in online chat rooms or using instant messaging, unless specifically assigned by a teacher
- Use of district resources for commercial purposes, personal financial gain, or fraud
- Any activity that violates a school rule or a local, state, or federal law
- ***Parent/Guardian***
- 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. 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.

- To the extent that proprietary rights in the design of a web site hosted on the Corporation's servers would vest in my child upon creation, I agree to assign those rights to the Corporation.
- I give permission for my child to use and access the Internet at school and for the Corporation to issue an Internet/e-mail account to my child.
- I give permission for my child's image (photograph) to be published online, provided only his/her first name is used.

I give permission for the Corporation to transmit "live" images of my child (as part of a group) over the Internet via a web cam.

I authorize and license the Corporation to post my child's class work on the Internet without infringing upon any copyright my child may own with respect to such class work. I understand only my child's first name will accompany such class work.

*Student*

I have read and agree to abide by the Student Network and Internet Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense. As a user of the Corporation's computers/network and the Internet, I agree to communicate over the Internet and the Network in an appropriate manner, honoring all relevant laws, restrictions, and guidelines.

Teachers and building principals are responsible for determining what is unauthorized or in appropriate use. The principal may deny, revoke or suspend access to the Network/Internet to individuals who violate the Student Network and Internet Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.

### **CELL PHONES and all other ELECTRONIC DEVICES**

Students are prohibited from using cell phones during the school day. This includes lunch periods, recess, and passing periods as well as on school sponsored trips.

Cell phones and/or other electronic devices may not be used in any manner that will cause disruption to the educational environment.

Students involved in athletics or other extracurricular activities must contact their coach or sponsor for his/her rules involving cell phone use after school hours or on after-school bus trips. Coaches and sponsors will establish their rules and consequences for the use of these devices.

JGSC will not be responsible for the loss, damage, or theft of any electronic device brought to school.

Consequences for insubordination involving electronic devices include, but are not limited to, the confiscation of the device. The parent or guardian must then pick up the item from the school.

### **Important Notice to Students and Parents Regarding Cell Phone Content and Display**

Students shall not engage in sending, sharing, viewing, or possessing pictures, text messages, e-mails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or another electronic device.

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement of child protective services whenever a reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes exists.
- It is “child exploitation,” a Class C felony under I.C. 35-42-4-4(b), 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 or 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 I.C. 35-42-4-4(c), 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 I.C. 35-42-4-4(a) 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 at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) 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, parents and students must be aware of the legal consequences should this occur in the John Glenn School Corporation.

## MEDICAL - HEALTH GUIDELINES

### MEDICATION:

Guidelines for use of medication:

Any over-the counter medication must be accompanied by a note from the student’s parent/guardian stating the school may give the medication and the time it should be given. The medicine should be brought to school by the parent in its original container with the label intact.

Prescription medications must be brought to school in the original container, and the label serves as the doctor’s note. The parent must also write a signed note requesting the school to give the medication.

If you anticipate that your child may need Tylenol, etc. for headache or other pain, please send the pain medication in the original container with a signed note requesting the school staff give the medication. Please include any pertinent instructions.

**The schools do not supply any medication.**

**2001 Medication policy change:** Requires schools to permit students with acute medical conditions to possess and self-administer medication with the written permission of the physician and parent. Prohibits medications stored at school from being sent home with any student below Grade 9.

**HEAD LICE:**

Any student found to have an active case of head lice will need to be treated and have nits (eggs) removed before returning to school. Once the child has been treated the student should be returned to school by the parent to be checked.

<b>STUDENT PROCEDURES</b>
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**ATTENDING ELEMENTARY ATHLETIC EVENTS:**

In order for parents and students to enjoy our athletic events the following rules have been adopted.

- Students in grades K-3 will not be admitted without a parent.
- Students are to remain in their seats until half time or between games
- Students are allowed to return to the stands at the completion of each quarter
- Students will be seated in the hallway to wait for the end of the quarter
- All students must be seated
- No standing in doorways or against walls

**BICYCLES:**

- Students may NOT ride their bikes to school in grades Kdg., 1, and 2.
- Bicycle riders shall walk their bikes on the sidewalk and as they cross Hwy 23. They shall also walk their bikes if there are pedestrians on the school sidewalk. If they ride their bikes on the school sidewalk when pedestrians are present, bicycle privilege may be taken away for the semester.
- Bicycles shall be parked in the bike racks.
- Bicycles are to be locked. The school is not responsible for personal items lost, damaged, or stolen.

**BIRTHDAY TREATS:**

It is mandatory that you send in treats that are factory prepackaged in order to maintain a sanitary level for the distribution of snacks. Some of the following items are acceptable: Pre-wrapped cookies, cakes, packaged M&M's, packaged candy bars, granola bars, fruit. Non-food items such as pencils, erasers, bookmarks, trinkets, small notebooks, etc., are a great alternative.

**Invitations to private parties that are held away from school cannot be distributed on school property.**

**CAFETERIA:**

- All students must eat in the cafeteria.
- You can access your child's mySchoolBucks account to view their remaining account balance and see what they have purchased with their account money.
- The Indiana School Foods and Nutrition regulations mandate that soft drinks are not allowed.

- Significant negative lunch account balances shall not be permitted. A significant negative lunch account balance is any balance owed in excess of \$25.00. If a student has a significant negative lunch account balance, s/he shall still be provided a lunch, and his/her parent (s) shall be contacted to collect the outstanding charges.
- We would like to encourage you to pay monthly or weekly. Lunch payments can be made online by using the mySchoolBucks link available on the John Glenn web page, under parent information.
- When students bring their lunch, it should meet nutritional guidelines, which excludes pop.
- All students (including state assisted) who pack a lunch but need a drink will incur a charge for that milk.
- Students shall talk in a conversational tone.
- Students shall observe good manners, including not throwing food, dropping it on the floor, or grabbing food from another student's plate.
- Students shall pick up any scraps when they leave the table.
- When the supervisor instructs the students to be quiet, there is to be no talking so the instructions can be heard by all students.
- All students will be dismissed by their supervisor when it is time to go outside.
- Students shall remain seated until they finish eating. They shall not walk around the room.
- Beverages purchased in the cafeteria will not leave the cafeteria.
- Bags of chips/pretzels, if not opened, can be put in lockers to be taken home.
- Lunch money should be in an envelope labeled with the student's full name and teacher name.

M-Maintain Table Manners

A-Assume Responsibility for Yourself

N-No Put Downs

N-No Sharing of food

E-Enter, Eat and Exit in a Quiet, Orderly Manner

R-Respect Supervisors and Each Other

S-Sit Patiently until You are Dismissed

**DRESS CODE:**

The standards noted are designed in order to promote safety, decency, and the creation of a non-disruptive atmosphere to support the educational process.

- All shorts, skirts, and/or dresses should be of modest length. Saggy pants, pajama bottoms, bicycle shorts, and hems that drag on the floor are not appropriate for school. No words should appear on the seat of sweatpants or shorts. Clothing that is purposely ripped, torn, and/or cut in a manner that causes a distraction to the operation of school or is a safety risk to the student or others is prohibited.
- Clothing that shows any type of personal undergarments is unacceptable.
- Tank tops, tube tops, spaghetti straps, and mesh "t" shirts are not allowed. Shirts must completely cover the stomach at all times.
- **While we understand flip flops are a popular shoe choice, they are not the best choice for school. Due to the playground surface, we strongly recommend your child have a spare pair of shoes at school in the event your child's flip flop breaks.**
- Jewelry depicting drugs, tobacco, alcohol, drug paraphernalia, or having sexual connotations will not be allowed.

- Clothing, symbols, and gestures commonly associated with “gang” behavior will not be permitted, including, but not limited to, bandannas, drawings, jewelry, pictures, etc.
- Teachers are responsible for making decisions concerning dress. They will be required to send the student with a note to the office for decisions on acceptable clothing. Students may also be sent home if, in the judgment of the teacher/administrator, the attire is disruptive to the educational process. The final decision will be made by the principal.
- Students who are not able to reach their parents will be given donated clothing (when possible) to wear which should be returned. (If you have extra sweatshirts or pants, we would be happy to have these donations.) If the school does not have clothing available, the student may be placed in ISS for the day.
- The popularity of coloring hair has increased over the past few years. In order to not disturb the educational process, extreme or unnatural colors of hair are not acceptable. Examples of such hair colors are bright yellow, green, orange, blue, pink and bright red. Haircuts have also varied throughout the years. Unusual and extreme styles become distractors in the school and are not acceptable.
- **Hats are only allowed for special occasions such as “Hat Day” or “Red Ribbon Week”.**

**If you find yourself questioning whether or not your choices are acceptable, then it is safe to assume they are not.**

### **FIRE/TORNADO INFORMATION:**

It is a state law that fire drills are held once a month. The fire exit routes are posted in each classroom. Each teacher will explain which exit to use from their room. Severe weather drills are held seasonally. The teacher is alerted through the public address system. Each classroom has a designated area to which the teacher will direct the students. A list of instructions is posted in each classroom.

### **GENERAL SCHOOL RULES:**

- 1) Students shall chew gum and eat candy only under the direction of the teacher.
- 2) Students shall not be in any room where there is not a teacher or adult present.
- 3) Students shall come to the office only when they have a pass from their teacher.
- 4) Students shall not fight on school property, on the bus or to and from school. (initiating, threatening, shoving, intimidating, swearing, or intending to cause physical damage, and/or unnecessary defense.)
- 5) Inappropriate language, gestures, or materials will not be tolerated.
- 6) Students shall not possess or use any form of vapes, tobacco, drugs, or alcohol.
- 7) Students shall not bring toy guns, knives or other dangerous weapons or look-alikes.
- 8) Students shall show proper respect to every adult in the building.
- 9) Students shall show proper respect for school equipment and property.
- 10) Special permission must be given for the following items to be allowed at school: Radios, CD players, head phones, cameras and media devices.
- 11) Students shall not trade, borrow, or sell their belongings.
- 12) Valuable items brought from home are the responsibility of the student.



## **HALL BEHAVIOR:**

- Students shall talk in quiet, conversational tones when necessary.
- Students shall always respect other classes that are in session by using quiet voices in the hall.
- Students shall refrain from whistling, yelling or making loud noises in the hall.
- Students shall not run in the hall.
- Students shall treat visitors with courtesy.

## **HOMEWORK:**

Homework fulfills the following purposes:

- To review and reinforce classroom learning by providing practice with an application of knowledge gained.
- To teach students responsibility, neatness and organizational skills.
- To promote wise and orderly use of time.

Due to the importance of homework, teachers frequently allow study time in class for given assignments. However, not every student will have the same amount of homework each evening. The amount of homework is dependent upon each student's daily schedule and curriculum. It will also vary according to the age, the cognitive style, and the physical needs of the student.

Failure to do school work and assignments: All schoolwork and homework are expected to be completed on time. The teacher understands situations may exist whereby an assignment may need additional time. In such cases the parent must contact the teacher to make these arrangements.

Students are expected to complete homework assignments in all areas of learning. Parental interest and concern in regard to completing assignments will help instill a positive attitude about the importance of homework and proper study habits. Homework is one vehicle that can assist school in emphasizing the partnership needed between home and school in the educational process of their child. Parents are encouraged to check Harmony daily and use the information to facilitate academic discussions with their child.

## **LIBRARY BOOKS:**

- Books are to be returned each week.
- Students who forget their books will not be allowed to check out library books.
- Books may be renewed.
- Lost or damaged books must be paid for.

## **LOCKERS:**

All lockers are the property of the John Glenn School Corporation. Each school will insure that each student is assigned a locker (in most cases, an individual locker). Students are strongly encouraged to not place valuable items in the lockers. Lockers are not locked. The school is not responsible for articles taken from lockers.

Rolling backpacks do not fit in our lockers and are therefore not allowed.

Lockers will be inspected periodically without notice for damage and inappropriate content. If a locker is damaged, the student to which the locker is assigned is responsible for the cost. No glass containers are allowed in lockers.

## **LOST AND FOUND:**

Lost and found items are kept in a container near the cafeteria. Each year there are a large number of items that are valuable and are not claimed.

## **RECESS GUIDELINES:**

- We believe that children benefit from outdoor recess play. This gives them a chance to get fresh air, exercise, and release excess energy. We monitor the official NOAA weather channel from the Michiana Regional Airport daily.
- When the wind chill factor reaches less than 15 degrees above zero, the children are kept indoors.
- If the temperature is below **50** degrees everyone must have some type of coat. If it is over **50** degrees the choice of whether or not to wear a coat is left up to the child.
- For outdoor recess play during the winter months, we recommend the following articles: warm coat, mittens or gloves, boots, snowsuit (extra pair of jeans kept at school), scarf and a hat.
- All items should be labeled with your child's name.
- Students will be excused from recess only through a doctor's written letter.

## **GENERAL PLAYGROUND RULES:**

- ***If you can't see the playground supervisor, then you are not in the right place!***
- To encourage cooperative play, no touching, pushing, or grabbing others is discouraged.
- Sit down when using the slide and not walk up the slide.
- When using the monkey bars line up at one end, climb across, and then return to the other end for another turn. Do not sit on top of the monkey bars or slide down the poles.
- No tackle football, wrestling, karate, or play-fighting.
- Only one person on a swing. Swings should not be swung sideways or twisted.
- Stay away from classroom windows.
- No snowballs or sliding on ice.
- Do not throw stones or rocks
- Use the restroom on the way out.
- You cannot re-enter the building during the playground time.
- No playing tag or running **on** any equipment.
- Do not use equipment if ice or water is under it.
- The recess supervisor has the right to determine if your clothing is recess appropriate.

## STUDENT SERVICES

### ELEMENTARY GRADING SCALES:

<b>Profile Name</b>	WES/NLES Gr 1 & 2 OSU
<b>Round grade percentage?</b>	No

Letter Grade		Percent Range			Pt Value
A+	=	.99	to	1.00	4.333
O	=	0.97	to	1	
S+	=	0.94	to	0.96	
S	=	0.85	to	0.93	
S-	=	0.8	to	0.84	
N	=	0.74	to	0.79	
U	=	0	to	0.73	
	=		to		

<b>Profile Name</b>	WES/NLES Gr 3-6
<b>Round grade percentage?</b>	Yes

Letter Grade		Percent Range			Pt Value	Final Pt Value
A+	=	.99	to	1.00	4.333	
A+	=	0.99	to	1	4	4
A	=	0.94	to	0.98	4	4
A-	=	0.92	to	0.93	3.7	3.7
B+	=	0.9	to	0.91	3.3	3.3
B	=	0.84	to	0.89	3	3
B-	=	0.82	to	0.83	2.7	2.7
C+	=	0.8	to	0.81	2.3	2.3
C	=	0.74	to	0.79	2	2
C-	=	0.72	to	0.73	1.7	1.7
D+	=	0.7	to	0.71	1.3	1.3
D	=	0.64	to	0.69	1	1
D-	=	0.61	to	0.63	0.7	0.7
F	=	0	to	0.6	0	0

### BOYS AND GIRLS CLUB at Walkerton and North Liberty Elementary:

Both NLES and WES have an Extended Care Program sponsored by the Boys and Girls Club. Those interested in the programs may get information at the school office.

Hours of Operation for the Boys and Girls Club  
 Before Care hours: 6:00 AM - 8:00 AM  
 STRIVE hours: 2:45 PM - 6:00 PM

## **COUNSELING:**

A designated staff member to be determined by the principal is available to the students for their social, personal, and educational needs. The staff member is a friend to the students, a resource for the parents, and works closely with representatives of the John Glenn Schools. This person works with individuals, groups, and classes to help provide “preventive” counseling, encourage better student relationships, and promote positive attitudes and choices in the students.

## **HIGH ABILITY PROGRAM:**

The State of Indiana is committed to providing curriculum and instruction of such quality as to ensure that all children, regardless of individual differences are challenged to reach the highest level of achievement consistent with their ability.

High Ability children should have educational experiences which help them meet their full potential and enable them to enter creative leadership positions in society. Walkerton Elementary and North Liberty Elementary provide an enriched environment for students to ensure students are challenged to reach their highest level of achievement.

## **DIFFERENTIATED INSTRUCTION:**

The staff recognizes students learn at different rates and in different manners. The staff attempts to meet each of the students’ needs by altering their teaching style and techniques. Parents will be consulted when such assistance is needed. Any modifications affecting the child’s grades will be noted in the child’s report card and permanent record.

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

Optimal school achievement is obtained when students experience success in their daily activities and build upon successful experiences as they encounter new learning situations. All aspects of the student must be considered as grade placements are made.

## **DEFINITIONS:**

- **Promotion:** Occurs when a student is doing the caliber of work (grade level) that indicates the student has met the criteria established in Policy **5410** and restated below.
- **Placement:** Occurs when a student is not doing the caliber of work that indicates the student should be promoted to the next grade. However, the student placement team recommends and the building administrator concurs, that it is in the student’s best interest to move to the next grade.
- **Retention:** Occurs when a student is not doing the caliber of work that indicates the student should be promoted to the next grade, based on the recommendation of the Student Intervention Team with the concurrence of the building administrator.
- A Student Intervention Team is to be appointed by the principal each year to consider situations in which students may not be promoted to the next grade or may not graduate. Such a team should include classroom teachers, counselors and other support staff, building principal, and parents.

## Criteria for Consideration

When the Student Intervention Team is convened, the following criteria shall be considered:

- current level of achievement
- potential for success at the next level
- emotional, physical, social maturity

Final decisions on student promotion, placement, or retention, rest with the building principal.

Timeline for Elementary Grade Placement Changes

	1.	Before Parent/Teacher Conference: Principal will review grade placement procedures with teachers.
	2.	October-January: Teacher should inform parents of student progress.
	3.	Early March: Teacher will notify principal if an alternative grade placement is being considered. The Student Intervention Team may be convened by the principal.
	4.	Early April: If placement or retention is still being considered, parents should have been notified by this time and commitment to the decision secured.
	5.	May-June: Decision on placement or retention is made and student Grade Placement Recommendation is completed.

**SPECIAL EDUCATION:**

The John Glenn School Corporation is a part of the Joint Educational Services for Special Education (JESSE) providing services for 10 school corporations. Students who qualify are provided services for academic and/or speech.

**SPEECH AND HEARING:**

Throughout the school year, the speech/language pathologist will conduct speech/language and hearing screenings. Screenings will be conducted through state required mass screenings, through teacher and/or case conference committee referrals or when new students enroll in our school system. If a screening indicates a need for further intervention the parent will be notified.

**TITLE ONE:**

Walkerton Elementary and North Liberty Elementary students who score below average in math, reading and language are provided with tutoring, small classroom and group instruction. This is made possible from a federal grant.

**● PARENT SERVICES**

**Visiting our school**

Parents are welcome in the buildings of JGSC. However, due to educational and safety issues, we ask that you follow these guidelines:

- Please register in the office before proceeding into any other section of the building. You will be given a visitors badge. This puts our students at ease since they easily recognize the badge and know that you are a guest in our building instead of a stranger in our building.
- Please realize that our staff members have important duties to complete throughout the school day. Dropping in for a visit without an appointment does not allow for meaningful discussion of a topic. Staff members need to make arrangements so they can attend to your concerns without neglecting their responsibility to our students.
- Please remember to check out with the office. Guests will sign out in the office, upon completing their visit.

## **Report Cards, Progress Reports, and Harmony**

Harmony is a service that is greatly improving school to home communication in the John Glenn School Corporation. Parents can access their student's Attendance Record, Discipline Record, Progress Report, and other academic information by logging in to a secure internet site and using a username and password. This allows parents to have real time comprehensive information regarding their student's academic record regardless of what time it is.

Report cards are prepared at the end of each nine weeks. Interim reports will be distributed to parents as necessary. Should special concerns develop, a parent/teacher conference is encouraged.

## **COUNSELING:**

A counselor is available to the students for their social, personal, and educational needs. The role of the counselor is one of a confidant, not a disciplinarian. The counselor works with individuals, groups, and classes to help provide "preventive" counseling, encourage better student relationships, and promote positive attitudes and choices in the students. The counselor is a resource for parents and works closely with the other representatives of the John Glenn Schools.

## **PTA/PTO**

The Parent-Teacher Association is a group dedicated to promoting cooperation between parents and teachers. Parents and teachers work together to develop informative programs. The following programs have been sponsored by our PTO/PTA: Fun Fair, Book Fair, Room mothers, Fine Art contests, etc. Money from PTO/PTA projects are used to purchase educational materials and activities for the school. PTO/PTA is a very important line in the education chain. All patrons are encouraged to become members of this fine organization.

## **REPORTING SCHOOL ACTIVITIES:**

Special recognitions of students and various school activities are reported to local newspapers, written in newsletters, etc. Parents were asked to complete the Denial of Permission to Release Certain Directory Information Without Prior Written Consent form at registration. Additional copies may be obtained in each school office.

## **Nondiscrimination/Equal Opportunity**

The district is required by federal and state laws, executive orders, rules and regulations not to illegally discriminate on the basis of: race, color, national origin, religion, sex, age, handicapping conditions, or marital status. The district, therefore, commits itself to nondiscrimination in all its educational and employment activities.

Further, the Board of Education affirms the right of all students and staff, regardless of race, color, religion, national origin, sex or handicapping condition, to be treated with respect and to be protected from intimidation, discrimination, physical harm and/or harassment.

Harassment/discriminatory behavior denies civil rights or access to equal educational opportunities includes comments, name-calling, physical conduct or other expressive behavior directed at an individual or group that intentionally demeans the race, color, religion, national origin, sex or handicapping condition of the individual or individuals or creates an intimidating, hostile or demeaning environment for education.

Students and staff may file a formal grievance regarding discrimination acts with his or her building principal. In addition, a student or staff member may raise such a complaint with the Superintendent. All complaints will be

thoroughly investigated and the rights of all parties to the complaint will be protected. Complaint forms are available from the Principal.

### **Parent Right to Inspect Certain Instructional Materials**

The John Glenn School Corporation makes available for inspection by parents or guardians of a student any instructional materials, including teacher manuals, student texts, films or other video materials, tapes and other materials used in connection with a personal analysis, an evaluation, or a survey as described next.

### **Student Submission to Surveys, Personal Analysis, or Evaluations of School Curriculum**

No student shall be required without prior written consent of the students parent or guardian, or prior consent of a student if the student is an adult or is emancipated, to submit to a survey, a personal analysis, or an evaluation not directly related to the academic instruction which reveals information concerning:

- political affiliations;
- religious beliefs or practices;
- mental or psychological conditions that may embarrass the student or his/her family
- sexual behavior and attitudes;
- illegal, anti-social, self-incriminating or demeaning behavior;
- critical appraisals of other individuals with whom the student has a close family relationship;
- legally recognized privileged or confidential relationships including a relationship with a lawyer, physician, or minister; or
- income (except as required by law to determine eligibility for participation in a program or for receiving financial assistance under a program).

Any consent form used in compliance with this policy must state the contents and nature of the personal analysis, survey, or evaluation. (Forms are available in the school office or corporation office.)

**IMPORTANT Transportation and Traffic Information:**

**WES/NLES School Day:**

Students Enter and Breakfast Begins at **7:45 AM**

Tardy Bell Rings at **8:05 AM**

Dismissal Begins at **2:40 PM**

**Bus Riders:**

WES Buses will use Door 6 in the AM and PM. (North Parking lot)

NLES students, who ride the bus, in grades K-3 are to enter the building through the Door 12 entry doors.

Those students, who ride the bus, in grades 4-6 shall enter the building through the Door 10 entry doors.

**Car Riders:**

WES car riders will drop off/pick up at Door 1 (Circle Dr) Please pull into Wildcat Lane at the very back of our south staff parking lot.

NLES car riders will be dropped off and picked up only at the north end (Door #1). No cars are allowed in the bus area at NLES. Parents should not wait at Door #1 where students line up for dismissal. Parents may either stay in their cars or meet their child on the sidewalk.

**Walkers:**

WES town students will be crossed from 7:45-7:55 AM at the corner of Washington Street and Hwy 23. Be sure to have your child get to the crossing area no earlier than 7:45 AM. Students shall talk and behave respectfully to the crossing guard. No student shall walk along St. Rd. 23 for any reason. Students who live south of St. Rd. 23 and east of the building shall come in and leave the building by the south door by the gym. All students who live in the Grissom Drive area, shall go the full length of the alley rather than walk St. Rd. 23.

NLES students who walk, will enter through **Door #1**.