

Culver Community Schools Corporation

Culver Elementary School



Parent/Student Handbook

2022-2023

Culver Elementary School 2022-2023

PLEASE READ, SIGN, AND RETURN TO THE SCHOOL OFFICE

We are requesting that the parent or legal guardian of each student acknowledge in writing that they have received a copy of the Parent/Student Handbook containing the disciplinary policy. Please complete this form and return it to the school office. You may bring this form in or send it in with your child.

I have received the 2022-2023 Culver Elementary School Parent/Student Handbook and have reviewed the disciplinary policy.

Names of children attending Culver Elementary School:

_____	_____
_____	_____
_____	_____

Parent/Legal Guardian

Date

WE....

Care about providing a safe school atmosphere for all students, staff and families.

Understand that all students, staff and community members are partners in providing a positive and respectful learning environment.

Live each day believing that every student can be successful.

Value moral character development, positive attitudes, and teamwork for all students and staff.

Encourage and model respect, courtesy, self discipline, and concern for everyone.

Revere education, lifelong learning, and excellence in the arts, athletics, and life skills

Culver Elementary School



Erika James, CES Principal
ejames@culver.k12.in.us

401 School Street, Culver, Indiana 46511
P: (574) 842-3389 F: (574) 842-3380

I would like to welcome you and your child to Culver Elementary School. Our school is full of knowledge, enthusiasm, challenge, creativity, rigor, support and encouragement. Our dedicated teaching staff and support personnel strive to provide for each student's individual needs. We encourage your support and assistance throughout the school year so that your child will have a successful and rewarding year. In order for your child to receive the best education they can, they need to be at school. Please do your best to see that your child is in attendance daily.

The student handbook was developed to answer many of the commonly asked questions students and their parents may have during the course of a school year. Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing the contents. Please take the time to become familiar with the following information and keep the handbook available. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise.

Be a positive partner in your child's education. Make it known to your child that you value education. Let your child see you supporting his or her endeavors here at school by attending programs, volunteering to chaperone field trips, helping out with classroom activities, or most importantly, talking to your child about school and the importance of it. See the school calendar on page 4 and note important dates throughout the year. Please mark those dates on your calendar and try to be in attendance for those activities.

It is a pleasure to have you as a member of our Culver family. We are looking forward to working with each and every one of you as we embrace the new school year, continue to build on the tradition of academic excellence and provide a positive learning experience.

Best wishes for a successful year!!!

Culver Elementary Staff and School Board

Preschool

Rebecca Sorg
Priscilla Falk
Danielle Bradburn

Kindergarten

Amy Bonine
Heather Overmyer
Paula Krause

First Grade

Lisa Elliott
Emma Bennett
Emily Woodward

Second Grade

Janet Baker
Megan DeVore
Courtney Good

Third Grade

Valerie Cultice
Marie Dzomba
Carrie Tharp

Fourth Grade

Lisa Glennon
Cheri Weiger
Shannon Barrett

Fifth Grade

Sara Keyser
Nicole Fender
Denise Kaser

Title 1 Reading

Chris Renneker
Teri Zechiel

Nurse

Rhiannon Banks

Music

Jason Crittendon

Physical Education

Andrea Berndt

Library/Media

Becky Risner

Art

Megan Darling

STEM/High Ability

Special Education

Kris Arvelo
Sarah Bailey
Lori Nudo
Heather Widner
Kelly Young

Social Emotional Learning (SEAL)

Coordinator
Brandy Zehner

Technology Coordinator

Collin Stevens

Technology Assistant

Mitchell Maes

Director of Student Services

Erin Proskey

Secretarial Staff

Janeen Clark
Mikaela Scroggs

Preschool Aides

Alison Neace
Nichole Collins
Cherri Moore

Title 1 Aides

Jill Hyndman
Claudia Surguy
Jordan Russel

Special Education Aides

Terry Krsek
Elyse Stacy
Phil Owens
Alyssa Robinson
Carey Otteman
Jordyn Hall
Jannelle King

Language Facilitators

Nicole Burns
Deb Haschel
Kara Head

Custodial Staff

Peggy Biddle
Gina Strong

Kitchen Staff

Tina Varga
Kim Parker
Katrina Frazier

Principal

Erika James

Superintendent

Karen Shuman

School Board

President Amy Pugh

Member Theresa Thompson

Member J.D. Uebler

Member Julie Ritzler

Member Mark Maes

Member Jack Jones

Member Mike Pazin



CULVER COMMUNITY SCHOOLS CALENDAR 2022-2023



July 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
August 2022						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
September 2022						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
October 2022						
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
November 2022						
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
December 2022						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Culver Community Schools Corporation
700 School Street
Culver, Indiana 46511
574-842-3364

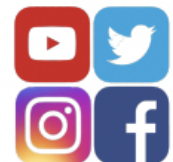
Aug 8	Teacher PD day
Aug 9	Teacher Work Day 12:00pm-7:30pm
Aug 9	Open House 5:15pm-7:15pm
Aug 10	First Student Day
Sep 2	Virtual/2 hour delay 10:00am-3:15pm
Sep 5	Labor Day- No School
Oct 13	Elementary ONLY P/T Conferences 4pm-8pm
Oct 17-21	Fall Break- No School
Nov 23-25	Thanksgiving Break- No School
Dec 21-Jan 4	Christmas Break- No School
Jan 4	Teacher PD/Work day
Jan 5	Students Return
Jan 16	Virtual/2 hour delay 10:00-3:15
Feb 16	Elementary ONLY P/T Conferences 4-8pm
Feb 20	Presidents Day- No School
March 27-31	Spring Break- No School
April 7	Good Friday- No School
May 25	Last Student Day
May 26	Teacher Work Day
May 26	Commencement- 7pm
CES student time: 8:00AM- 3:05PM (2:05PM on Fridays with no delayed start)	
MSHS student time: 8:00AM- 3:12PM (2:12PM on Fridays with no delayed start)	
Semester 1	86 Student Days
Semester 2	94 Student Days
Student Days	180
Teacher Days	184

January 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
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22	23	24	25	26	27	28
29	30	31				
February 2023						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				
March 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
April 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
May 2023						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
June 2023						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

At Culver Community Schools our mission is creating an environment for all students to attain their highest level of academic potential through rigorous courses, career and technical offerings, social and emotional development and extra-curricular opportunities.

School in session
School is NOT in session.
Teacher Day only
Virtual Day. Students attend virtually from 10-3:15
Elementary P/T Conferences

@CulverCommunitySchools



Student Schedule

7:45	School doors open	11:45-12:35	Lunch/Recess- Preschool
8:10	Tardy Bell Rings	2:50	Dismissal- Preschool
10:50-11:30	Lunch/Recess - Kindergarten/First Grade	3:00	Dismissal - Kindergarten
11:30-12:10	Lunch/Recess - Second/Third Grade	3:03	Dismissal - Grades 1 - 2
12:10-12:50	Lunch/Recess - Fourth/Fifth Grade	3:05	Dismissal - Grades 3 - 5

Please note that **EVERY FRIDAY** of the school year we will be dismissing students 60 minutes early. That means dismissal for Culver Elementary School will begin at **2:00 on Fridays**.

Culver Elementary Policies and Information

School Community Narrative

Culver is a small, rural "Stellar Community" located in north-central Indiana. The corporation is made up of approximately 800 students in two buildings-- a PreK-5 elementary school, a 6-12 middle high school. Culver Elementary has an enrollment of approximately 400 students. There are several smaller towns in the corporation besides Culver—Monterey, Leiters Ford, Delong, Burr Oak, and Ora. The School Corporation is unique in that it is made up of four townships, each from a different county. The town of Culver has a population of approximately 1,300 people. There is very little industry in the immediate region. Major pluses for the area are two beautiful natural lakes and the presence of Culver Military Academy, a private boarding high school. Culver Elementary was built in 1952. In 1986, a major addition was opened consisting of a media center and a combination cafeteria-multi-purpose room. In 1990, two new classrooms were constructed. In 2002 a major renovation took place with the addition of 18 classrooms. The school also has a gymnasium that was built in 1929 as a WPA project. The gym had a major remodel done during the summer of 2009.

The elementary school serves students from Preschool through grade five. It is made up of twenty-one general education classrooms. The corporation offers all-day Paths to Quality Level 3 Accredited Preschool and kindergarten to all of its 3-5 aged students. There are five special education teachers, as well as art, music, physical education, computer science, STEM, a High Ability Coordinator, two Title I teachers; a library media specialist, school nurse, eight instructional assistants, two secretaries, a principal, Social-emotional and Academic Liaison, and three custodians.. There is a very active Parent-Teacher Organization, which in many different ways provide added support to the educational programs.

A student attending Culver Elementary has the opportunity to experience many educational learning experiences in addition to the normal classroom activities. We have a long-established Gifted and Talented program serviced by our High Ability teacher/coordinator. The school actively participates in music and art programs and various field trips of interest. The students may also participate in intramurals, sports, and other after school clubs and activities such as the Culver Youth Club located at the Middle High School.

Vision Statement

Our vision is for every student to reach their fullest potential and become a contributing member to society and a lifelong learner.

Mission Statement

Our mission is creating an environment for all students to attain their highest level of academic potential through rigorous courses, career and technical offerings, social and emotional development and extra-curricular opportunities.

School Objectives

1. To provide up-to-date materials and equipment with satisfactory working and learning conditions.
2. To provide curriculum for the gifted, average, and those with special needs.
3. To maintain a well-trained, progressive faculty and strive to keep abreast of modern trends in teaching.
4. To provide students with worthy leisure-time interests; an acquaintance with good literature, arts, and music; an appreciation of the beauties of nature; a well-balanced attitude toward sports.
5. To help the students develop their individuality and achieve self-knowledge through oral and written expression and through an opportunity to participate in many kinds of curricular and extra- curricular activities.
6. To provide opportunities for leadership through a variety of activities.
7. To promote good rapport between faculty and students.
8. To promote the development and maintenance of good health.
9. To train the youth to be good citizens and help them to develop a code of morals acceptable to society.

School Day

The school day will begin at 8:00 A.M. with the tardy bell at 8:10 A.M. Dismissal will be at 3:05 P.M. If you are going to drop off or pick up your child, please do so at the east doors, door A, along School Street. At the conclusion of the day students riding the bus will be dismissed through the west doors. Walkers and those students being picked up, will be dismissed through the east doors, door A. For students being picked up at, dismissal procedures at door A will require students to remain inside the building until the person picking up the student has been identified. In an effort to enhance student safety, we are asking parents to remain in their cars and drive up to the pickup point. At that time the student will be allowed to leave the building. At dismissal, students who are walking, are required to sign out, stating where they are going, prior to being allowed to leave the building.

Attendance

Indiana Compulsory School Attendance:

A student is bound by the requirements of this chapter from the earlier of the date on which the student officially enrolls in a school or the beginning of the fall school term for the school year in which the student becomes seven (7) years of age until the date on which the student: graduates; becomes eighteen(18)years of age; or becomes sixteen (16) years of age but is less than eighteen (18) years of age and the requirements under section 9 of this chapter concerning an exit interview are met enabling the student to withdraw from school before graduation; whichever occurs first.

Regular attendance at school is vital to each student's potential for academic success. It is difficult for a student to learn without teacher or class interaction. If students are absent from school for any reason the parent should call the school on the morning of the absence. If no phone call is made, the student should bring a written explanation signed by their parent or guardian the day following the absence. Students should present this note to their teacher when they return to school. Making up missed work is the student's responsibility.

The school requests that parents and students keep the principal informed when any unusual situation arises which demands that parents take a student out of school. Every effort should be made by the parents to schedule their vacations to coincide with the school calendar. Sufficient notice should be given in order for the teacher to give students the opportunity to do assigned work during their absence. The teacher may desire to wait for the student's return before assigning missed work. Making up missed work is the student's responsibility.

Categories of Absences

Habitual Absence Under I.C. 20-33-2-25, the "Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court or **the department of child services**. The intake officer or the department of child services shall proceed in accord with IC 31-30- through IC 31-40."

Effective July 1, 2013, [SEA 338](#) amends IC 20-20-8-8. Habitual truancy includes students absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request filed with the school. **Chronic absenteeism includes students absent from school for ten percent (10 percent) or more of a school year for any reason.**

Excused Absences

Excused absences are defined as absences that the school corporation regards as legitimate reasons for being out of school, as included in the school policy. These could include:

- Illness verified by note from parent/guardian/Physician
- Family funeral
- Maternity
- Military Connected Families (e.g. absences related to deployment and return)

Unexcused Absences

An unexcused absence is any absence not covered under the definition of excused.

Parent notification of absences will be sent out the first of every month and absences will roll-over at semester:

1. *Unexcused Absences*
 - a. 2 days unexcused absence & 4 days unexcused absence – Letter sent home
 - b. 5 days unexcused absence – Notification to county children agencies
2. *Excused/Unexcused Absences combined*
 - a. 5 & 10 days excused /unexcused absence – Letter sent home
 - b. 15 & 20 days excused/unexcused absence – Letter sent home and notification to county children agencies if deemed necessary

Exempt

Under certain circumstances, the law requires the school to authorize the absence and excuse of a student: serving as a page or honoree of the General Assembly (IC 20-33-2-14); serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary or general election (IC 20-33-2-15); when subpoenaed to testify in court(IC 20-33-2-16); serving with the National Guard for no more than 10 days(IC 20-33-2-17); observing with the Civil Air Patrol for up to 5 days (IC 20-33-2-17.2), the student is approved for an educationally related non classroom activity (I.C. 20-33-2-17.5); the student or a member of the student's household exhibits or participates in the Indiana State Fair for educational purposes (IC 20-33-2-17.7). In each of these circumstances, the student is excused from school and is not to be recorded as absent, and is not to be penalized in any way by the school.

Tardy

Students are considered tardy to school if they arrive in the classroom after 8:10 A.M. As with an absence, tardy students need a signed note from a parent or guardian. Students arriving late to school need to first stop at the office and receive an "Admit to Class" form and then proceed to their room. The individual teacher may require the student to make up time missed for being tardy. If, in the teacher's opinion, the pupil is frequently tardy he or she may report this to the office for further or additional action.

Perfect Attendance

If your child comes to school tardy, three or more times per month, they will not be eligible for a perfect attendance certificate for that month.

Reporting Absent and/or Tardy Students

If your child is going to be absent or tardy from school please call the office before 9:00 A.M. or send a note to school with another child, friend or neighbor. You may also email the school at cesoffice@culver.k12.in.us. If we do not receive a call or note it will be necessary for us to call you. This is done to assure both you and us that your child has reached the school safely. As always, a child upon returning to school after an absence must have a written explanation signed by their parent or guardian to be admitted.

Articles Prohibited in School

Such items as toy guns, water pistols, bean shooters, sling-shots, knives, baseballs, and fireworks are undesirable and will be impounded and returned only at the parent's request. Drugs, alcohol, tobacco, matches, lighters, and aerosol cans are not to be brought to school. The wearing of shoes with wheels is prohibited. Possession of these items can result in suspension and/or expulsion from school.

Bicycles

Bicycles may be ridden to school, but upon reaching school they are to be parked in a rack and left there until that student leaves school to return home for the day. The school will not be responsible for the safety and care of the bicycles. We request that students who have access to a school bus route ride the school bus rather than bicycles.

Birthday Parties

Birthday parties as such are not permitted at school. However, a child may bring a treat such as a nutritious snack for his/her classmates to share. Students are not to bring in carbonated beverages or energy drinks. Prior arrangements should be made with the teacher. Also, distributing invitations to parties is prohibited.

Bringing Animals to School

If a student has reason to bring an animal to school, he/she should get permission from the principal's office as well as from the teacher. Even if permission is granted to bring an animal to school, animals are not to be transported on the school bus.

Chaperones

All chaperones must be at least twenty-one (21) years of age and be affiliated with the Corporation as a parent, school volunteer, or part-time or full-time employee. Anyone wishing to chaperone must submit to a Limited Criminal History check. Chaperones are not to invoke any kind of discipline on a student except in cases of imminent threat to that student's or other people's safety or well-being. A chaperone is to report any student behavior problems or inappropriate conduct of a chaperone or staff member to the trip leader(s) as soon as possible. Each chaperone, as well as the trip leader(s), should model the behaviors expected of students throughout the times on the trip when s/he is associated with the students. A chaperone's behavior should be such that it would not create problems for or embarrassment to the trip leader(s) or the school. Smoking is not permitted near the students. Smoking will only be permitted during the students' meal time when the students are all grouped together under the supervision of other adults. Inappropriate language will not be tolerated at any time. Chaperones are to ride with the students and teachers in the corporation approved transportation. Also, chaperones are not allowed to take other guests (spouse, children, etc.) with them on the field trip. The trip leader(s) is responsible for the conduct of the chaperones during the trip and should be knowledgeable of their whereabouts at all times and how they can be contacted in case of an emergency.

Collection and Forgiveness of Debt

The Board understands it is required to collect all monies owed to it by patrons, employees, parents, and students, including money owed through student lunch accounts, book fee accounts and other extracurricular accounts. Every effort should be made by the school administration to collect the monies owed to the school corporation including collection procedures. Such efforts **must** be documented by school administration before the debt is forgiven, waived, or written-off of the school corporation accounts **and considered an uncollectible account.**

The school corporation may forgive, waive, or write-off all or a portion of the debt if one of the following conditions are met:

1. The school administration determines that the student or the parent or guardian of the student is unable to pay the debt;
2. The payment of the debt could impact the health or safety of the student;
3. The cost to pursue and collect the debt from the student and his/her parents or guardian would cost more than the potential total debt collected; or
4. There are mitigating circumstances as determined by the superintendent that preclude the collection of the debt.

Every decision to forgive, waive, or write-off a debt must be documented and include the specific facts for the decision relating to one of the above stated reasons. **If the uncollectible debt is a student lunch account, it cannot be an expense to the school food service account and must be covered by non-Federal funds.**

The superintendent may develop regulations addressing specific situations relating to the above conditions.

The school corporation will utilize the collection services of Jeffery Houin, LLP on behalf of Easterday|Houin Attorneys at Law.

Refunds and transfers of lunch accounts, book fee accounts and other extracurricular accounts with positive balances remaining on a student or employee account will automatically follow the student or employee regardless of the Culver Community School they attend or work the next school year. No cash refunds are available at any of the school cafeterias or bookstores. All refunds will be processed by the Corporation Treasurer. Due to the high cost to process and mail checks, refunds are not available for balances on student or employee accounts that are less than three dollars (\$3.00), students and employees are encouraged to spend down their accounts to a zero (\$0) balance. A refund for amounts three dollars (\$3.00) and over may be made up to ninety (90) days after a student or employee leaves or graduates by filling out a Student/Employee Account Refund Form, available at a school bookstore or front office or on our school webpage. Transfers of remaining balances of any amount may be made to other student or employee accounts up to ninety (90) days after student or employee leaves or graduates. Positive balances remaining on a student or employee account after ninety (90) days will automatically be transferred to our General Fund.

Civil Rights Assurance of Equal Opportunity & Nondiscrimination

Culver Community Schools Corporation is committed to equal opportunity and does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions, or national origin including limited English proficiency, in any employment opportunity. No person is excluded from participation, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program, student activity, or hiring procedures. If you have experienced discrimination in such educational programs or activities, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to:

Corporal Punishment

While recognizing that students may require disciplinary action in various forms, the School Board cannot condone the use of unreasonable force and fear as an appropriate procedure in student discipline. Professional staff as well as support staff, within the scope of their employment, may use and apply reasonable force and restraint to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon or within the control of the student, in self-defense, or for the protection of persons or property. When an employee inflicts unnecessary, unreasonable, irrational, or inappropriate force upon a student, s/he may be subject to discipline by the Board and criminal assault charges as well. Corporal punishment may be administered only as a last resort and only in accordance with the Superintendent's administrative guidelines. If a principal employs the use of corporal punishment, s/he shall identify and submit for the Superintendent's approval, those areas of the student's body to which corporal punishment will be administered giving appropriate consideration to age, gender, physical condition, and mental limitations of the student.

The following guidelines are to be observed:

- Administration by principal or administrator but only in the presence of at least one (1) other certified staff member.
- Previous warning to the student that such punishment may be inflicted if the student's behavior or violation persists.
- Students are informed, prior to the punishment, of the reasons this form of punishment is being administered.
- Person administering the punishment is not acting in anger or emotion nor malicious intent against the student.
- Administration of the punishment in a manner that does not inflict physical injury to the student.

Except as noted above, no staff member should have any type of physical contact with a student in a disciplinary mode. This would include slapping/striking a student by hand or with an object. Parents shall be notified whenever a minor student is subjected to corporal punishment.

Corporation Policy Statement

The use of illicit drugs and the unlawful possession and use of alcohol by a student is wrong and harmful. The Board of School Trustees of the School Corporation is committed to providing a drug-free school, and it is the intent of the School Corporation to establish and maintain an educational setting and environment which meets the requirements set forth in the Drug-Free Schools and Communities Act Amendment of 1989. In compliance with the Act, the unlawful manufacture, possession, use, distribution and dispensation of illicit drugs and alcohol, or being under the influence of any such illicit drugs or alcohol, by a student on school premises or as part of any school activity is prohibited. The school premises shall include, but not be limited to, on the school grounds during and immediately before or immediately after school hours, on school grounds at any other time when school is being used by any school group, or off the school grounds at a school activity, function or event. Any such conduct by a student shall constitute grounds for expulsion.

Cultural Enrichment Committee

The Cultural Enrichment Fund Committee strives to bring a diversity of cultural programs to the Culver Elementary student body and to our patrons. These events enhance our students' learning experiences and provide new opportunities for many. All parents are welcome to come and enjoy the events with us. Please remember though that the length of the programs may not be suitable for preschool age children.

Discipline

In the matter of discipline, it is assumed that a professional attitude will be maintained and that the welfare of the pupil will be the objective. Corporal punishment is used only when other methods have failed to solve a problem. The principal or his designee shall administer all corporal punishment. For more information please see Positive Behavior Interventions & Supports Overview & Handbook (PBIS).

eLearning Policy

The School Board recognizes the need to provide students with an opportunity to participate in continuous eLearning means of instruction when the traditional school day is compromised due to inclement weather or an unforeseen circumstance. eLearning is an educational continuous learning experience that is designed to extend, enhance, supplement and serve as an alternative to classroom instruction.

Explanation of E-Learning Days:

eLearning Planned: for days when the school or School Corporation has pre-planned eLearning on the adopted school calendar, including planned eLearning days to allow for deep cleaning in response to COVID-19.

eLearning in lieu of cancellation: for days when the school or School Corporation intends to provide onsite instruction, but must transition to eLearning due to utility or weather conditions.

COVID-19 eLearning: for days when the school or School Corporation intends to provide onsite instruction, but must transition to eLearning due to COVID-19.

eLearning Policies

- A. Academic work completion/submission and Attendance: All work should be completed and turned into teachers the day of eLearning or as directed by the teacher. Teachers will need to keep track of students synchronous participation for attendance on the day of eLearning based on the following guidelines for minimum student commitment (do not have to be completed consecutively):

1. PreK 30 minutes
2. Grades K-1 45 minutes
3. Grades 2-3 60 minutes
4. Grades 4-5 90 minutes
5. Grades 6-12 30 minutes per teacher

- B. Duration of eLearning: Three (3) days will be the maximum consecutive eLearning days in lieu of cancellation allowed by the School Corporation. After the third day, class shall be in session before another eLearning day in lieu of cancellation will be utilized. A traditional cancellation may also be imposed in the event of extended inclement weather or unforeseen circumstance.
- C. Platforms: Teachers must utilize the following online platforms to facilitate eLearning: Google Classroom. Online assignments should be submitted through the Google Classroom. Teachers should communicate with parents/students about daily assignments, discipline, grades, schedule, and attendance. Mass E-mailing can be done through Google Classroom or through the student information system.
- D. Format: Teachers should utilize a standardized eLearning format. For example, in an efficient lesson plan, teachers will do the following (unless otherwise instructed in an IEP, an ILP or a 504):

As part of the eLearning experience, we should strive to do the same with a thirty to forty (30-40) minute lesson plan in mind. Teachers should provide students with the following for an effective eLearning experience:

1. model/demonstrate
 2. guided practice
 3. independent Practice
 4. Assessment
 5. provide students with modeling/demonstration material (i.e. video, podcast, presentation, reading assignment, web site module)
 6. ask students to recall what they have learned
This portion should prove that the student has actively participated in the previous step. A recall quiz or worksheet would be a good example.
 7. ask students to apply what they have learned with a higher- level thinking activity
This should not simply be a worksheet. This task should apply knowledge to a problem-solving activity that incorporates critical thinking and independent thought.
- E. Procedure for extra-curricular activities, including athletic practices: On eLearning days there will be no athletic practices between 8:00 AM and 3:30 PM Practices and events after 3:30 P.M. will be determined at the discretion of the Superintendent or administrator and attendance for athletes/patrons will not be mandatory.

Virtual Education

A student may request to be educated virtually for the 2022-23 school year. This request must be turned into and approved by the building principal. This request must be verified by a doctor's signature/note. The platform for virtual education is through Edgenuity (E 20/20). This program will not contain a synchronous instructor. A student must have a strong wifi connection in order to pursue this program. If a student does not maintain a level 4 or 5 standing (green and blue), the school will request that the student returns to school.

Emergency Closing of School

It may become necessary to close the schools because of inclement weather. If schools are delayed or closed for the entire day, local radio and television stations will carry those announcements.

On occasion it becomes necessary to close the schools earlier in the day than the usual dismissal times. At registration parents will fill out an "Emergency Dismissal Form" instructing the staff as to the manner in which they want their children dismissed.

Also, those parents signed up for the School Messenger phone notification will receive a phone call pertaining to school delays or closures. Please contact the school office if you have questions about School Messenger.

Emergency Preparedness Planning

In accordance with State Safety Regulations we have an emergency preparedness plan in place for Culver Elementary School. The plan addresses the following areas:

Severe Weather Alerts, Fire Drills and Manmade Occurrences

Severe Weather Alerts

These alerts are very important since we are in a tornado area. We expect all students to obey orders and follow the directions of the teacher during these alerts. These alerts are held in the interests of safety and protection of all of us. Drill procedures are posted in every classroom.

Fire Drills

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. During the fire drill, there should be no running and no more noise than is absolutely necessary. No one should return to the building until the signal is given by the person in charge of the drill. Drill procedures are posted in every classroom.

Man-Made Occurrences

In accordance with State Safety Regulations, plans are in place dealing with occurrences such as: chemical spills, transportation accidents, intruder in the building and others. Preparedness instructions will be given to both the staff and students.

Extra-Curricular Code of Conduct Policy

The Culver Community Schools Corporation (CCSC) has written and adopted the following rules so that students in extracurricular activities from grades K-12 will know what is expected of them and what steps will be taken if violations of these rules occur.

Self-discipline, commitment, and dedication are traits that are expected of prospective extracurricular participants. This includes following some simple rules governing the misuse of alcohol, drugs, and tobacco.

Participation by students in extracurricular activities is voluntary, and is provided as a privilege. In accepting that privilege, the student and his/her parent or guardian accept the responsibility that accompanies such participation as representative of the student body and school community. That responsibility places the student in a model citizenship role concerning his/her behavior, during, and after school. These requirements extend throughout the summer and penalties carryover from middle school to high school. Penalties will be invoked after proper due process is followed and the charged person is found to be in violation. The charges against the student will be presented to the student by the principal/AD or designee. The student will be given a chance to answer the charges at this time. If the student wishes to appeal the decision, he/she may do so to the superintendent and the school board.

Athletic Contest Behavior

Culver Community Schools expect all students, parents, and spectators to behave in an appropriate manner at all school activities. Any student, parent, or spectator not behaving in an appropriate manner, may be removed from the contest. Once a person is removed from a contest for disruptive conduct, he/she cannot attend an event or be present on school grounds until expressly permitted by the appropriate administrator. Every person has the right to due process. He/she must contact the Superintendent or School Board to start the process (See Due Process Rights).

Athletic Rules

Anyone using, possessing, or transporting alcoholic beverages, any form of tobacco, or drugs not prescribed for that student's use, will be suspended from participation in their respective activity or activities for 25% of the scheduled contests on the first offense. A second offense would mean suspension from activities for one calendar year. A third offense would mean suspension from activities for the remainder of their school career.

Eligibility

To be eligible for high school interscholastic athletics or cheerleading, a student will be full time and must have passed five full credit subjects in the previous grading period. Semester grades take precedence. All rules, regulations, and their enforcement not listed are under IHSAA guidelines. Any questions should be referred to the Athletic Director.

All student activity policies are located in the CCMHS/CES Handbooks. Student and Parent/Guardian signatures for the handbook upon registration for the school year constitute an agreement with the above Code of Conduct Policy

Intramural Basketball and Volleyball

Students in grades 2 – 5 may play in a corporation-wide intramural basketball program. This program is directed by a staff member of the Culver Community Schools. The teams are coached by volunteers. Basketball/Volleyball fundamentals and good sportsmanship will be stressed.

Expulsion Procedures

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

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

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parents. The board will then take any action deemed appropriate.

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 votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parents. 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

Family Educational Rights and Privacy Act of 1974 (FERPA)

On August 21, 1974, the United States Congress adopted an amendment to the General Educational Provisions Act called, "Family Educational Rights and Privacy Act of 1974" dealing with students' records. Of major concern to parents and students is the provision for them (under some very explicit guidelines) to examine the student's records at a reasonable time. The parent has a right to have a record corrected if it is proven that the record is "inaccurate, misleading, or otherwise in violation of the privacy of other rights of the student".

Anyone – including the parent – who wishes to examine a student's record must sign a form stating precisely what records are to be examined. A record must be kept with each student's record showing who examined it, the date on which it was examined, and the purpose of the examination. The only person authorized to release records, or to approve a request for examination of records, will be the principal or superintendent. Certain persons may examine student records without a parent's consent. Any person may receive the records, if the parents execute a written consent specifying the records to be released, the reasons for such release, and the person to whom they are to be released.

Field Trips

Field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the school. Students may be charged reasonable fees for field trips, but no student shall be denied participation for financial inability, nor shall non-participation be penalized academically. No student can be held back from an educationally based field trip due to non-acquisition of field trip fees. No student can be excluded from a field trip from non-participation in a fundraising event, specifically if the fundraising event and the trip correlates to that specific group of students. Incentive trips can be modeled to promote good character, academics, and safety. Students can be excluded if they do not model proper behavior. Students on all corporation-sponsored trips remain under the supervision of the school and are expected to follow the rules of student conduct. Any student whose conduct is considered inappropriate is subject to disciplinary action.

Front Door Dismissal Policy

To ensure our student's safety, they will dismiss one of three ways during front door dismissal:

1. They will notify the adult on duty by note, when leaving a way other than normal.
2. Picked-up by vehicle in a drive thru fashion by an identified parent/guardian.
3. The adult on duty will sign the student out if they are walking/riding a bike home.

Internet Usage Policy

Culver Community School Corporation is pleased to announce that Culver Elementary students have access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world.

This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, and communicate and collaborate with other individuals and groups around the world.

The Internet is a valuable tool for life-long learning.

Our intent at Culver Elementary is for students to experience the Internet's resources in a safe, controlled environment. In many cases, the teacher will access the Internet from one computer with students watching and discussing the information presented. Students will *not* have unsupervised access to the Internet.

With all the wonderful opportunities the Internet can bring to a classroom, there is also the potential for it to be used in an unacceptable manner. Parents should be aware that some material accessible via the Internet, might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. It is possible a student could briefly be exposed to such material despite our best intentions. It is also possible that with a credit card number, a student could make purchases for which a parent or guardian would be liable.

We assure you that your child will be supervised; however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using any media information sources. Ultimately it is the responsibility of the student and the parent to comply with the School Corporation's Internet Policy, which is available upon request. Again, we believe the Internet is a tool for life-long learning for every child. Culver Elementary also believes that the benefits to students far exceed the disadvantages. We ask you to join in our mission to provide excellence to our students by supporting us in this matter. If, however, you choose not to allow your child access to the Internet, please notify the school office in writing, and an alternate assignment will be given.

Leaving School Grounds

For all practical purposes our school will have a closed campus - that is no student will be permitted to leave school grounds from the time he/she arrives until school is dismissed. Exceptions to this rule will be made only with parental permission and permission from the office.

All students must enter and exit through the front doors unless they are transported by bus to and from school. Those students will dismiss through door L, located in the back of the school.

Library

The library has books and other materials for assigned study and recreational use. It is open for use during the entire school day. All students are welcome, but should have the permission of a classroom teacher before coming to the library.

Books may be checked out for two (2) weeks and may be renewed for another two (2) weeks. Reference books are to be used in the library or in supervised classroom situations. Lost or damaged materials that have to be replaced must be paid for in full. A fine will be levied for damaged materials, in accordance with the amount of damage if the material is still usable.

Lockers

When a locker is assigned to a student, it is loaned to him/her for the year for the purpose of storing personal belongings. It is expected that the locker will be maintained in a reasonably neat and orderly manner. Students are responsible for all items in their lockers. Locks will be permitted on the locker, but will not be supplied by the school. If a student desires to place a lock on a locker he/she must turn the combination or duplicate key into the office. Writing on, or placing stickers and banners on or inside the locker will not be permitted. Lockers will be inspected from time to time by the school staff and students may be required to make adjustments as determined by the staff.

Lost and Found

Lost and found items are located in the front hallway across from the office. Items remaining in the lost and found will be donated to local charities.

Media Participation

At various times throughout the school year, students' names and photos may be submitted to area and school media.

Medical Information and Policies**Administration of Medicine at School IAC 7-21-8**

No medication shall be administered to a student without the written and dated consent of the student's parent. The consent of the parent shall be valid only for the period specified on the consent form and in no case longer than the current school or program year. All nonprescription medicine to be administered to a student must be accompanied by a statement describing the medicine, the dosage, and the time for it to be administered to the student. All prescription medicine, including injectable medicine, and all blood glucose tests by finger prick to be administered to a student must be accompanied by a physician's prescription, a copy of the original prescription, or the pharmacy label. If the medication is to be terminated prior to the date on the prescription, the written and dated consent or withdrawal of consent of the parent is required. The written consent of the parent and the written order of the physician shall be kept on file.

Students will be allowed to possess and self-administer medication only under the following conditions. All other medications must be brought to the office and administered in accordance with the parent's statement (in the case of nonprescription medicine) or the physician's order (in the case of prescription medicine) only by a school nurse or other employee(s) designated in writing by the school principal.

Conditions to possess and administer medication by a student:

IC 20-33-8-1 The student's parent must file an authorization with the student's principal for the student to possess and self-administer the medication on an annual basis. The authorization must include a physician's statement which states the student has an acute or chronic disease or medical condition for which the physician has prescribed medication; the student has been instructed in how to self-administer the medication and that the nature of the disease or medical condition requires emergency administration of the medication.

IC 20-34-3-18 Medication that is possessed by the school for administration during school hours or at school functions may be released to the student's parent, or to an individual who is at least 18 years of age and has been designated in writing by the student's parent to receive the medication, or with a student if the student's parent provides written permission for the student to receive the medication.

Immunization Law IC 20-34-4-2 & IC 20-34-4-5 Required Immunizations; Rules

A. Every child residing in Indiana who is enrolled in an accredited elementary school or high school shall be immunized as determined by the state department of health against: diphtheria; pertussis (whooping cough); tetanus; measles; rubella; poliomyelitis; mumps; varicella; hepatitis A; hepatitis B; and meningitis.

B. The state department of health may expand or otherwise modify the list of communicable diseases that require documentation of immunity as medical information becomes available that would warrant the expansion or modification in the interest of public health.

Immunization Calendar

3-5 Years Old	3 Hep B 4 DTaP	3 Polio	1 MMR	1 Varicella	
Grades K to 3	3 Hep B 5DTaP	4 Polio	2 MMR	2 Varicella	2 Hep A
Grades 4 to 5	3 Hep B 5 DTaP	4 Polio	2 MMR	2 Varicella	2 Hep A
Grades 6 to 11	3 Hep B 5 DTaP 1 Tdap	4 Polio	2 MMR 1MCV4 (Meningitis)	2 Varicella	2Hep A
Grade 12	3 Hep B 5 DTaP2 1 Tdap	4 Polio	MMR 2 MCV4 & MenB (Meningitis)	2 Varicella	2 Hep A

Statement of Immunization History; Waiver; Rules

A. Each school shall require the parent of a student who has enrolled in the school to furnish no later than the first day of school attendance, proof of the student's immunization status, either as a written document from the health care provider who administered the immunization or documentation provided from the state immunization data registry.

B. The statement must show, except for a student whom IC 20-34-3-2 or IC 20-34-3-3 applies, that the student has been immunized as required under section 2 of this chapter. The statement must include the student's date of birth and the date of each immunization.

C. A student may not be permitted to attend school beyond the first day of school without furnishing the documentation described in subsections (A) and (B) unless:

1. The school gives the parent of the student a waiver; or
2. The local health department or health care provider determines that the student's immunization schedule has been delayed due to extreme circumstances and that the required immunizations will not be completed before the first day of school.

The waiver referred to in subdivision (1) may not be granted for a period that exceeds twenty (20) school days. If subdivision (2) applies, the parent of the student shall furnish the written statement and a schedule, approved by a health care provider who is authorized to administer the immunizations or the local health department, for the completion of the remainder of the immunizations.

Bed Bugs

Bed bugs are not associated with uncleanliness or socioeconomic status, but this insect has a substantial social stigma. If bed bugs and/or bites have been found on a student's belongings staff will discreetly handle this situation by:

- Contacting the nurse to assess the student, bug, and/or bites
- Providing the student with plastic bags or a plastic bin in which to store their belongings while they are at school
- Isolating the students belongings
- Reducing the number of items that the student has to transport between school and home.
- Regularly inspect the student's desk and or locker for bed bugs.
- Avoiding accumulation of clothes, shoes and boots in the classroom.

When deemed appropriate, staff will contact a pest management professional to proactively treat classrooms. (Please see Pesticide Application Registry Notice for further information).

Care of Students with Diabetes IC 20-34-5

A diabetes management and treatment plan shall be prepared and implemented for a student with diabetes for use during school hours or at a school related event or activity. The plan shall be developed by the licensed health care practitioner responsible for the student's diabetes treatment and the student's parent/legal guardian. An individual health plan must be developed for each student with diabetes while the student is at school or participating in a school activity. The school's nurse shall develop a student's individualized health plan in collaboration with:

1. to the extent practicable, the license health care practitioner responsible for the student's diabetes treatment;
2. the school principal;
3. the student's parent or legal guardian
4. one or more of the student's teachers. (b) A student's individualized health plan must incorporate the components of the student's diabetes management the treatment plan.

HPV Information IC 20-34-4-3

Indiana Code requires the Indiana Department of Health to provide information on the link between cancer and the human papillomavirus (HPV) and the vaccination that can protect your child from HPV cancers later in life.

More information from the Indiana State Department of Health regarding HPV and the immunization can be found on our school website under Popular/ Health Services/ HPV Educational Letter to Parents.

Head Lice

The nurse will check for lice as often as possible. If lice or viable nits (eggs) are found, students will be sent home for treatment and removal of lice and nits. Students may return to school only after being checked by the school nurse, or her designee and they are free of lice and viable nits. Parents should bring their children back to school to be checked and not send them on the bus. Students will be reported to the Health Department/Department of Family Services after the third time they have been sent home with lice.

Health Screenings

The school shall conduct the following health screenings:

1. A visual test, using the modified clinical technique, of each student upon the student's enrollment in kindergarten or grade 1, and an annual screening test of the visual acuity of each student enrolled in or transferred to grade 3 and grade 5, and all other students suspected of having a visual defect.
2. A test to determine postural defects (scoliosis) shall be administered to each student in grade 5.

Meningococcal Disease IC 20-30-5-18

Meningococcal disease is a dangerous disease that can strike children and youth. Information concerning meningococcal disease (meningitis) and its vaccine shall be provided to students and parents at the beginning of the school year. The information must include information concerning the causes, symptoms and spread of meningococcal disease (meningitis) and the places where parents may obtain additional information and vaccinations for the children. This information can be found on the Culver Community Schools website under Popular/ Health Services/ Meningitis/ Quick Facts/ Meningitis Educational Center & Popular/ Health Services/ Meningitis/ Quick Facts/ Educational Letter to Parents. Please contact your healthcare provider.

Guidelines for sick children

Symptom	When to Keep at Home...	When to Send to School...
Cough/Runny Nose	Symptoms are severe enough that the student is unable to learn. The student has a fever; or is unable to cover cough, blow nose, or wash hands.	Slight cough or runny nose (but no fever) and the student is able to cover cough, blow nose, and wash hands.

Croup	Breathing is abnormal.	Breathing is normal
Diarrhea	During the past 24 hours, more than one watery stool has occurred.	During the past 24 hours, no more than one watery stool has occurred.
Fever	During the past 24 hours, the student's temperature has been more than 100 degrees.	During the past 24 hours, the student's temperature has been below 100 degrees and no fever reducing medication has been taken.
Hand Foot Mouth (HFM)	Fever Free with no open sores.	Students have a fever, rash, or sores that resemble HFM.
Lice	Live lice present on the child or presence of nits..	No live lice or presence of nits.
Pink Eye	Eyes are pink, draining, crusty, itching, painful, sensitive to light, or student has vision changes.	Eyes may be itchy, but are not red, crusty, or draining.
Rash	Rash is bothersome and distracting. The student has a fever or severe itching, or rash is spreading or draining.	Rash is not draining or spreading. The student does not have a fever, and symptoms of itching are not severe enough to impede learning.
Strep Throat	Have a fever or less than 48 hours of oral medicine or 24 hours of injection medicine in their system.	Has been more than 24 hours from an injection of medication or 48 hours of oral medication.
Vomiting	During the past 24 hours, vomiting has occurred.	During the past 24 hours, no vomiting has occurred.
Whooping Cough	Under 5 days of medication in the child's system.	Over 5 days of medication in the child's system. Doctor released in writing that the child may return.

Outside Winter Recess

The students will have outside recess unless the temperature or the wind-chill factor is below 25°. Children need a chance to get outside and stretch. We work harder and are more productive when we take a break a couple of times a day. Students will need to stay on the sidewalk or the plowed areas if they cannot change into boots or waterproof shoes for recess. If they have boots or waterproof shoes they must change into dry ones upon re-entering the building. Please also see that the children are dressed appropriately for the weather. If there is a need for winter clothing, please contact the office.

Pesticide Application Registry Notice

Culver Community Schools Corporation practices Integrated Pest Management, a program that combines preventive techniques, non-chemical pest control methods, and the appropriate use of pesticides with a preference for products that are the least harmful to human health and the environment. Applications of pesticides are made only when deemed necessary to control a pest after trying other means to control the problem. The term "pesticide" includes insecticides, herbicides, rodenticides, and fungicides. We are establishing a registry of people who wish to be notified prior to pesticide applications. To be included in this registry, please contact the Schools Superintendent at 574-842-3364, or your building principal. The following information will be required in order to be added to the notification registry: Parent/Guardian/Staff member name, student(s) name, Email address, and Phone number.

Physical Education Classes

Each student must have a pair of gym shoes for physical education. These shoes should be left at school for the student to use when we must have recess indoors. It is recommended that each student obtain a health checkup before participating in strenuous activities. It is school policy that if you are well enough to remain in school, you are able to participate in some part of the physical education class except with a written doctor's excuse.

Registered Sex Offender (Parent/Guardian) on School Property

The State of Indiana recognizes that sex offenders pose a continuing threat to society after incarceration or even if incarceration does not occur. For example, Indiana law, such as IC 11-8-8 and IC 11-13-3-4, imposes registration requirements and other restrictions on sex offenders.

Policy and Definitions

1. Understanding this continuing threat and recognizing that the safety and welfare of students and employees is of paramount importance, Culver Community Schools Corporation (CCSC) declares that, except in limited circumstances defined in this policy, sex offenders are not permitted to be present on CCSC property.
2. A sex offender under this policy is a person who meets the definition of a sex offender or sex or violent offender under IC 11-8-8.
3. For purposes of this policy, CCSC property includes all school sites and buildings including administrative buildings, all school vehicles and all sites of school-sponsored activities.

Exceptions to Policy

1. Any sex offender may be on CCSC property: (A) To vote, if the sex offender is a qualified voter and is entering CCSC property for the sole purpose of voting at an election site located on that property; or (B) To attend a public meeting of the CCSC School Board.
2. A sex offender who is a parent or guardian of a student may be on CCSC property: (A) To attend meetings directly related to the student such as disciplinary meetings, case conferences and parent-teacher conferences; or (B) To attend unique events, such as graduation or events recognizing the sex offender's student provided that prior permission to attend the event has been obtained from the Superintendent or designee but this exception is to be limited in its application; or (C) To drop off or pick up the student with prior permission from the Superintendent or designee but the sex offender shall not transport other children.

School Conflict Policy

Culver Elementary School believes that it is important that students participate in a wide range of school- sponsored activities. As students begin to prepare to transition to middle school, there may be a possibility for extra-curricular and co-curricular programming conflicts to occur. By keeping the student's best interests in mind, the staff, students, and parents will communicate with each other in an atmosphere of fairness and consistency in determining appropriate resolutions to conflicting performance schedules. No penalty will be assessed to the student participant if he or she properly communicates the decision to all parties. Any student penalty assessed must be done with the approval of the principal.

Search and Seizure Policy

A. As used in this section, "reasonable cause for a search" means circumstances which would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of:

- Evidence of a violation of the student conduct standards contained in the student handbook;
- Anything which because of its presence presents an immediate danger or physical harm or illness to any person.

B. All lockers and other storage areas provided for student use on school premises remain the property of the school corporation and are provided for the use of the students subject to inspection, access for maintenance, and search pursuant to this section. No student shall lock or otherwise impede access to any locker or storage areas except with a lock provided by or approved by the principal of the school in which the locker or storage area is located. Unapproved locks shall be removed and destroyed.

- The principal, or a member of the administrative staff designated in writing by the principal, may search a locker and its contents where the person conducting the search has reasonable cause for a search of the locker. When the locker to be searched is assigned to a particular student and that student is on the school premises at the time of the search, the student shall be notified prior to the search and given the option to be present at the search.
- The principal, a member of the administrative staff, or a teacher may search a desk or any other storage area on school premises other than a locker when the person conducting the search has reasonable cause for a search.

C. The principal, or another member of the administrative staff designated in writing by the principal and acting at the direction of the principal, may search the person of a student during a school activity if the principal has reasonable cause for a search of that student. Searches of the person of a student shall be limited to:

1. Search of pockets of the student.
2. Any object in the possession of the student, such as a purse or briefcase, and/or
3. A "pat down" of the exterior of the student's clothing. Searches of the person of a student which require removal of clothing other than a coat or jacket shall be referred to a law enforcement officer in accordance with subsection F of this section. Searches of the person of a student shall be conducted in a private room by a person of the same sex as the student being searched. At least one, but not more than three additional persons, of the same sex as the student being searched shall witness, but not participate in the search. At the request of the student to be searched, an additional person of the same sex as the student, designated by the student, and then reasonably available on the school premises, shall witness the search. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible.

D. Anything found in the course of a search conducted in accordance with this section which is evidence of a violation of the student conduct standards contained in the student handbook may be:

- Seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing
- Returned to the parent or guardian of the student from whom it was seized.
- Destroyed if it has no significant value.
- Turned over to any law enforcement officer in accordance with subsection F.

E. Anything found in the course of a search conducted in accordance with this section which by its presence presents an immediate danger of physical harm or illness to any person may be seized and

- Returned to the parent or guardian of the student from whom it was seized,
- Destroyed, or
- Turned over to any law enforcement officer in accordance with subsection.

F. The principal, or a member of the administrative staff designated in writing by the principal, may request the assistance of a law enforcement officer to:

- Search any area of the school premises, any student, or any motor vehicle on school premises;
- Identify or dispose of anything found in the course of a search conducted in accordance with this section.

Where law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in any search conducted.

If a general inspection of a number of lockers is necessary, then all lockers in the defined inspection will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.

In general locker cleaning nothing in the rules shall affect members of the custodial staff who, at the direction of the principal, clean out lockers from time to time in accordance with general housekeeping schedules or the student is no longer enrolled in the school. Further, the custodial staff may open a student's locker during any vacation period if they have reason to believe such lockers contain rotting, spoiling or mildewing items such as food, wet clothes, etc.

Students will be expected to keep their lockers in a clean and orderly manner.

Sexual Harassment Policy

It is the policy of the Board to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any employee of Culver Community Schools Corporation to harass another employee or student through conduct or communication of a sexual nature as defined in Section A. It shall also be a violation of this policy for students to harass other students through conduct or communication of a sexual nature as defined in Section A. The use of the term "employee" also includes non-employees and volunteers who work subject to the control of school authorities.

A. Definitions of Harassment - Types of Sexual Harassment:

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any employee to a student, when made by any employee to another employee, or when made by any student to another student when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
- Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual;
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment;
- Denial of an employment or educational opportunity occurs directly because an employee or a student submits to unwelcome requests for sexual favors made by a supervisor or teacher which results favorably for that particular employee or student;
- Such conduct is engaged in by volunteers and/or non-employees over which the school corporation has some degree of control of their behavior while on school property.

B. Unwelcome Conduct of a Sexual Nature

Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature. Verbal or physical conduct of a sexual nature constitutes sexual harassment when the allegedly harassed employee has indicated, by his or her conduct or verbal objection, that it is unwelcome.

An employee who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

C. Examples of Sexual Harassment

Sexual harassment, as set forth in Section A, may include but is not limited to the following: Verbal harassment or abuse; repeated remarks to a person, with sexual or demeaning implications; unwelcome touching; pressure for sexual activity; suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job promotion, and/or salary increase.

D. Specific Prohibitions

Administrators and Supervisors: It is sexual harassment for an administrator or supervisor to use his or her authority to solicit sexual favors or attention from subordinate's when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment. Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to disciplinary actions, as described below.

Non-administrative and Non-supervisory Employees: It is sexual harassment for a non-administrative and non-supervisory employee to subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to disciplinary actions as described below.

E. Complaint Procedures

Any person who alleges sexual harassment by any employee or student in the school corporation may use the complaint procedure used below in Section E or may complain directly to his or her immediate supervisor, building principal, or the Title IX complaint designee of the school corporation. Filing a complaint will not reflect upon the individual's status, nor will it affect future employment, grades, or work assignments.

The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the school corporation's legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

Reporting Sexual Harassment: All reports of sexual harassment shall be handled in the following manner:

- Reports must be in writing on forms supplied by the corporation (if a verbal complaint is made, the school official should file a written report).
- Reports must name the person(s) charged with sexual harassment and state the facts.
- Reports must be presented to the building principal where the alleged conduct took place. The building principal shall inform the superintendent, or his designee, of all filed reports.
- The building principal who received a report shall thoroughly investigate the alleged sexual harassment.
- The report and the results of the investigation will be presented to the superintendent. The superintendent shall review the report and make a recommendation to the Board of any action he deems appropriate.
- The Board may consider the report and the superintendent's recommendation in executive session. The Board may take any action it deems appropriate. The alleged victim's name will not be released to the public unless required by law.

F. Sanctions for Misconduct

A substantiated charge against an employee in the school corporation shall subject such employee to disciplinary action including, but not limited to, reassignment, suspension, or discharge.

A substantiated charge against a student in the school corporation shall subject that student to disciplinary action including suspension and/or expulsion consistent with the Student Conduct Code.

G. False Reporting

Any person who knowingly files false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass an individual shall be subject to disciplinary action consistent with school policy and the Student Conduct Code.

H. Notification of This Policy

Notice of the policy will be circulated to all schools and departments of the corporation and will be incorporated in each employee and student handbook.

Social Emotional & Academic Learning (SEAL) Coordinator

We have a SEAL Coordinator for elementary students in Culver Community Schools. Students may be seen either by simply making a request in the office or through their teachers. Parents may also submit requests either through the office or by direct contact with the SEAL Coord. The SEAL Coord. may work with individual students, small groups, classrooms, teachers, and parents to assist with any social, emotional or academic need.

Speech and Hearing IC 20-34-3-14

During the school year, the speech/language pathologist will conduct hearing screenings, an audiometer screening. Screenings will be conducted through state required mass screenings (first, fourth, seventh, and tenth grades), through teacher and/or case conference committee referrals, when new students (which include kindergarten students) enroll in our school system. Should a student fail the screening twice, parents or guardians will be notified.

Student Appearance

The school corporation is committed to protecting student safety and promoting a positive educational environment. Students have the responsibility to observe the basic standards of cleanliness, modesty, good grooming and dress in a manner that is neither substantially disruptive to the educational process (including educational functions for school purposes) or poses a safety hazard. In keeping with the above standard and rule, the following will be prohibited, but not limited to:

1. Hats, jackets, sunglasses (unless doctor's order), and gloves shall not be worn to classrooms.
2. Clothing with logos or printed language which either substantially disrupts the educational process or poses a safety hazard shall not be worn to school and/or to classrooms.
3. Clothing, tattoos, and/or jewelry with print or pictures referring to obscenities, vulgarity, alcohol, tobacco, drugs, sex, or gangs, or clothing overtly revealing shall not be worn to school and/or to classrooms.
4. Clothing that reveals the torso, or shorts or skirts shorter than fingertip length, or tank tops or shirts with straps less than 2 inches wide shall not be worn to school.
5. The wearing or style of dress or display of any gang related symbols or clothing, any act or speech showing gang affiliation and any conduct in furtherance of gang activity which either substantially disrupts the educational process or poses a safety hazard is prohibited.
6. Jeans and/or shorts cannot have rips above fingertip length.

Students Going Home Some Other Way

On occasion an elementary student may go home some other way than the usual way. **If your child is to go home some other way, please contact the teacher or office, no later than 2:00 PM Monday through Thursday and 1:00 PM on Fridays.** This would include those times when you would be picking your child up when he/she normally would be riding a bus. In this way a teacher can help see that the child carries out the wishes of the parent and the teacher will know that this is being done with parent approval. On the rare occasion when a student must get off the bus at a stop other than his own, or when a student must ride a bus to which he is not assigned, he must have permission from the office. This permission is usually granted by having the student concerned present a note from the parent, whereby the parent also grants permission. If the child is to get off at the residence of another student, this second parent must also grant permission in the form of a note to the office. By following this procedure, the school and the bus driver will know the parents of the children concerned are aware of this change.

Suspension Procedures

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

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

Telephones

The school telephones are for school business and may be used by students only in cases of emergency with the permission of the person in charge. Messages from parents will be made available to students at times other than class time. Only in cases of emergencies will messages be delivered to the student immediately when received.

Textbook Rental Fees

The textbooks you use are the property of the Culver Community Schools Corporation. You simply rent them for use during the school term. Any abnormal wear and tear must be paid for by the student whom it was checked out. For your own protection, do not loan your books to other people – you are responsible for them.

Textbook Rental and Supplies Fees:

Kindergarten	\$159.00	Grade 3	\$147.00
Grade 1	\$ 124.00	Grade 4	\$157.00
Grade 2	\$ 119.00	Grade 5	\$160.00

The following rate of payment has been established for any student who enrolls during:

1 st nine weeks - 100% textbook rental fee	3 rd nine weeks - 50% textbook rental fee
2 nd nine weeks - 75% textbook rental fee	4 th nine weeks - 25% textbook rental fee

Any student who withdraws or for any reason leaves school will receive the following refund providing the books are returned in satisfactory condition:

1 st nine weeks – 75% textbook rental fee	3 rd nine weeks – 25% textbook rental fee
2 nd nine weeks – 50% textbook rental fee	4 th nine weeks – No Refund

Modified Textbooks and Supplies Fees

Families whose income is at or below certain established standards may be eligible for school assistance in payment of school fees. To apply for school assistance at registration, secure an application from the building principal of the school your child attends, complete the application form and return it to the principal’s office. If your application qualifies, the matter will be turned over to the State Department of Education.

Video Surveillance

The use of video surveillance and electronic monitoring equipment is in use at Culver Elementary School. Recordings obtained through the use of video surveillance/electronic monitoring equipment may be used as evidence in any disciplinary proceedings, administrative proceeding or criminal proceeding, subject to Board policy and regulations. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

Visitors

The school policy is to accept only those visitors who have legitimate business to attend to at the school. Parents are always welcome, but they are to make an appointment to see a teacher, the principal or visit their children’s class. All visitors, including parents, must report to the main office and sign in upon entering the building. All visitors will be issued a visitor’s badge, which must be visible to staff members.

Wellness Policy

Please see Culver Community Schools Corporation’s policy handbook found on the Corporation website.

Academics

Culver Elementary School Grading Scale

100 – 99	A+	82 – 80	B-	69 – 67	D+
98 – 93	A	79 – 77	C+	66 – 63	D
92 – 90	A-	76 – 73	C	62 – 60	D-
89 – 87	B+	72 – 70	C-	59 and below	F

Report Cards

All students will operate on a nine-week grading basis, which means report cards will be issued four times during the year. Report cards shall be emailed out to parents two school days after the end of the grading period via Harmony. Parents may request a paper copy by emailing cesoffice@culver.k12.in.us

Mid-Term Reports

Mid-term reports will be sent home approximately 4 ½ weeks into each grading period. These reports serve as a communication tool between the school and home to inform parents of the progress of their children. Mid-Term reports will be emailed out to parents two school days after the end of the grading period via Harmony.

Honor Roll

Culver Elementary School recognizes students in grades 1-5 for Honor Roll. A student’s name will be placed on the Honor Roll list if that student receives all A’s and B’s on his/her 9-weeks report card. This list will be published in the local paper. All subjects are reflected in the Honor Roll with the exception of handwriting.

Parental Conferences

Parent/teacher conferences are scheduled to be held in the spring. However, we encourage parents to call the school for conferences with the principal or teachers any time they have a concern regarding the school program or their son or daughter. We believe in open lines of communication between parents and teachers. We would hope that students, parents, and teachers would work together to provide the best education possible for every child in our system.

Retention

Retention is a serious matter and should be treated as such by both parents and the school. Many factors should be considered prior to a child being retained. The most important area to consider is reading achievement. Any child reading a semester or more below grade level should be strongly considered for retention. Other factors should include achievement in other academic areas, daily work, homework assignments, standardized test scores, behavior, attendance, and teacher observation. Decisions for retention should consider the effect that the retention will have both short term and long term effects on the individual student involved. It should be remembered that retention does not mean failure for student, parent or teacher. Children mature and learn at different rates. Some students need more time and experience at different levels than others. A school wide Retention Committee will review recommendations for retention. Recommendations for retention are made only after careful consideration of many factors and are made only when it is considered to be in the individual students' best interest. In the event that the teacher is recommending retention, the parent will be asked to come in for a conference with the teacher and review and sign the "Grade Level Retention/Assign Form". The building principal has the final responsibility in determining promotion, placement or retention of a student.

Food Service

Breakfast and Lunch Prices (K-5)

Regular Breakfast	\$1.50	Extra Milk - Student	\$0.50
Regular Lunch	\$2.75	Adult Breakfast	\$2.50
Reduced Price Breakfast	\$0.30	Adult Lunch	\$4.60
Reduced Price Lunch	\$0.40	Extra Milk - Adult	\$0.50

Breakfast and Lunch Money Collection

Our breakfast and lunch money collection works as follows:

Every Monday your child should bring their breakfast, lunch money in Cav's Cafe orange envelope. Please clearly put your child's and teacher's name on the outside of it. Fill out the exterior of the envelope each time. **Only one check per family needs to be written. Your child will walk the envelope down to the main office and put it in a secure location.** The treasurer will distribute the money in each of your children's separate accounts according to the directions on the envelope.

Families may pay for more than one week at a time. Parents may have a printout of their child's record upon request. This information is also available on Harmony.

What if my child forgets his or her money? If there are no funds available in your child's account, they would have a charge and would be given a lunch, breakfast, or milk on account. At that point a negative balance notification will be sent home with the child.

Special Lunch Request

Any student requiring special meals due to food allergies, etc., must have written documentation by a physician on file in the office. This documentation must be on file in order for the school to be able to accommodate the child's needs.

Students Bringing in Lunch Items

Carbonated or energy drinks are not to be brought into school for lunches or snacks.

Free and Reduced Lunches

A provision is made whereby children from families whose income is at or below certain established standards are eligible for free lunch or at a reduced price. If you think that you might qualify for this assistance, application forms are available in the principal's office. If there is a change in your family's income due to reasons such as unemployment, or a change in your family's size, please contact us. Such a change may make your children eligible for reduced price meals, or free meals. In certain instances foster children are eligible for this aid also. Additional information and guidelines are available in the principal's office, any time during the school year.

Procedure for Student/Employee Lunch/Meal Accounts

The National School Lunch Program (NSLP) required school food authorities to establish written administrative guidelines and procedures for meal charges.

Culver Community Schools Corporation will adhere to the following meal charge procedure:

All cafeteria purchases are to be prepaid before meal service begins. All payments may be made within school offices via cash, check and e funds (located on our school website).

- A student may charge up to two (2) meals maximum (one charge per meal) as long as they establish and maintain a good credit history of making payments on their food service accounts.
- A staff member may charge up to five dollars (\$5.00) as long as they establish and maintain a good credit history of making payments on their food service accounts.
- A student or employee who has charged a meal may not charge or purchase "a la carte" item(s), including extra main entrees or make purchases in any other purchasing areas.
- If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building principal as this may be a sign of abuse or neglect and the proper authorities should be contacted; or
- The building principal or other school personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges.
- If food services staff suspects that a student may be abusing this policy, they will notify the building principal and written notice will be provided to the parent(s)/guardian(s) that if he/she continues to abuse this policy, the privilege of charging meals will be refused; or
- If food services staff suspects that a student may be abusing this policy, they will notify the building principal and written notice will be provided to the parent(s)/guardian(s).
- The building principal or other school personnel will also send home notifications each week to parents/guardians of students who carry

negative balances of five dollars (\$5.00) and above.

- All accounts must be settled at the end of the current school year. Notifications will be sent home approximately fourteen (14) days before the end of the current school year to students who have any negative balances. Negative balances of more than five dollars (\$5.00) not paid in full fourteen (14) days prior to the end of the current school year will force the Corporation to take action to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by the Corporation.

Transportation

Bus Conduct and Safety Rules

The Bus Conduct and Safety Rules are designed to promote safety on the school bus at all times. The safety of all students is our top priority. Therefore, each student is expected to cooperate fully by always obeying the rules.

The authority of the bus driver who is in charge of the bus, will be recognized and supported by all. For everyone's safety, the bus driver must be heard, be able to hear traffic sounds such as sirens and be obeyed by students quickly and efficiently.

School bus transportation is a privilege and is not guaranteed for you by law. Transportation is available; however, it can be taken away if students choose to disobey or violate any of the safety and conduct rules. If transportation privileges are denied, the parents or guardians are responsible for getting their children to and from school.

TO PROMOTE A SAFE, ORDERLY, EFFICIENT AND ENJOYABLE BUS RIDE TO AND FROM SCHOOL, THESE RULES MUST BE FOLLOWED:

At the Bus Stop

- Be on time.
- Board & leave the bus only at your regularly assigned stop, unless you have received special permission in advance.
- Stay out of the street and away from the road.
- Help protect surrounding property while waiting for the bus.
- Wait to enter until the bus comes to a full stop, and the door has been opened by the driver. Take your turn and do not push when entering or leaving the bus.

On the Bus

- Always obey the driver promptly and respectfully.
- Be seated promptly & stay in your assigned seat.
- Keep all books & materials on your lap or contained in a backpack or sack.
- Be courteous and use no profane language.
- Speak in low tones.
- Never push, shove, scuffle or horseplay; that is always unacceptable and a serious safety hazard.
- Keep your head, hair, hands, feet & all belongings inside the bus and to yourself.
- Never smoke, it is a serious safety hazard.
- Never fight, it is unacceptable & a serious safety hazard.
- Never throw objects inside or outside the bus.
- Do not eat, chew gum or drink on the bus without the drivers permission.
- Treat bus seats & equipment with care and respect.
- Keep the bus clean & orderly. Deposit trash in the containers at the front of the bus.
- Electronic devices prohibited.

Leaving the Bus

- Take your turn and do not push when leaving the bus.
- Upon arrival at school, students eating breakfast are to go directly into the building. All others are to stay on the blacktop at the back of the school until the bell rings. No one is permitted to leave the school grounds without permission from the principal's office.
- Once off the bus, clear the area immediately. If crossing the street, wait for a signal from the bus driver before crossing in front of the bus. Walk quickly across.

THANK YOU FOR DOING YOUR PART FOR SAFETY'S SAKE.

You keep the privilege of riding the bus and it is a safer ride for everyone. You could be denied the use of the school bus to get to and from school.

Student Conduct (See Behavior Charts pages 32-47)

The Board of School Trustees of the Culver Community Schools Corporation delegates the development and enforcement of the following policy to the building principals in the school corporation. The responsibility for the development and maintenance of self-discipline falls mainly to the cooperative efforts of students, parents, teachers, administrators and community leaders. Standards of student conduct are necessary to assure that students seeking to express their own individual rights do not infringe on the rights of others. The purpose of the following policy is to create an atmosphere that promotes the best possible learning environment for all those involved in education at Culver Community Schools.

I. The Culver Community Schools Corporation will suspend, expel, or exclude students pursuant to the Indiana Code concerning student discipline in Indiana Public Schools. Each principal may make written rules and establish written standards governing student conduct and take any action which is reasonably necessary to carry out, or to prevent interference with carrying out any educational function. Educational function means the performance by an employee of an act or series of acts in carrying out school purposes in promoting knowledge and learning through an orderly and efficient education system.

II. The Principal is authorized to take any action in connection with student behavior, in addition to the actions specifically provided in this chapter reasonably desirable or necessary to help any student, to further school purposes or to prevent an interference therewith, such action including the counseling with a student or group of students, conferences with parents or groups of parents, assigning students additional work, arranging of class schedules, requiring a student to remain in school after regular school hours to do additional work, or for counseling, or restrictions of extra- curricular activity. III. In addition to the grounds for expulsion or suspension under subsection (b), a student may be expelled or suspended 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.

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of IC 20-8. 1- 5.1, the Board of School Trustees authorized administrators and staff members to take the following actions.

1. **REMOVAL FROM CLASS OR ACTIVITY - 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 (1) school day if the student is assigned regular or additional work to be completed in another school setting.
2. **SUSPENSION FROM SCHOOL - PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to five school days. If a recommendation for expulsion is made, the principal (or designee) may suspend that student for up to 10 days.
3. **EXPULSION:** In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a firearm or deadly weapon listed under the grounds for Suspension and Expulsion in this policy, Section C and Section d.

Grounds for Suspension or Expulsion:

The grounds for suspension or expulsion listed in section A (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 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

A. Student Misconduct and/or Substantial Disobedience (See Behavior Charts pages 32-47)

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:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
 - e. 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 to 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 does not constitute 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) damage or injury to persons or 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, transmitting a knife or any object that can reasonably be considered a weapon, or is represented to be 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.
 - a. 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 filed annually. The written authorization must be done by a physician and must include the following information:
 - i. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
 - ii. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 - iii. The student has been instructed in how to self-administer the prescribed medication.
 - iv. 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, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
14. Possessing, using, distributing, purchasing, or selling tobacco products or nicotine, of any kind or in any form. This includes e-cigarettes.
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 violation of 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, or conspiring with another person to violate these student conduct rules or state or federal law.
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 that could result in harm to another person.
24. The use of or possession of gunpowder, ammunition, or flammable substance.
25. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are established in accordance with Indiana law, including, but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. engaging in sexual harassment of a student or staff member;
 - c. disobedience of administrative authority;
 - d. willful absence or tardiness of students;
 - e. 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;
 - f. violation of the school corporation's acceptable use of technology policy or rules;
 - g. violation of the school corporation's administration of medication policy or rules;
 - h. possessing or using a laser pointer or similar device.
26. Possessing or using on school grounds during school hours an electronic device in a situation not related to a school purpose or educational function.
27. Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device.
28. Violation of 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.

B. Bullying (See Behavior Charts pages 32-47)

The use of Cyberbully Hotline is available to all students and parents to report incidents of bullying. This is an anonymous method to report such incidents to school officials. The Culver Elementary Cyberbully Hotline number is 574-213-7227.

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.
2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
 - a. places the targeted student in reasonable fear of harm to the targeted student's person or property;
 - b. has a substantially detrimental effect on the targeted student's physical or mental health;
 - c. has the effect of substantially interfering with the targeted student's academic performance; or
 - d. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attends a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the school administrator who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or to the SEAL Coord. who will be responsible for notifying the school administrator. This report may be made anonymously.
5. The school administrator shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.
6. The school Administrator will be responsible for working with the SEAL Coordinator and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and/or SEAL Coordinator will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.
7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.
8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
9. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any of the duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.
10. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.
11. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
12. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.
13. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule. LEGAL REFERENCE: I.C. 20-33-8-0.2/ I.C. 20-33-8-13.5

C. Possessing a Firearm (See Behavior Charts pages 32-47)

1. No student shall possess, handle or transmit any firearm or destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
 - a. any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
 - b. the frame or receiver of any weapon described above
 - c. any firearm muffler or firearm silencer

- d. 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 -
 - e. any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
 - f. an antique firearm a rifle or a shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes
3. For the purposes of this rule, a destructive device is
 - a. an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge or more than four ounces, 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,
 - b. 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
 - c. a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
 - d. The penalty for 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 length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
4. The superintendent shall immediately notify the appropriate law enforcement agency when a student is expelled under this rule.

D. Possessing a Deadly Weapon (See Behavior Charts pages 32-47)

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. a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
 - b. an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
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 shall immediately notify the appropriate law enforcement agency when a student is expelled under this rule.

E. Unlawful Activity (See Behavior Charts pages 32-47)

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.

F. Legal Settlement (See Behavior Charts pages 32-47)

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.

G. Cellular Phones and Wireless Communication Devices (See Behavior Charts pages 32-47)

A student may possess a cellular telephone or other wireless communication devices (WCD) (e.g., paging devices/beepers, personal digital assistants (PDAs), iPads, iPods, and other devices designed to receive and send an electronic signal) in school, on school property, at after school activities and at school-related functions, provided that during school hours and on school vehicles the cellular telephone or other WCD remains off. Students may not use cellular telephones or WCDs on school property or at a school-sponsored activity to gain access and/or view Internet web sites that are otherwise blocked to students at school.

Also, during school activities when directed by the administrator or sponsor, cellular telephones and other WCDs shall be turned off (not just placed into vibrate or silent mode) and stored out of sight. The requirement that cellular telephones and WCDs must be turned off will not apply when the student obtains prior approval from the building principal.

The possession of cellular telephones and other WCDs in locker rooms, classrooms, bathrooms is prohibited during the regular hour of a school day. Students are prohibited from using cellular telephones and other WCDs to capture, record or transmit the words and or images of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Possession of a cellular telephone or other WCD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the cellular telephone or WCD. If the cellular telephone or WCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequence that is imposed. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g., child pornography). The student who possesses a cellular telephone or WCD is responsible for its care. The Board is not responsible for preventing theft, loss, damage, or vandalism to cellular telephones or WCDs brought onto its property.

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

The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.

It is "child exploitation," a Class C felony under I.C. 35-42-4-4 (b), for any person/student (1) to exhibit, photograph or create a digital 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 the 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.

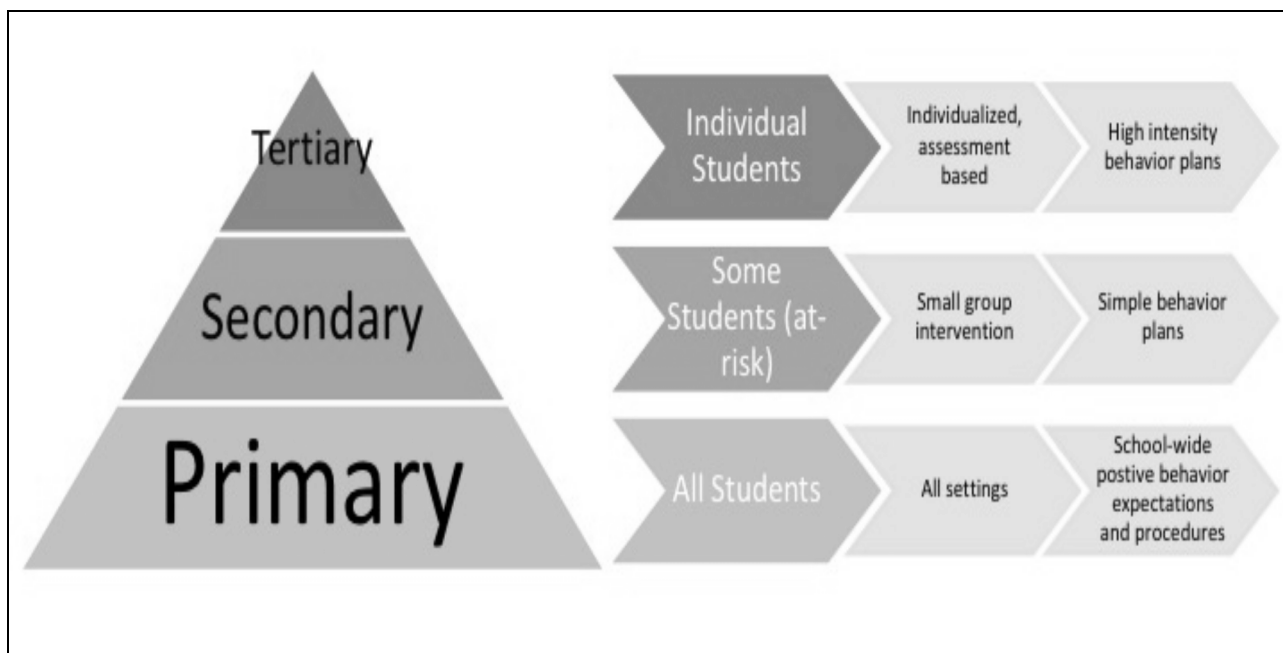
Because student cell phones have been found in a number of Indiana school districts to have contained evidence of "sexual conduct" as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

Positive Behavior Interventions & Supports Overview, Handbook, Behavior Charts

PBIS Overview:

Positive Behavioral Interventions and Support (PBIS) is an evidence-based framework for developing positive behavior in schools. PBIS is used nationwide to create a positive school climate for learning. "Schools that foster positive school climates can help to engage all students in learning by preventing problem behaviors and intervening effectively to support struggling and at-risk students. Schools that have discipline policies or codes of conduct with clear, appropriate, and consistently applied expectations and consequences will help students improve behavior, increase engagement, and boost achievement." ("Guiding Principles: A Resource Guide for Improving School Climate and Discipline." U.S. Department of Education, Jan. 2014.)

PBIS does NOT utilize the principles of a zero-tolerance policy. PBIS supports the academic, social, emotional, and behavioral success of ALL students. PBIS procedures and policies are based on progressive levels of consequences. PBIS is a proactive approach to problem behaviors that utilizes the reteach, redirect, and model approach to instill a culture of positive behavior. "Students are explicitly taught how to function in a learning environment with the goal of transferring these skills to life circumstances." ("Fort Wayne Community Schools Code of Conduct." Fort Wayne Community Schools, July 2018.) By improving the school environment, we hope to increase learning time and promote academic and social success for every student ("Roosevelt Elementary Family SWPBIS Handbook." Roosevelt Community Schools, July 2017.)



PBIS System & Its Progressive Levels of Corrective Responses:

PBIS operates on a 3-tiered system for addressing student behavior.

Tier 1 is where base level instruction on behavior expectations are taught to all students. Tier 1 is where universal supports for all students will be the focus. This base level of instruction to support all students will include explicitly teaching school-wide expectations (please see *Expectations Boot Camp* below) as well as implementing a monthly character education curriculum. CES will explicitly teach and discuss various major character traits to instill in our students in monthly units. Each CES classroom will have a daily (Monday-Thursday) Morning Meeting in which character traits and expectations will be discussed and developed. These character trait units will be tied to the Indiana Department of

Education's K-5 Employability Skills and Social Emotional Learning. (These employability skills will now be an evaluated component of the CES progress reports.) If Tier 1 supports are not meeting the students' behavioral needs and need more personalized supports, they will enter into Tier 2.

Tier 2 is targeted group support for students who need just a little more individualized support to help foster and maintain positive school expectations. Students could be moved to this tier based on data collected from Class DOJO (see below), Harmony, and/or teacher input during PBIS committee meetings. If Tier 2 supports are still not meeting the students' behavioral needs, the student could move up to Tier 3.

Tier 3 is where individual support will be given to students who need a personalized behavior plan. Students in this tier will have individualized rewards and consequences for their behavior. Placement in this tier will be based on data collected from supports given in Tier 2, ClassDOJO, Harmony, and/or teacher input during PBIS committee meetings.

How we will track:

For PBIS to be effective, movement within the tiers must be data driven. This means that as a school, we need to be tracking positive and negative behaviors in the same way, to ensure consistency. For this reason, all K-5 classrooms will be utilizing the classroom management system, ClassDOJO. DOJO is a digital classroom management tool that can help teachers improve student behavior by tracking it digitally and in real time. DOJO allows teachers to choose skills and values that promote a positive culture within our school by adapting to the PBIS mindset. DOJO provides a simple way for teachers and students to build a positive classroom culture together. DOJO also has a parent communication component that can be utilized for instant teacher to parent communication about classroom behavior.

Understanding the differences between minor and major infractions as well as the potential consequences for each, is vital in our endeavor to become a PBIS based school. Please see the *CES School-Wide Discipline Flow Chart*, on the following page, for how we will distinguish and handle minor and major behavior infractions with our new PBIS mindset.

How We Will Handle Acknowledgments:

One of the cornerstones of the PBIS framework is rewarding positive behaviors rather than focusing solely on consequences for negative ones. To ensure we meet this cornerstone, we will implement the following school-wide acknowledgements:

- **Positive Point Leaderboard competition between classrooms**

Using the data tracked on ClassDOJO, the PBIS committee will create a leader board that will display the percentage of positive points earned in an individual classroom. These points will be displayed in a pie graph that will be displayed in the cafeteria for the whole school to see. The classroom with the highest monthly positive point percentage will win and receive the traveling DOJO trophy.

- **Student of the Month**

CES already acknowledges a Student of the Month for each classroom and we will continue to do so. We will now make it more meaningful and tie the award to the character traits we will teach in our monthly units. For example, if the character trait unit is Trustworthiness, teachers will select a student in their class that exemplifies this trait. Teachers will write on the certificate *why* that student earned the Student of the Month.

- **TV Shout Outs**

Utilizing the morning announcements, the PBIS committee will give weekly shout outs to students who have been seen displaying positive school behavior and etiquette. Or students who have made personal progress in one area or another.

- **Quarterly Incentive Parties**

The Student Pride committee will organize quarterly incentives based on a pre-established DOJO point threshold. The point thresholds will be determined by the PBIS and Student Pride committee by the beginning of the year. Each quarter will have a different DOJO point total that will increase as the year progresses. (i.e. 1st quarter goal = 50 accumulated DOJO points, 2nd quarter = 100 accumulated DOJO points, etc.)

- **Grade Level Acknowledgments**

In addition to school-wide acknowledgments, there may be incentives given at each individual grade level. These incentives will be determined by the grade level staff. These grade level acknowledgments can include (but are not limited to): brag tags, classroom point leaderboards, line leader, classroom assistant for the day/week, earning Fun Friday time, extra recess, etc.

Cavalier Way School-Wide Expectations:

CES Positive Behavior Expectations Boot Camp:

During the first 2 days of the school year, all CES students will partake in *Expectations Boot Camp*. During this "boot camp" we will go over all the CES expectations outlined below. Each class will rotate and visit designated areas of the school where appropriate and inappropriate behaviors will be explicitly modeled.

- CES will utilize a school-wide leveled system to establish clear voice level expectations to be used throughout the school day, in all locations.

Student & Parent/Guardian Responsibilities:

Students have the responsibility to follow the 3 B's: (please refer to *Cavalier Way Expectations* below)

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



Parents have the responsibility to follow the 3 B's:

1. *Be Informed & Involved:*
 - a. Stay informed of school policies that concern your child(ren).
 - b. Utilizing all forms of communication available between school and home (Harmony, Classroom DOJO, Facebook and Twitter)

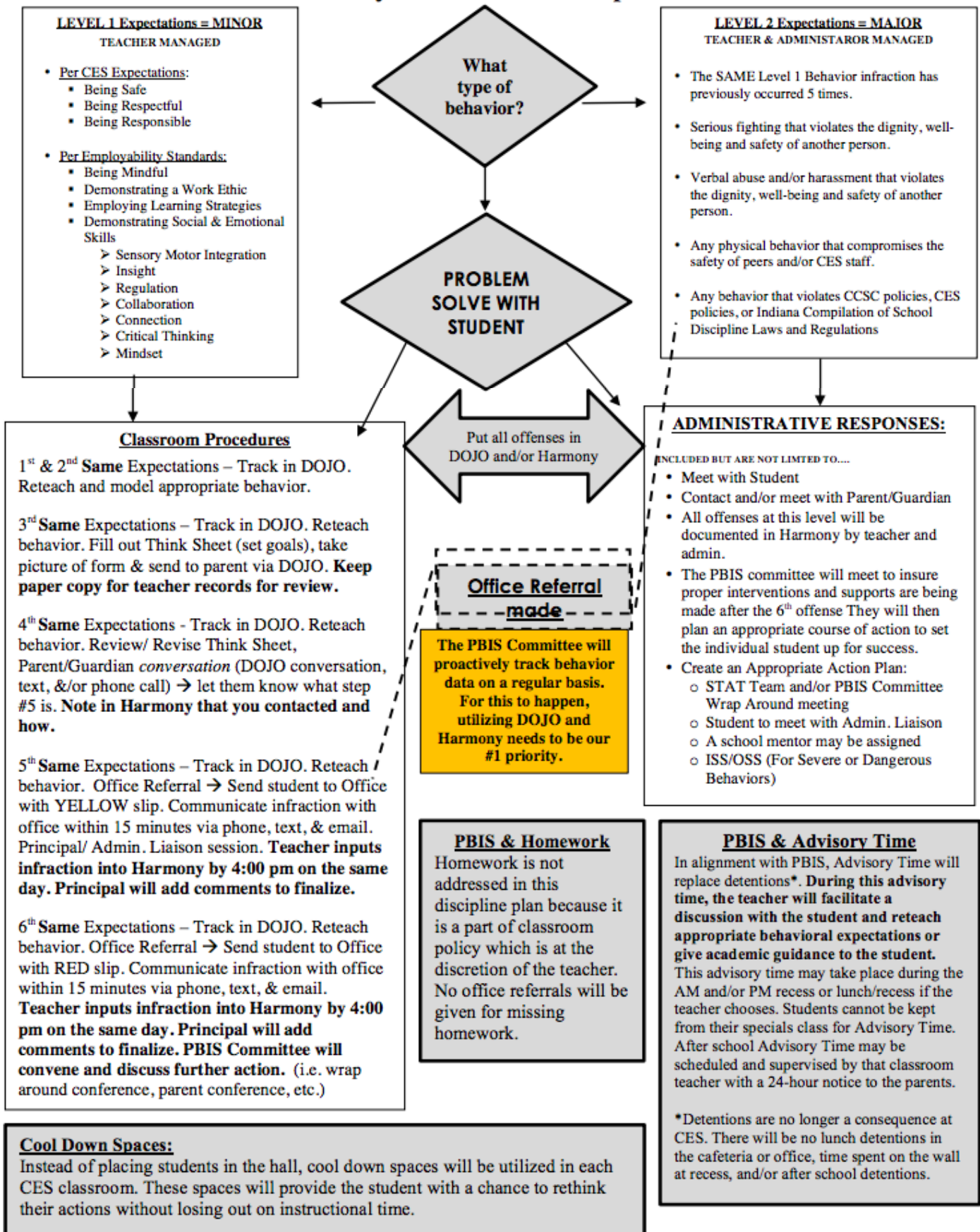
2. *Be Responsible:*
 - a. Support the academic, social, emotional, and behavioral success of their student
 - b. Make sure your child attends school regularly and on time
 - c. Support CES by being a role model for your child by talking with your child about school and expected behavior.
 - d. Read and become familiar with the student handbook
 - e. Give updated contact information to the school REGULARLY

3. *Be Respectful:*
 - a. Be respectful and courteous to staff, other parents, guardians, and students while on school grounds.
 - b. Tell school officials about any concerns or complaints in a respectful and timely manner.
 - c. Follow appropriate channels of communication when addressing school concerns.
 - d. Access school personnel utilizing proper procedures:
 - i. Check in through the front office
 - ii. Make an appointment with proper personnel prior to coming in to school
 - iii. Contact personnel during appropriate office hours (phone, email, DOJO).

**** Please allow for a 12-24 hour response time. If it's an emergency, please contact the office. ****



Culver Elementary School-Wide Discipline Flow Chart



School-Wide Cavalier Way Expectations

School-wide expectations posters and matrixes will be displayed throughout the school. The posters will display the designated area's expectations (including all classrooms).

	Be Respectful	Be Responsible	Be Safe
Arrival & Dismissal	<ul style="list-style-type: none"> ● Obey safety teachers and aides ● Listen to and follow all adult directions. ● Voice Volume = 0-1 	<ul style="list-style-type: none"> ● Be on Time ● Line up quickly when bell rings ● Arrive at your destination promptly 	<ul style="list-style-type: none"> ● Walk nicely ● Use crosswalks and sidewalks ● Stay in supervised areas
Office & Nurse	<ul style="list-style-type: none"> ● Voice Volume = 0-2. ● Be polite and positive w/adults/ peers. ● Listen to and follow adult directions. ● Waiting quietly until staff members are finished talking to interrupt. ● Waiting quietly to talk to the nurse. 	<ul style="list-style-type: none"> ● Keeping the office clean. ● Asking for permission before entering the principal's office. 	<ul style="list-style-type: none"> ● Keeping your hands, feet, and objects to yourself.
Hallways	<ul style="list-style-type: none"> ● Voice volume = 0-1 ● Respect learning environments ● Listen to and follow adult directions. ● Keep hallways clean ● Walk with your hands by your sides 	<ul style="list-style-type: none"> ● Keep your materials in your lockers or on your hooks ● Pay attention to others ● Line up on your lines ● Be aware of your surroundings 	<ul style="list-style-type: none"> ● Walk nicely ● Walk on the right of the hallway/ stairs ● Walk on the stairs 1 step at a time ● Keep hands, feet, objects to yourself
Bathroom	<ul style="list-style-type: none"> ● Voice volume = 0 - 1 ● Give others/yourself privacy 	<ul style="list-style-type: none"> ● Flush the toilet ● <u>Think 2 or Less Rule:</u> *2 pumps of soap *2 paper towels *2 points in the trash *2 min. or less ● Report problems to staff 	<ul style="list-style-type: none"> ● Do your business ● Wash your hands & exit nicely.
Lunchroom	<ul style="list-style-type: none"> ● Voice volume = 0, 1, 2 ● Clean up the table and floor around you ● Listen to and follow all adult directions. ● <i>Breakfast:</i> Hang up coats and backpacks nicely on the hooks. ● <i>Lunch:</i> Put lunch in <u>grade</u> level bin. 	<ul style="list-style-type: none"> ● Use good table manners ● Eat what you brought or ordered ● Empty your tray into the trash ● Move away from conflict or distractions 	<ul style="list-style-type: none"> ● Stay to the right in the lunch line ● Stay to the left while in the cafeteria ● Keep your hands, feet, and objects to yourself
Play-ground	<ul style="list-style-type: none"> ● Voice volume = 0, 1, 2, 3 ● Listen to and follow all adult directions. ● Follow playground expectations ● Play well with others <ul style="list-style-type: none"> <input type="checkbox"/> Take turns <input type="checkbox"/> Play by the game rules <input type="checkbox"/> Include everyone <input type="checkbox"/> Use good sportsmanship 	<ul style="list-style-type: none"> ● Dress for the weather ● Report incidents to supervisors ● Line up quickly when bell rings ● Return equipment to the bin 	<ul style="list-style-type: none"> ● Play safely ● Follow the recess expectations ● Keep hands, feet, objects to yourself ● Ask if you need to use the restroom
Indoor Recess	<ul style="list-style-type: none"> ● Voice volume = 0, 1, 2 ● Listen to and follow all adult directions. ● Follow classroom expectations ● Play well with others <ul style="list-style-type: none"> <input type="checkbox"/> Take turns <input type="checkbox"/> Play by the game rules <input type="checkbox"/> Include everyone <input type="checkbox"/> Use good sportsmanship 	<ul style="list-style-type: none"> ● Clean up after yourself ● Return items to their proper place. 	<ul style="list-style-type: none"> ● Play safely ● Follow the recess expectations ● Keep hands, feet, objects to yourself ● Ask if you need to use the restroom
Convocation/ Assembly	<ul style="list-style-type: none"> ● Voice volume = 0 ● Listen, and participate with respect ● Listen to and follow all adult directions. ● Show appreciation 	<ul style="list-style-type: none"> ● Be a good listener ● Respect other's personal space ● Follow adult directions ● Remain in assigned area 	<ul style="list-style-type: none"> ● Stay in your seat ● Keep hands, feet, objects to yourself
Bus/Field Trips	<ul style="list-style-type: none"> ● Voice volume = 0, 1, 2 ● Follow the bus driver's directions ● Listen to and follow all adult directions. ● Use respectful language at all times. ● Do not <u>distract driver while bus is in route.</u> 	<ul style="list-style-type: none"> ● Keep materials in your backpack ● Respect other's personal space ● Notify bus driver or chaperone(s) of problems 	<ul style="list-style-type: none"> ● Stay in your seat for the entire trip. ● Keep your feet on the floor. ● Keep hands, feet, objects to yourself and inside the bus. ● No throwing objects. ● Follow field trip guidelines.
Classroom	Classroom expectations will be based on the 3 B's and will be created by individual teachers and their students the first day of school.		

Mindsets

Lifelong learning: Demonstrates willingness to work and learn, and continually apply new knowledge.

Self-Confidence: Possesses belief in own ability to succeed and assert myself when necessary.

4	<ul style="list-style-type: none"> •I can ask for specific feedback that will help me grow. •I can respectfully give feedback to my classmates. •I can apply the feedback I'm given to grow. 	<p>Examples:</p> <ul style="list-style-type: none"> •Stay in for recess for extra help •Help classmates when they are stuck or in need
3	<ul style="list-style-type: none"> •I can work hard. •I can apply new strategies to solve problems. •I can grow from my mistakes. •I am proud of myself when I try new things. 	<p>Examples:</p> <ul style="list-style-type: none"> •Try new things •Doesn't give up •Share my strategies with my classmates
2	<ul style="list-style-type: none"> •I can work hard in one subject. •I can apply new strategies, sometimes. •I struggle when I make mistakes. 	
1	<ul style="list-style-type: none"> •I am working towards achieving a growth mindset. 	

Work Ethic

Self Discipline: Demonstrate self control and behave in accordance with rules with minimal direction.

Independence: Successfully carry out expectations with minimal supervision.

Perseverance: Demonstrate endurance, and capacity to complete tasks.

Time Management/Organization: Plan and organize long and short-term goals while understanding how to balance school, home, and community activities.

Adaptability: Manage transition and adjust to change in situations and responsibilities.

Integrity: Act in a trustworthy and honest manner.

Professionalism: Demonstrate skills and behaviors appropriate for school and work environments.

4	<ul style="list-style-type: none"> •I can follow The Cavalier Way expectations. •I can help others follow The Cavalier Way expectations. •I can set goals and create a plan to reach my goals. 	<p>Examples:</p> <ul style="list-style-type: none"> •Completes homework on time •Doesn't need redirections •Positive leader
3	<ul style="list-style-type: none"> •I am trustworthy. •I am self motivated. •I can avoid conflict. •I can proactively solve problems when I have conflicts. •I can be a positive influence to the people around me. 	<p>Examples:</p> <ul style="list-style-type: none"> •Participates in classroom incentives •Completes homework •Solves problems with friends independently
2	<ul style="list-style-type: none"> •I can follow The Cavalier Way sometimes, but sometimes I need redirections. •I struggle to get along with my classmates sometimes. 	
1	<ul style="list-style-type: none"> •I am still working on my work ethic. 	

Learning Strategies

Effective Communication: Apply skills to clearly, effectively, and convincingly express ideas and messages to others appropriate to the environment.

Decision-Making: Utilize critical thinking skills and perspectives of others to make informed decisions based on opinions, rewards, risks, limits, and goals.

Initiative: Apply self-motivation and self-direction to work and learn.

Attention to detail: achieve thoroughness and accuracy when accomplishing a task.

Problem Solving: Apply critical and creative thinking skills to resolve problems.

4	<ul style="list-style-type: none"> •I can lead others to do their best work. •I can solve problems and make good choices. 	Examples: •Positive Leader
3	<ul style="list-style-type: none"> •I can communicate my thinking clearly with my teachers and classmates. •I can use critical thinking to put myself in someone else's shoes •I can pay attention to details. •I am a good problem solver. 	Examples: •Always on task •Participates positively in classroom discussions •Sets goals and sticks with them •Able to solve problems without help from a teacher
2	<ul style="list-style-type: none"> •I need my teachers or classmates to help me solve problems and get started on my work sometimes. 	
1	<ul style="list-style-type: none"> •I am still working on my learning strategies. 	

Social and Emotional Skills

Regulation: recognize and manage one's emotions.

Connection: demonstrate the ability to network with others through social awareness and cultural sensitivity.

Collaboration: Work well with others in a team.

4	<ul style="list-style-type: none"> •I can follow The Cavalier Way expectations. •I can help others follow The Cavalier Way expectations. 	Examples: •Invite other students to play who might not have someone to play with. •Positively encourages peers to be respectful, responsible, and safe
3	<ul style="list-style-type: none"> •I can demonstrate an understanding of the impact of my choices and actions. •I can continuously try and understand how other students might think, feel, or respond. •I can play respectfully with my peers. 	Examples: •Take responsibility for my actions. •Shows empathy •Takes turns •Plays well with friends at recess •Positive problem solver
2	<ul style="list-style-type: none"> •I sometimes need help from an adult or friend to calm down. •I sometimes need support and redirection when I'm playing with friends and classmates. 	
1	<ul style="list-style-type: none"> •I am still working on my social and emotional skills. 	

How Parents and Families Can Support the Schoolwide Positive Behavior Support Plan

Your help with PBIS is very important and your support sends an important message to your child that we are working together as a team to help him/her be successful in school. We understand that your home environment may have different expectations, but in order to support your child's success in school, we ask that you support our school's expectations in the following ways:

1. Please spend time reviewing the Cavalier Way Expectations with your child.
2. Please remind your child of the 3 B's (Be Respectful, Be Responsible, and Be Safe) each day before he/she leaves for school.
3. Our system is consistent and predictable so if your child has earned a major or minor please support the decision and do all you can to have your child take responsibility for his/her actions. Your child will be told the reason for the major or minor and he/she should be able to tell you what occurred.
4. When your child gets home from school to talk with them about their day and ask if their behavior was acknowledged with a DOJO point or another form of acknowledgment. Please offer your child extra praise and reinforcement for these positive behaviors.
5. If your child did not meet the school expectations that day, use the matrix as a tool to go over and reinforce specific expected behaviors. Or you can discuss the character trait of the month and how your child could make choices to better reflect the school's positive culture.
6. You might even try to use the same language at home. You might even add a column to the matrix defining expected behavior at home. :)
7. Remember tomorrow is a new day for a fresh start!!!

PBIS Resources

- <https://www.pbis.org/family>
- <https://www.classdojo.com/about/>
- <https://www.doe.in.gov/wf-stem/employability-skills>
- <https://www.doe.in.gov/sebw>

Rules for All Students

1. Student behavior in school, to and from school, and at school sponsored events will be in compliance with generally accepted rules of social behavior.
2. A student is responsible for all books/materials rented to him through the book rental program and charged to his account.
3. Stickers, decals, posters, etc. are not to be placed on lockers, desks, walls or other school property without permission.
4. Students who damage school property are subject to disciplinary action and/or restitution.
5. Smoking, possession of, and other use of tobacco on school grounds, school transportation vehicles, or at any school activity is not permitted. Noncompliance will result in suspension and/or expulsion.
6. Being under the influence of, possessing and/or using alcohol or a controlled substance, and/or illegally using drugs are prohibited on school grounds. Violators of this rule will be expelled from school. (See Appendix A)
7. Students shall follow reasonable instructions whenever provided by teachers, secretaries, aides, cooks, custodians, bus drivers and any other school personnel.
8. Violence toward others is not allowed.
9. Threatening or intimidating others is not allowed.
10. Running, unnecessary roughness or "horseplay" will not be permitted in the building or on school grounds; students in violation are subject to disciplinary action.
11. Throwing snowballs, or any other object in and/or around the school will not be tolerated. Special attention is directed to students who are waiting on or for buses. Violators are subject to disciplinary action.
12. The use of electronic devices by students is not permitted on school buses, unless approved by the bus driver. Electronic devices are not to be brought or used in the school building or on the grounds unless under the direction of a teacher.
13. Careless disposal of gum in drinking fountains, furniture and floors presents sanitation, cleaning problems, and costly repair. Therefore, gum chewing is not permitted at any time during the school day.
14. *Engaging in public displays of affection is not permitted on school grounds or school activities. Kissing, hugging, holding hands, giving of large gifts or bouquets of flowers are examples of inappropriate public displays of affection at the elementary level.*

Office Discipline Referral (ODR) Instructions

Culturally Responsive Positive Behavior Interventions and Supports (CR PBIS) research states that the majority of misbehavior is the result of a cultural mismatch* or a skill deficit. Therefore, the natural response to misbehavior is instruction.

This document is intended to:

- Define behaviors in terms that are observable and measurable, while avoiding language that is emotionally laden or that conveys value judgments.
- Improve student outcomes through accurately defining behavior in order to provide targeted instruction to meet those needs.
- Used in conjunction with the behavior accountability and data tracking of ClassDojo
- Grow and improve throughout the school year as a result of educator input.

The Office Discipline Referral form is not:

- A "rap sheet".
- Collecting evidence to use against a student.
- An intervention.

The Office Discipline Referral is:

- A tool used for data collection.
- A method for identifying patterns so that targeted instructional interventions may be designed.
- Data-driven instruction & consequences.

Per Indiana Code 20-33-8-9, "An individual may remove a student for a period that does not exceed 5 school days from an educational function supervised by the individual or another individual who is a teacher or other school staff member."

* *Cultural Mismatch occurs when a child's home culture and the school culture hold conflicting expectations for the child's behavior.*

Specific Leveled Inappropriate Behaviors

The following section lists the behaviors that are inappropriate at school. Outlined in the tables below, the specific inappropriate behavior is listed in the left-hand column. The middle column lists possible "REFLECTIVE, INSTRUCTIVE, CORRECTIVE, & RESTORATIVE RESPONSES". These responses are evidence-based instructive and corrective responses that staff should consider first when responding to inappropriate behavior. The right-hand column lists "ADDITIONAL CONSEQUENCE" for principals to utilize if recommended interventions from the middle column are insufficient to address the student's inappropriate behavior. Responses should be considered in a graduating manner.

Level 1 Behaviors: Inappropriate Behaviors

- A. Improper Use of Technology
- B. Disrespectful Behavior
- C. Dress Code Violations
- D. Attendance & Tardies
- E. Inappropriate Language/Gestures/ & Disruptive/Disorderly Conduct
- F. Academic Dishonesty/Plagiarism

Level 2 Behaviors: Disruptive Behaviors

- G. Prolonged Interruption of Instruction
- H. Theft/Forgery
- I. Failure to Serve a Given Consequence
- J. Vandalism
- K. Excessive Tardiness & Absences
- L. Bullying/Harassment
- M. Provocation/Injury to Others
- N. Sexual Conduct
- O. Fireworks

Level 3 Behaviors: Seriously Disruptive Behaviors

- P. Firearms/Weapons/Arson
- Q. Drugs/Alcohol/Tobacco/Vaping
- R. Assault/Battery
- S. Bomb/False Alarm
- T. Persistent, severe, or unwanted sexual conduct


Level I: Inappropriate Behaviors


A Level I infraction refers to a behavior in which the instructional response will take place within the setting where the behavior is taking place, i.e. classroom, bus, cafeteria, library, etc.

- Upon the *1st classroom disciplinary incident* deemed disruptive enough to learning to warrant documentation, complete the Level 1 section of ODR
 - If a child has a Behavioral Intervention Plan (BIP), check the redirection/de-escalation strategies used.
 - Communicate with the student's parent/legal guardian so he/she may be informed of the incident.
 - Document the conversation in the space provided.
 - Utilize the tools in the Student Code of Conduct to address the behavior with the student.
- Upon the *2nd incident* of disrupting learning, repeat the procedure above and complete Level I, section 2 of the same ODR.
- Upon the *3rd incident* of disrupting learning, repeat the procedure above and complete Level I, section 3 of the same ODR.
- If there is a *4th incident* causing a disruption to learning, the teacher/staff member may find it necessary to complete Level II, Seriously Disruptive Behaviors, and select 4th Violation of Level 1 Behavior. List the letters of the behavior violations in the blanks provided.
 - If a student has a BIP, indicate the redirection/de-escalation strategies used, and again document the communication with the student's parent/guardian regarding this 4th incident.


Level I (1-3): *The ODR will remain with the staff member completing the form. Level I behaviors for each quarter/trimester will not carry over into the next semester. Students will receive a fresh start at the start of each semester.*



Level 1: Inappropriate Behaviors



Behavior	Reflective, Instructive, Corrective, Restorative Response	Level		
Level I	Behaviors in which the instructional response will take place within the classroom	1	2	3
<p><u>A. Improper Use of Technology:</u> Using a personal communication device during school hours or on the bus.</p> <p><i>Possible Examples:</i> *Taking unapproved pictures or videos of peers, staff, or self. *Using Google Docs to communicate to peers without permission. *Looking at inappropriate things on the internet.</p>	<p><u>Reflective Questions:</u></p> <ul style="list-style-type: none"> Does the student understand the expectation for use of technology in this setting? Can confrontation be avoided by making a request to put the device away/turn it off? Is this rule being enforced inconsistently, leading to the students testing the limits? Is it possible that the use of technology is permitted in other school settings? <p><u>Instructive Response:</u></p> <ul style="list-style-type: none"> Teach the appropriate and inappropriate times for the use of technology in each setting (instruction, passing period, lunch, etc.). Teach the procedure for responding to a request to turn a device off. (Ex: Turn the device off, put it out of sight, or put it in the locker). Make teaching the procedure as visual as possible. Practice the responses. Teach the thinking and reasoning behind unacceptable uses of technology (i.e., spreading rumors and fear quickly, disrupting the learning environment). Teach families the policy on technology and the philosophy behind the decisions. Teach the consequences for the improper use of technology and the reasoning behind the consequences. <p><u>Corrective Response:</u></p> <ul style="list-style-type: none"> Prior to a confrontation, teach the procedures for proper use, and teach the procedure for what a student is to do when asked to stop using the technology. In a calm voice, ask the student to turn the device off and put it away. Specify "away": pocket, locker, binder, etc. Give the student a choice and respect the student's choice. Do not engage in a power struggle. Provide the student with two choices and allow him/her a reasonable amount of time to decide. Implement a cell phone check in procedure, where students turn in their phones at the beginning of class and get them back at the end of class. Teach a phone etiquette class. Students who misuse technology take a refresher 	 Primary 1st & 2nd <i>Offense:</i> 1-2 in school detentions 3rd <i>offense:</i> 1 full day ISS		

Behavior	Reflective, Instructive, Corrective, Restorative Response	Level		
Level I	Behaviors in which the instructional response will take place within the classroom	1	2	3
<p><u>B. Disrespectful Behavior:</u></p> <p>1. <i>Walking Away:</i> Student leaving while a staff member or adult in authority is talking to the student.</p> <p>2. <i>Talking Back:</i> Using verbal insults or put downs or responding orally in a rude manner to a staff member or adult in authority.</p> <p>3. <i>False Information:</i> Providing false or misleading information either written or oral</p>	<p><u>Reflective Questions:</u></p> <ul style="list-style-type: none"> How can I address the student's feelings of powerlessness so that he/she is less defensive when I assert my authority? How do my words, tone, and body language make the student feel disrespected? Is the student's behavior related to something other than what is going on in school? The behavior is directed at me but is this really about me? How can I prevent engaging in a power struggle with the student? Can I use humor to diffuse the situation? Can I allow the student a small "win" in some way? How can I use assertive communication to demonstrate empathy, explain disappointment, and set expectations for changed behavior? How can I strengthen the relationship to increase the compliance with redirection? What are the consequences for the student if he/she misses class because he/she is suspended? What critical instruction will he/she miss out on today if he/she is sent out of the room? How will I ensure that he/she has an opportunity to get the instruction that he/she missed? Is this simply a difference in conflict styles? Give the student time to calm down? Is there a time when I can address the behavior 1:1 when the student is calm? How can I welcome the student back into the classroom after the incident? <p><u>Instructive Response:</u></p> <ul style="list-style-type: none"> In a calm voice, use as few words, redirect the student to appropriate behavior Use language that emphasizes the student's choice and responsibility Use the "broken record" technique repeating the expected behavior in a low volume and calm tone. Give the redirection then return to instruction giving attention to the class and allowing time for student to make appropriate choices. Allow student space and time to calm down. Documented Conference focused on expectation and expected behavior After the student has de-escalated, find ways to welcome the student back into the classroom community and maintain his/her self-respect. 	 Primary 1st & 2nd <i>Offense:</i> 1-2 in school detentions 3rd <i>offense:</i> 1 full day ISS		


	<p>Corrective Response:</p> <ul style="list-style-type: none"> • Time in Calm Down space with a student THINK sheet • Time in buddy classroom's Calm Down space with a student THINK sheet • Teacher model expected behavior through mini-lessons • Teacher, Student, Parent/Guardian Conference focused on expected behavior • Teacher, Student, Administrator, Parent Conference focused on expected behavior • Have student complete a reinforcement survey and offer behavior contract • Teacher-created modules to review appropriate behavior with reflective feedback • Positive phone calls/notes home for positive choices <p>Restorative Response:</p> <ul style="list-style-type: none"> • Classroom community meeting • Offer the student the opportunity to write a letter, make a list, or journal as a means of expressing thoughts and concerns. • Offer student leadership roles in the classroom • Referral to SEAL coordinator for intervention 			
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Behavior	Reflective, Instructive, Corrective, Restorative Response	Level		
Level I	Behaviors in which the instructional response will take place within the classroom	1	2	3
<p>C. Dress Code: Dress does not comply with building expectations.</p>	<p>Reflective Questions:</p> <ul style="list-style-type: none"> • Does the student have all the resources to comply with the school dress code? • Does the student own a belt? Can we "shop" in the CAVS' Closet for the student? • Can I affirm that clothing norms are diff. in school/home but neither is good/ bad? • How can I strengthen the relationship to increase compliance with redirection? • Have I recognized and praised the student when he is compliant or has some measure of compliance with the dress code? • Am I able to correct the misbehavior with humor? • Is noncompliance attention-seeking behavior? What behaviors can I praise? • How does my teaching affect the student's self-image? • Does enforcement of the dress code target particular groups of students? <p>Instructive Response:</p> <ul style="list-style-type: none"> • Make an effort to give a ratio of 4 positive comments to 1 negative comment • Praise and thank the student (publicly or privately) on the way that he demonstrates compliance with the dress code. Even if the belt is missing, say: "Thank you for keeping your shirt tucked in! Good Job!" • Documented Teacher and Student Conference focused on expectation and practicing expected behavior. Ask the student; for example: "I noticed that you do not wear a belt to school. What's up?". Review expectation and natural consequences of noncompliance with dress code (missed instruction, reminders) • Identify an adult in the building with whom the student has a relationship and ask that individual to reinforce the expectation • Contact home for a Teacher, Student, and Parent/Guardian Conference to discuss issues and offer support. Offer behavior contract • Referral to counselor for family resources <p>Corrective Response:</p> <ul style="list-style-type: none"> • Offer an oversized collar shirt to wear during class over inappropriate attire. • Contact home to ask parent to bring a change of clothes 	 Primary <i>3rd offense:</i> 1 in school detention		

Behavior	Reflective, Instructive, Corrective, Restorative Response	Level		
		1	2	3
Level I				
<p>D. Attendance:</p> <p>1. <i>Tardy:</i> Late to class without an approved excuse</p> <p>2. <i>Unexcused Absence:</i> Failure to report to class/school and without an approved excuse. Students are to follow their schedule unless permission is granted by the Administration.</p> <p><i>Indiana Law states that once a student 10 days of unexcused absences is defined as habitual truancy. IC 20-33-2 (Compulsory School Attendance)</i></p> <p>3. <i>Truancy:</i> Leaving the classroom or assigned area without obtaining approval; hiding</p>	<p>Reflective Questions:</p> <ul style="list-style-type: none"> What personal problems prevent the students from getting to school on time? Challenges at home that prevent the students from getting to school on time? Is my curriculum relevant to the student's identity and lived experiences? Why is the student tardy or frequently absent? <ul style="list-style-type: none"> Consider location of locker, peer interactions, mobility issues Is the lack of structure and opportunity to socialize during the passing period too distracting for the student? Is there a pattern in the times the student is tardy or absent? (Class is after lunch or first thing in the morning, visitation weekends) How am I reinforcing/rewarding the student when the student is on time? How am I engaging the student in the classroom after he/she comes in late? <p>Instructive Response:</p> <ul style="list-style-type: none"> Documented Teacher and Student Conference focused on the expectation and practicing expected behavior. Ask the student; for example: "I noticed that you are usually absent the first hour. What's up?" Listen respectfully and work with the student to problem-solve. Review the expectation and natural consequences of missing class (missed instruction, fails to help the student meet personal goals, disrupts class, loss of passing privileges, and, if chronic, referral to an outside agency). Explicitly teach "late/on time". Does it mean being in the room? In the seat? In the assigned seat with materials out and ready? Teach dismissal procedures. Do students stay in their assigned seat? Are they dismissed when the bell rings or upon teacher approval? Begin class with a highly motivating, engaging activity. Greet students at door. Create opportunities for movement and collaboration within the class period. Have the student complete a reinforcement survey and offer behavior contract Contact home for a Teacher, Student, and Parent/Guardian Conference to discuss issues and offer support Referral to social worker <p>Corrective Response:</p> <ul style="list-style-type: none"> Early or delayed passing for 1 week Loss of classroom privileges 		 <p>Primary 1st Offense Parent contact</p> <p>Repeated (after 5 days) Chronic (10 days) Legal action</p>	

Behavior	Reflective, Instructive, Corrective, Restorative Response	Level		
		1	2	3
Level I				
<p>E. Inappropriate Language, Gestures, Disruptive, or Disorderly Conduct:</p> <p>1. Conduct which is likely to result in serious bodily injury or substantial property damage, and/or making unreasonable noise that interferes with educational activities and refusing to cease the disruption</p>	<p>Reflective Questions:</p> <ul style="list-style-type: none"> Did the conduct cause a large disruption? Bodily injury? Property damage? Was the location a factor? (gym, hallway, cafeteria, locker room, library, etc.) How can we be proactive to reduce the number of incidents that occur? (video cameras, adult supervision, locked rooms, etc.) Were electronics or social media involved? Did the student refuse to cooperate? How verbally, physically, body language? Was this incident premeditated or spontaneous? What is the function of the behavior? Can the need be met in a different way? <ul style="list-style-type: none"> Attention - make student leader of an activity Avoidance - peer buddy for work time or remediation What are the consequences for the student if he/she misses class because of suspension? What critical instruction will he miss out on today if he/she is sent out of the room? How will I ensure that he/she has an opportunity to get the instruction that he missed? When does the behavior occur? Is the student walking, standing, and visiting? Is the behavior truly disrupting the class? How can I strengthen the teacher/student relationship to increase the likelihood of compliance with redirection? How can I welcome the student back into the classroom after the incident is over? 		 <p>Primary 1st Offense: Loss of DOJO point & Parent Contact</p> <p>2nd Offense: Loss of DOJO point, Parent Contact, & 1-2 in school detentions</p> <p>3rd Offense: Loss of DOJO point, Parent Contact, & 1 day of ISS</p>	

<p>when requested</p> <p>2. Causing a large disruption to the atmosphere of order and discipline in the school that is necessary for effective learning and may place others at risk of injury.</p> <p>3. Saying words that are offensive, sexual, or considered obscene in an academic, professional setting.</p>	<p>Instructional Response:</p> <ul style="list-style-type: none"> • Give wait time to observe the purpose of behavior (e.g., out of seat to sharpen pencil, blow nose, or visiting). • Intervene early before the student has time to escalate behavior. • In a calm tone and few words as possible, redirect student to appropriate behavior. • Use language in directions that emphasize the student's choice and responsibility. • Use the "broken record" technique repeating the expected behavior in a low volume and calm tone. Give redirection, return to instruction giving attention to the class and allowing time for the student to make the appropriate choice and comply. • Reinforce students who are following the rules. • Clarify purpose and need for being seated BEFORE instruction. • Allow movement to increase engagement in instruction. (Revisit lesson plan to include movement.) • Documented Teacher and Student Conference focused on expectation and practicing expected behavior. • Make the student aware of the number of times a behavior occurs. This should be done in a nonthreatening way using a visual representation or self-monitoring. This could be a strategy that is a cue between the student and teacher, such as a tally on one particular part of the chalkboard or on a scrap piece of paper to be discussed after class. • Model appropriate behavior in a stressful situation - maintain a calm demeanor. • Avoid confrontational verbalizations or body language. • Talk to student in a calm tone of voice. • Offer support to the student who appears anxious or frustrated. • Referral to social worker or counselor <p>Corrective Response:</p> <ul style="list-style-type: none"> • Consider seating arrangement • Redirection to the calm down corner in classroom with a student THINK sheet • Calm Down area in buddy classroom with a student THINK sheet • Teacher, Student, Parent/Guardian Conference focused on expected behavior • Complete reinforcement survey and offer behavior contract • Teacher, Student, <i>SEAL/Administrator</i> and Parent/Guardian Conference focused on expectation and practicing expected behavior. • Diffuse with humor – give them a moment to get it out of their system/ move on • Allow the student a seat where standing doesn't interfere. • Offer student leadership roles in the classroom. • Offer choices of appropriate alternative behaviors. Explain both the positive and negative choice and consequences, and allow student time to make a choice. • Give the student a way to redeem him/herself or to relent in a non-demeaning way. In other words, allow a way out that allows him/her a chance to save face. 		<p><i>To Staff:</i> 1 day OSS</p>
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Behavior	Reflective, Instructive, Corrective, Restorative Response	Level		
Level I		1	2	3
<p><u>F. Academic Dishonesty:</u> Using the work of others or published work; violating rules of honesty such as copying another student's test, assignment, etc.</p>	<p><u>Reflective Questions:</u></p> <ul style="list-style-type: none"> • Is there a skill deficit that causes the student to feel the need to cheat? Is it related to a specific subject, content, or standard? • What other stresses might there be in the student's life that could have sparked this behavior, e.g. too much homework, too many after-school activities causing time pressure, emotional overload, anxiety regarding desire to perform well academically? • How can I modify instruction to increase understanding/mastery? • How can I reinforce the student's confidence in his or her own abilities? <p><u>Instructive Response:</u></p> <ul style="list-style-type: none"> • Teach the definition of plagiarism and the reasons why it is an offense. • Teacher-student conference to review behavior expectation and consequences for repeated offense. • Retake test or redo assignment, using an alternative method or format • Remediate skills or increase support (e.g., peer buddy) • Call on the student when they are most likely to respond correctly. • Create cooperative learning so the student can share their proficiencies. <p><u>Corrective Response:</u></p> <ul style="list-style-type: none"> • Alter testing environment (e.g., seat the student near the teacher when taking tests/quizzes) 	<p style="text-align: center;"></p> <p style="text-align: center;">Primary <i>1st Offense:</i> Zero credit for assignment/test, loss of DOJO point, & Parent Contact</p> <p style="text-align: center;"><i>2nd Offense:</i> 1-2 in school detentions, zero credit for assignment/test, loss of DOJO point, & Parent Contact</p> <p style="text-align: center;"><i>3rd Offense:</i> 1 day of ISS, zero credit for</p>		


	<ul style="list-style-type: none"> Utilize a testing office Class meeting or peer mediation Contact home – teacher, student, parent consult 0 for the assignment 	assignment/ test, loss of DOJO point, & Parent Contact	
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Level II: Disruptive Behaviors




Staff is to complete Level II: Disruptive Behaviors by checking the most intrusive behavioral infraction.


- If a child has a BIP, check the redirection/de-escalation strategies used.
- If a student has a BIP, indicate the redirection/de-escalation strategies used & again, document the communication with the student's parent/guardian regarding this incident.

NOTE: Staff is not required to complete Level I (1-3) if sending a student out on a Level II or Level III behavior.

Behavior	Reflective, Instructive, Corrective, Restorative Response	Level		
Level II	Elevated Infractions: Behaviors in which the instructional response will take place outside of the classroom. In all instances, consider the possible motivations of the student. In determining the instructional response, administer the lowest level of intensity necessary in order to elicit a change in behavior.	1	2	3
<p>G. Prolonged Interruption of Instruction: Conduct that causes a large disruption to the learning environment for either 20% or 15 consecutive minutes of the education process after having received direct instruction and multiple interventions regarding compliance.</p>	<p>Reflective Questions:</p> <ul style="list-style-type: none"> Is the student's behavior related to something other than what is going on in school? The behavior is directed at me but is this really about me? What type of conduct is the key disruption- verbal or physical? What is the purpose for the misconduct (avoidance, attention, etc.)? Was the location a factor? (gym, hallway, cafeteria, locker room, library, etc.) How can I prevent engaging in a power struggle with the student? Can I use humor to diffuse the situation? Can I allow the student a small "win" in some way? How can I use assertive communication to demonstrate empathy, explain disappointment, and set expectations for changed behavior? Can I strengthen the teacher/student relationship to increase compliance? Is this a difference in conflict styles? Can I provide time to calm down? Is there a time when I can address the behavior 1:1 when the student is calm? How can I welcome back into the classroom after the incident is over? If this behavior occurs again, how can I handle it differently? Does this student need a behavior plan? <p>Instructive Response:</p> <ul style="list-style-type: none"> Teach the ways to communicate needs appropriately in place of disrupting the education process for the other students. Advisory Time: Teacher-student conference to review behavior expectations and consequences for repeated offense. Give wait time to observe purpose of behavior (e.g., out of seat to sharpen pencil,) Intervene early before the student has time to escalate behavior In a calm voice and few words, redirect student to appropriate behavior Use language that emphasizes the student's choice and responsibility Use the "broken record" technique repeating the expected behavior in a low volume and calm tone. Give the redirection then return to instruction giving attention to the class and allowing time for students to make appropriate choices and comply with the redirection. Reinforce students who are following the rules. Calm Down Corner: Early in the episode allow the student to participate in a calming activity to de-escalate disruption (example; getting a drink of water, delivering a note to a nearby teacher, etc.) After the student has de-escalated, find ways to welcome the student back into the classroom community and maintain self-respect. Think Sheet: Teach the student to think about the purpose of the conduct and create a plan to implement and ways to communicate displeasure, anger, etc. <p>Corrective Response:</p> <ul style="list-style-type: none"> Consider seating arrangement- maintain visibility to and from the student Referral to the calm down corner with a student Think Sheet Teacher, Student, Parent/Guardian Conference focused expected behavior Diffuse with humor – give them a moment to get it out of their system/ move on Allow student a seat where standing doesn't interfere. Do not leave a lot of unstructured time for the student Remove student from activity/group until he/she has appropriate behavior. Provide the student with a quiet place to work <p>Restorative Response:</p> <ul style="list-style-type: none"> Classroom community meeting to discuss and reteach expected behavior. Offer the student the opportunity to write a letter, make a list, or journal as a 		 Primary <i>1st Offense:</i> loss of 3 DOJO points, lunch detention, & parent contact <i>2nd Offense:</i> loss of 5 DOJO points, ½ Day ISS, & parent contact <i>3rd Offense:</i> loss of 7 DOJO points, full day ISS, & parent contact	

	<ul style="list-style-type: none"> means of expressing thoughts and concerns. Offer student leadership roles in the classroom Referral to SEAL/Counselor for intervention Social skills lessons 			
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Behavior	Reflective, Instructive, Corrective, Restorative Response	Level		
Level II	* <i>Restitution</i> can be defined as acts of service done with the intent of “paying off” or equivalent of the item(s) taken. (Possible police referral for a value over \$500)	1	2	3
H. Theft/Forgery: 1. Having in one’s possession property obtained without permission of the owner or procession (physical control over, including clothing, lockers, or bags) of stolen property. 2. Alteration of documents including possession or signing	<p>Reflective Questions:</p> <ul style="list-style-type: none"> Identify the purpose of behavior: <ul style="list-style-type: none"> When, where, w/whom does the behavior occur? Be specific. How often does the behavior occur, and how long does it last? What things seem to trigger the behavior? What usually happens when this behavior occurs; reactions of peers/adults, consequences of the behavior? Is this behavior chronic? Habitual? Is this a pattern in all environments (e.g., does this happen at home)? Is this behavior a result of real or perceived need? Is there some procedural change that will make everyone’s personal property more secure? <p>Instructive Response:</p> <ul style="list-style-type: none"> Teach the student the concept of borrowing by requiring the return of things the student has taken from others. Explain that what the student is doing is wrong and specify what the student should be doing (e.g., asking to use things, borrowing, sharing, returning things, etc.) Make sure the student understands the natural consequences of inappropriate behavior (e.g., the student must make restitution for taking things which belong to others). Communicate with the student’s family to establish procedures whereby the student may earn those things he/she would otherwise take. Identify those things student is taking from others and offer those items as reinforcers for appropriate behavior Encourage all students to monitor their own belongings. Teach students to respect others’ belongings by respecting the student’s Make student is aware of local and federal laws regarding stealing. Help the student build or create a prized possession to satisfy his/her need for ownership (e.g., this can be done in art,etc), Do not criticize when correcting the student; treat the student with respect. Talk in an objective manner at all times. Deal with the taking of belongings privately rather than publically. <p>Corrective Response:</p> <ul style="list-style-type: none"> Reduce the opportunity to steal by restrictive students from bringing unnecessary items to school Maintain visibility of the student making eye contact visible at all times. Use a permanent marker to label all property brought to school by students and teachers. Secure all school items of value. Ask students to keep items in their lockers and take home any valuables. <p>Restorative Response:</p> <ul style="list-style-type: none"> Have the student make right what they have done wrong and be required to do something for the person to show and/or make up for their misdeed. 	 Minor Forgery/ Theft <i>1st offense</i> Think sheet & loss of 3 DOJO points <i>2nd Offense</i> Think sheet, loss of 5 DOJO points, & Lunch detention <i>3rd Offense</i> Think sheet, loss of 7 DOJO points, ½ Day ISS, & parent contact	 Forgery/ Theft under \$100 Primary 1 day ISS	 Theft over \$100 Primary 1-2 days OSS max


Behavior	Reflective, Instructive, Corrective, Restorative Response	Level		
Level II		1	2	3
I. Failure to Serve: Failure to report for the	<p>Reflective Questions:</p> <ul style="list-style-type: none"> Have I communicated the expectation with the parents to enlist their support in getting the student to serve the consequence? 			

<p>prescribed consequences such as detention or In-School Suspension</p>	<ul style="list-style-type: none"> ● Did I give the student an opportunity to share their concerns about their ability to serve the consequence? ● Was there an unavoidable reason (transportation, schedule conflict, etc.) that prevented the student from serving the consequence? ● If the consequence is within the students' control (e.g., detention after school- student is responsible for staying with a younger sibling.)? ● Am I delivering consequences consistently for behavior of all students? <p>Instructive Responses:</p> <ul style="list-style-type: none"> ● Provide a learning experience which emphasizes the cause-and-effect relationship between behavior and the inevitability of some form of consequence (e.g., both - & + behaviors and consequences) ● Clarify for the student that it is his/her behavior which determines consequences (e.g., positive or negative) ● Clearly identify a list of consequences for inappropriate behavior ● Make certain that consequences are delivered consistently for behavior demonstrated (e.g., appropriate behavior results in positive consequences and inappropriate behavior results in negative consequences). ● Make the consequences of a behavior obvious by identifying the consequence as it occurs and discussing alternative behavior which would have prevented the particular consequence. <p>Corrective Responses:</p> <ul style="list-style-type: none"> ● Meet with student to devise a consequence that is mutually agreeable. ● Contact parents to determine an alternative consequence 		<p>Primary 1 additional day/activity of the original consequence</p>	
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Behavior	Reflective, Instructive, Corrective, Restorative Response	Level		
Level II	*Restitution can be defined as acts of service done with the intent of "paying off" or equivalent of the item(s) taken. (Possible police referral for monetary value over \$500)	1	2	3
<p>J. Vandalism: Deliberate destruction or damage of property</p> <p><u>Examples of Vandalism:</u></p> <ul style="list-style-type: none"> ● Trashing the bathroom ● Defacing school property ● Intentional destruction of school property (i.e. books, bathrooms, iPads, computers) ● Intentionally breaking school equipment (i.e. playground equipment, furniture, gym materials) 	<p>Reflective Questions:</p> <ul style="list-style-type: none"> ● Identify the purpose of the behavior ● When, where, and with whom does the behavior occur? Be specific. ● How often does the behavior occur, and how long does it last? ● What things seem to trigger the behavior? ● What usually happens when this behavior occurs; reactions of peers/adults, consequences of the behavior? <p>Instructive Responses:</p> <ul style="list-style-type: none"> ● Teach the student appropriate care and handling of other's property (e.g. sharpening borrowed pencils, keeping books free of marks and tears, etc.) ● Teach students how to conserve rather than waste materials (glue, tape, use lids, containers for pens/markers) ● Borrowing personal property does not reduce the responsibility for the property ● Teach failure to care for property will result in the loss of freedom to use property ● Make sure the student is not inadvertently reinforced for losing or damaging property by providing him/her with new materials. Provide the students with used or damaged materials, copies of the materials rather than new materials. <p>Corrective Response:</p> <ul style="list-style-type: none"> ● Provide students with appropriate places to store/secure others' property and require the student to store all property when not in use. ● Structure the environment to reduce free or unplanned time which is likely to contribute to the student's inappropriate behavior ● Maintain visibility of the students, making eye contact possible at all times. ● Make the necessary adjustments in the environment to prevent the student from experiencing stress, frustration, anger, etc. as much as possible. ● Prompt organizational skills and appropriate use of materials ● Provide student with only those materials necessary at any given time. ● Talk to the student about ways of handling situations successfully without conflict (e.g., walk away from the situation, change to another activity, ask for help, etc.) ● Evaluate the appropriateness of the task to determine if the task is too difficult or if the length of time scheduled to complete the task is appropriate. ● Require that the lost or damaged property be replaced by the student. If the student cannot replace the property, restitution can be made. 		<p style="text-align: center;">■</p> <p>Destruction under \$150</p> <p>Primary Loss of 3 DOJO points, ½ day ISS, restitution, & parent contact</p>	<p style="text-align: center;">■</p> <p>Destruction over \$150</p> <p>Primary Loss of 5 DOJO points, 1-2 days OSS</p>

Behavior	Reflective, Instructive, Corrective, Restorative Response	Level
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Level II		1	2	3
<p>K. Tardiness: 1. Being late to class without an approved excuse.</p> <p>Possible Situations:</p> <ul style="list-style-type: none"> • After breakfast • Loitering in common areas 	<p>Reflective Questions:</p> <ul style="list-style-type: none"> • Is this a chronic systems issue? That is, are there a number of students building wide with 9+ tardies/absences? Is there some process the school can change to increase the likelihood of students getting to class on time? • What personal problems prevent the student from arriving on time? • Challenges at home that prevent the student from arriving on time? • Is my curriculum relevant to the student's identity and lived experiences? • Why is the student tardy or frequently absent? <ul style="list-style-type: none"> ○ Consider location of locker, peer interactions, mobility issues ○ Is the lack of structure and opportunity to socialize during the passing period too distracting for the student? ○ Is there a pattern in the times the student is tardy or absent? (Class is after lunch or first thing in the morning, visitation weekends) • How am I reinforcing/rewarding the student when the student is on time? • How am I engaging the student in the classroom if he/she comes in late? <p>Instructive Response:</p> <ul style="list-style-type: none"> • Documented Teacher and Student Conference focused on the expectation and practicing expected behavior. Ask the student; for example: "I noticed that you are usually absent the 1st hour. What's up?" Listen respectfully and work with the student to problem-solve. • Review the expectation and natural consequences of missing class (missed instruction, fails to help students meet personal goals, disrupts class, loss of passing privileges) • Explicitly teach "late/on time". Does it mean being in the room? In the seat? In the assigned seat with materials out and ready? Teach dismissal procedures. Do students stay in their assigned seat? Are they dismissed when the bell rings or upon teacher approval? • Begin class with a highly motivating, engaging activity daily. • Make the student leader of an activity he/she enjoys that happens at the beginning of the class period • Greet students at the door. • Reinforce students who come to class at the specified time • Create opportunities for collaboration with peers within the class period. • S complete a reinforcement survey and offer behavior contract • Student document personal attendance for some time and self-evaluate • Teacher, Student, Parent Conference to discuss issues and offer support • Referral to counselor <p>Corrective Response:</p> <ul style="list-style-type: none"> • Make certain the student has adequate time to get to class on time. • Early or delayed passing for 1 week • Loss of classroom privileges • Make the student responsible for time missed (i.e., if the student misses five minutes of an activity, the time must make during up desired activity) • Referral to counselor 	<p></p> <p>3+ Tardies in a month</p> <p>Primary (CES) Loss of 1 DOJO point per tardy following the 3rd tardy, Lose Perfect Attendance status for the month</p>	<p></p> <p>9+ Tardies in a month</p> <p>Primary Parent contact</p> <p>12+ Tardies in a month</p> <p>Primary Parent contact</p>	


Behavior	Reflective, Instructive, Corrective, Restorative Response	Level		
<p>Level II</p>	<p>Use of intimidation credible threats of violence, coercion, or persistent severe bullying can lead to a Level III response.</p>	1	2	3
<p>L. Bullying/ Harassment: Under IC 20-33-8-0.2, "bullying" means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally</p>	<p>What is "bullying"?:</p> <ul style="list-style-type: none"> • Same, unwanted repeated action • Imbalance of power • Targeted <p>Reflective Questions:</p> <ul style="list-style-type: none"> • What is the social climate in the school? What recent events might have influenced the occurrence of the behavior? • Can I create a climate of safety/respect in the classroom setting? • Is there an adult in the building who has a relationship with the student that can help me get a better understanding of the problem? • Where/ when is the incident occurring? What type of supervision? • How frequent is the behavior? 		<p></p> <p>Primary <i>1st Offense:</i> loss of 3 DOJO points, lunch detention, & parent contact</p> <p><i>2nd Offense:</i> loss of 5 DOJO points, ½ Day ISS, & parent contact</p>	

<p>or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment.</p> <p>Examples include harassment based on real or perceived race, ethnicity, gender/gender identity, sexual orientation, disability, or religion.</p>	<ul style="list-style-type: none"> Is this a pattern in all environments (e.g., home)? <p>Instructive Response:</p> <ul style="list-style-type: none"> In calm tone and few words, redirect student to appropriate behavior Documented Teacher and Student Conference focused on expectation and practicing expected behavior Provide instruction on bullying and its consequences 1:1 intervention sessions (teacher, mentor, counselor, social worker) Provide the student with social interactions to practice expectations Model appropriate strategies for handling bullying <p>Corrective Response:</p> <ul style="list-style-type: none"> Removal of privileges/free time/recess for 1 – 3 days or longer (depending on severity of the offense) Teacher, Student, and Parent/Guardian Conference focused on expectation and practicing expected behavior Teacher, Student, Administrator and Parent/Guardian Conference focused on expectation and practicing expected behavior Give verbal recognition/reinforcement for social-academic success Maintain visibility of the student- student should see teacher and teacher should see student. Make eye contact possible at all times. Be mobile to be frequently near the student Observe to prevent bullying behaviors from reoccurring. Create environment for student to engage in appropriate behavior <p>Restorative Response:</p> <ul style="list-style-type: none"> Have the student make right what they have done wrong and do something to make up for their misdeed (if appropriate). DO NOT use peer pressure to solve incidents of bullying 		<p><i>3rd Offense:</i> loss of 7 DOJO points, full day ISS, & parent contact</p> <p><i>Physical</i> 1-3 days max OSS</p> <p><i>On Staff</i> 3 days OSS</p>	
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Behavior	Reflective, Instructive, Corrective, Restorative Response	Level		
Level II		1	2	3
<p>M. Provocation, Fighting, Injury to Others: To incite a fight; physical contact by pushing, shoving, biting, spitting, kicking or hitting or other conduct that may cause injury; more than horseplay</p>	<p>Reflective Questions:</p> <ul style="list-style-type: none"> What is the social climate in the school? What recent events might have influenced the occurrence of the behavior? How can I create a climate of safety/respect in the classroom setting? How can I help the student deal with his feelings about the incident and help him see school in a positive light? Who can best help the student through things I've never experienced? Use curriculum to increase the ability to resolve conflict nonviolently? <p>Instructive Response:</p> <ul style="list-style-type: none"> In calm voice and few words, redirect student to appropriate behavior Document Conference focused on expectation and expected behavior Provide instruction on fighting and its consequences 1:1 intervention sessions (teacher, mentor, counselor, social worker) <p>Corrective Response:</p> <ul style="list-style-type: none"> Time in the calm down area in classroom with a THINK sheet Calm down time in buddy classroom with a student THINK sheet Removal of privileges/free time/recess for 1 – 3 days or longer (depending on severity of the offense; leave consequences that affect involvement on athletic teams to discretion of the coach) Teacher, Student, and Parent Conference focused expected behavior Teacher, Student, Administrator, Parent Conf. focused on expected behavior Possible referral to outside counseling <p>Restorative Response:</p> <ul style="list-style-type: none"> Community Classroom meeting Teacher and student reflection Restitution 		<p></p> <p>Primary <i>1st Offense:</i> loss of 3 DOJO points, lunch detention, & parent contact</p> <p><i>2nd Offense:</i> loss of 5 DOJO points, ½ Day ISS, & parent contact</p> <p><i>3rd Offense:</i> loss of 7 DOJO points, full day ISS, & parent contact</p> <p>Possible counseling referral</p>	<p></p> <p>Primary Severe fights 1-3 days max ISS</p> <p>Possible counseling referral</p>

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Behavior	Reflective, Instructive, Corrective, Restorative Response	Level		
Level II	*Sexual Conduct at the primary level should be a mandatory referral to the counselor/admin with possible DCS referral. *If behavior continues, mandatory guardian conference with the creation, implementation, & monitoring of a safety plan.	1	2	3
<p>N. Sexual Conduct: Inappropriate verbal or physical sexual conduct, sexual gestures, inappropriate touching, indecent exposure, transmitting sexually suggestive images through information technology devices, or other sexual activities which do not involve the use of force.</p> <p>1. Sending, sharing, viewing, and possessing pictures, text messages, emails or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device.</p> <p>2. Falsely accusing any person of sexual harassment.</p>	<p>Reflective Questions:</p> <ul style="list-style-type: none"> • What is the social climate in the school? What recent events might have influenced the occurrence of the behavior? • How can I create a climate of safety and respect in the classroom setting? • Identify the purpose of the behavior <ul style="list-style-type: none"> ○ When, where and with whom does the behavior occur? Be specific. ○ How often does the behavior occur, and how long does it last? ○ What things seem to trigger the behavior? ○ What usually happens when this behavior occurs; reactions of peers/adults, consequences of the behavior? • Does the student understand the inappropriateness of the sexual conduct? • How can I create a climate of safety and respect in the classroom setting? • Is there an adult in the building who has a relationship with the referred student that can help me get a better understanding of the problem? • Has the student had prior incidents with this behavior? <p>Instructive Response:</p> <ul style="list-style-type: none"> • In calm voice and few words, redirect student to appropriate behavior • Instruct the student that displays of sexually related behavior are inappropriate. • Teach the student to “think” before acting. • Make sure the student knows exactly which sexually related behaviors are unacceptable at school (e.g. gestures, comments, touching, exposing, etc.). • Model socially acceptable behavior for the student (e.g. pat on back, handshake, appropriate verbal communication, etc.). <p>Corrective Response:</p> <ul style="list-style-type: none"> • Have the student complete a THINK sheet to consider “What am I doing wrong?” (e.g. making sexual references, touching others, making gestures, etc.) and “What should I be doing?” (e.g. following the rules, working on task) • Supervise the student closely to prevent inappropriate sexually related behaviors • Structure the environment to allow no time for students to engage in inappropriate behavior. • Maintain visibility to and from the student- student should see teacher and teacher should see student. Make eye contact possible at all times. • Be mobile within your classroom to be near the student frequently • Separate the student from the peer(s) who stimulates the inappropriate sexually related behavior • Do not inadvertently reinforce the student for demonstrating sexually related behavior by attending to student only when he/she demonstrates that behavior. • Communicate with parents, agencies, or the appropriate parties to inform them of the problem, determine the cause of the problem, and consider possible solutions to the problem. • Write a contract with the student specifying what behavior is expected and what reinforcement will be made available when the terms of contract have been met. • Reinforce the student for engaging in socially appropriate individual/group behavior: give the student a tangible/intangible reward. 		 Primary <i>1st Offense:</i> loss of 3 DOJO points, lunch detention, & parent contact <i>2nd Offense:</i> loss of 5 DOJO points, ½ Day ISS, & parent contact <i>3rd Offense:</i> loss of 7 DOJO points, full day ISS, & parent contact Possible counseling referral	 Primary 2 days max OSS parent conference Possible counseling referral Possible due process

Behavior	Reflective, Instructive, Corrective, Restorative Response	Level		
Level II	*Document all information, including a specific, credible reason for completing a search of a student or student's property if deemed necessary.	1	2	3
O. Fireworks: Possession, use, sale, or distribution of fireworks and/or any other incendiary devices.	<p>Reflective Questions:</p> <ul style="list-style-type: none"> • Did the student know that the device was in his possession? Does someone else have access to the location where the device was found? • Who found the device? Who witnessed? • How was the device found?* • What was the purpose for having the device (distribution, use, sale, etc.)? • Did anyone have prior knowledge of the student having possession of the device? • Was the device used in an incident? Where did the incident occur? • How did the student access the device? • Were parent(s) aware the student possessed the device? • Has the student previously been disciplined for use of a device? • Were emergency services notified? • What changes/services need to be provided to this student when they return to school? <p>Instructive Response:</p> <ul style="list-style-type: none"> • Student Conference focused on expectation and practicing expected behavior • Teach the student the natural consequences and/or legal consequences that can occur with continued possession of fireworks or other incendiary devices • Remove the student immediately from the activity/location • Maintain supervision at all times and in all parts of the school environment <p>Corrective Response:</p> <ul style="list-style-type: none"> • Complete reinforcement survey and offer behavior contract/safety plan • Communicate with parents to share information concerning student's progress. • Teacher, Student, Administrator and Parent/Guardian Conference focused on expectation and practicing expected behavior • Daily Check-In/Check-out with identified staff member • Assign the student activities which would require interactions with a respected role model (e.g. older student, college student, community leader, etc.) <p>Restorative Response:</p> <ul style="list-style-type: none"> • Community Classroom meeting • Peer mediation • Circle Process or similar restorative justice process • 1-3 days cleaning school grounds (with permission of the parent) 		 Primary 1 day ISS, Parent Contact, loss of 5 DOJO points	


Level III: Seriously Disruptive Behaviors


In the occurrence of a behavior that is Level III, Seriously Disruptive:


- Staff is to notify an administrator immediately
- Staff will input student behavior /infraction into Harmony.
- It is the responsibility of an administrator to notify the proper authorities and parent/guardian of the incident.
- Administrators will issue the appropriate consequence guided by the Student Code of Conduct.


Reference Guide for Behaviors Involving Dangerous Objects, Weapons, or Look-Alike Weapons

<p>Knives, including but not limited to:</p> <ul style="list-style-type: none"> • Steak/ kitchen knives • Pen/Pocket knives • Hunting/Swiss Army knives • Box cutters/Razor 	<p>Tools, including but not limited to:</p> <ul style="list-style-type: none"> • Hammers • Screwdrivers • Saws • Crowbars/Metal pipes • Other objects construction or household repair 	<p>Firearms - these include:</p> <ul style="list-style-type: none"> • Pistol/Revolver/Other • Live ammunition/Live bullets • Any part or portion of a gun or rifle <p>“Look-Alike” Firearms - these include:</p> <ul style="list-style-type: none"> • B.B. guns/Air Guns/Toy guns 	<p>Explosive Devices/Gases - these include:</p> <ul style="list-style-type: none"> • Stink Bombs • Tear gas guns • Projector bombs • Noxious liquid gas • Grenades
<p>Other Objects, including but not limited to:</p> <ul style="list-style-type: none"> • Mace/Pepper spray • Broken bottles or other pieces of glass • Wooden sticks/boards <p>SPECIAL CONSIDERATION: <i>If a student uses, or intends to use, any of these objects to inflict bodily harm on someone, the student should be charged with the appropriate violation as detailed in Level III.</i></p> <p>Sporting Equipment - these include but are not limited to: Baseball bats, Golf clubs</p> <p>Personal Grooming Products - these include but are not limited to: Nail clippers/files, Combs with sharp handles, Tweezers</p> <p>School Supplies - these include but are not limited to: Scissors, Laser pointers, Pens/Pencils, Rulers</p>			


Behavior	Reflective, Instructive, Corrective, Restorative Response	Level		
<p>Level III</p>	<p>Major Infractions: Behaviors in which the instructional response will be administered either by an Administrator or by law enforcement. In all instances, take into consideration the possible motivations of the student. In determining the instructional response, administer the lowest level of intensity necessary in order to elicit a change in behavior.</p>	1	2	3
<p>P. Firearms, Weapons, Arson:</p> <ul style="list-style-type: none"> • Possession of ammunition • Possession of a knife • Explosive • Chemical agent dispenser • Destructive device • Other object that can reasonably be considered a weapon • Possession of a loaded or unloaded firearm • Taser gun or electronic stun gun • Any weapon or device that expels a projectile by the action of an explosive • Having knowledge of another person’s intent to violate or violation of this rule and failing to report the information to a school administrator or teacher. 	<p>Possession of a knife on school grounds is a criminal offense only if the knife is intended to be used as a weapon (butter knives would rarely fit this classification). Carrying a firearm (loaded or unloaded) on school grounds is considered a Class D felony.</p> <p>Reflective Questions:</p> <ul style="list-style-type: none"> • Did the student know that the weapon was in his possession? Does someone else have access to the location where the weapon was found? • Who found the weapon? Who witnessed? • How was the weapon found?* • What was the purpose for having the weapon (protection, threat, display, etc.)? • Was there a prior incident that provoked bringing a weapon? • Did anyone have prior knowledge of the student having possession of the weapon? • Were any threats made (verbal or written)? • Was the weapon used in an incident? Where did the incident occur? • How did the student access the weapon? • Were parent(s) aware the student possessed a weapon? • Has the student previously been disciplined for use of a weapon? • Were emergency services notified? • What changes/services need to be provided to this student when they return to school? <p>*Document all information, including a specific, credible reason for completing a search of a student or student’s property if deemed necessary.</p> <p>Instructive Response:</p> <ul style="list-style-type: none"> • Documented Student Conference focused on expectation and practicing expected behavior • 1-on-1 intervention sessions (teacher, mentor, counselor) <p>Corrective Response:</p> <ul style="list-style-type: none"> • Complete reinforcement survey and offer behavior contract/safety plan • Teacher, Student, Administrator and Parent/Guardian Conference focused on expectation and practicing expected behavior • Referral to outside agency • Ticket/legal action • Daily Check-In/Check-out with identified staff member 			<p style="text-align: center;"></p> <p>Primary 1-5 days OSS Parent contact Or 10 days OSS pending expulsion based on severity</p> <p>Mandatory referral to school counselor and/or outside agency</p> <p>Mandatory police referral</p> <p>Possible due process</p>

Behavior	Reflective, Instructive, Corrective, Restorative Response	Level		
Level III	*It is a felony to possess any controlled substances, including prescription drugs without a prescription. Possession of marijuana is a misdemeanor or felony depending on the amount. It is a status offense for a minor to possess alcohol. Possession of tobacco by a minor is an infraction. Dealing carries stricter penalties.	1	2	3
<p>Q. Drugs/Alcohol: Possession and/or use of:</p> <ul style="list-style-type: none"> ● Narcotics ● Drugs ● Tobacco ● E-cigarettes ● Alcohol ● Vaping ● Any other paraphernalia ● Look-alike drugs and tobacco products 	<p>*Student locker/desk/possessions will be searched *Referral to a 3rd party agency through counselor</p> <p>Reflective Questions:</p> <ul style="list-style-type: none"> ● Did the student know he/she was in possession of an illegal substance? Does someone else have access to the location where the drugs/alcohol was found? ● Who found the drugs? Who witnessed? ● How were the drugs found? * ● What indications of credibility are there for the person who gave the tip? ● What was the purpose of the illegal substance (self, holding for another, dealing, etc.) ● How did the student access the illegal substance? ● What prior discipline issues has this student faced? ● What changes/services need to be provided to this student when they return to school? <p>*Document all information, including a specific, credible reason for completing a search of a student or student's property if deemed necessary.</p> <p>Instructive Response:</p> <ul style="list-style-type: none"> ● In calm tone of voice and few words as possible, redirect student to appropriate behavior ● One on one intervention sessions (teacher, mentor, counselor) ● Provide the student with intelligent, accurate information concerning drugs and alcohol rather than sensationalized scare tactics. ● Teach the student alternative ways to deal with demands, challenges, and pressures of the school-age experience. ● Take time to listen, share, and talk with the student. ● Provide the student with a respected role model (older student, college student, community leader, etc.) that may help guide the student and encourage the student to stay on track ● Identify individuals the student may contact with his/her concerns. <p>Corrective Response:</p> <ul style="list-style-type: none"> ● Removal of privileges/free time/recess for 1–5 days or longer (depending on severity of the offense; leave consequences that affect involvement on athletic teams to discretion of the coach) ● Complete reinforcement survey and offer behavior contract/safety plan ● Referral to counselor or outside agency ● Maintain adequate supervision at all times and in all areas of the school. Maintain anecdotal records of the student's behavior to check for patterns or changes in behaviors. ● Teacher, Student, Administrator and Parent/Guardian Conference focused on expectation and practicing expected behavior ● Ticket/legal action ● Daily Check-In/Check-out with identified staff member <p>Restorative Response:</p> <ul style="list-style-type: none"> ● Restorative justice process ● Seek referral to an outside agency for investigation of alcohol and drug abuse. 			<div style="text-align: center;">  </div> <p>Primary 1-5 days OSS Parent Contact Possible police referral and referral to school counselor</p> <p>Possible 10 days OSS pending expulsion</p>

Behavior	Reflective, Instructive, Corrective, Restorative Response	Level		
Level III	*A school fight is disorderly conduct, a Class B misdemeanor. Disorderly conduct generally involves mutual combat. Battery is more serious if it causes injury, is committed against a school employee or law enforcement agent, is committed with a deadly weapon, or causes serious injury.	1	2	3
R. Assault/Battery: More than fighting, assault/battery involves causing or attempting to cause serious bodily injury to students, staff or others. It includes continuing to engage in a fight after being asked to stop, or criminal recklessness.	<p>Reflective Questions:</p> <ul style="list-style-type: none"> • What was the student's intent in the assault/battery? • Was a weapon used? • Did the student demonstrate signs of self-defense? • Who witnessed the assault/battery? • What prior discipline issues has this student faced? • Is this the first incident of assault/battery? • Was there a serious bodily injury? • Were emergency services notified? • Was this offense committed against a staff member? • What changes/services need to be provided to this student when they return to school? <p>Instructive Response:</p> <ul style="list-style-type: none"> • In calm tone of voice and few words as possible, redirect student • Documented Teacher and Student Conference focused on expectation and practicing expected behavior • 1-on-1 intervention sessions (teacher, mentor, counselor) <p>Corrective Response:</p> <ul style="list-style-type: none"> • Removal of privileges/free time/recess for 1 – 5 days or longer (depending on severity of the offense; leave consequences that affect involvement on athletic teams to discretion of the coach) • Complete reinforcement survey and offer behavior contract/safety plan • Teacher, Student, Administrator and Parent/Guardian Conference focused on expectation and practicing expected behavior • Referral to anger management classes • Ticket/legal action <p>Restorative Response:</p> <ul style="list-style-type: none"> • Restorative justice practices • CPI de-escalation techniques (Crisis Prevention and Interventions) • Calm down break 			<p> Primary 1-5 days OSS Parent Contact Possible police referral and referral to school counselor</p> <p>Possible 10 days OSS pending expulsion</p>

Behavior	Reflective, Instructive, Corrective, Restorative Response	Level		
Level III	*A bomb threat is a Class D felony. Generally, false fire alarms are misdemeanors.	1	2	3
S. Bomb or False Alarm: The making of threats or providing false information about the presence of explosive materials, devices, or a fire on school property without cause in writing, in person or by phone, including text messaging	<p>Reflective Questions:</p> <ul style="list-style-type: none"> • Does the evidence clearly indicate a particular student? • How was the threat/false alarm delivered? • Was more than one student involved? • What was the intent of the threat/false alarm? • Were emergency services notified? • Who witnessed the threat/false alarm? • What changes/services need to be provided to this student when they return to school? <p>Instructive Response:</p> <ul style="list-style-type: none"> • Record and document all imperative information about the incident • Documented Teacher and Student Conference focused on expectations • One on one intervention sessions (teacher, mentor, counselor) <p>Corrective Response:</p> <ul style="list-style-type: none"> • Removal of privileges/free time/recess for 1 – 5 days or longer (depending on severity of the offense; leave consequences that affect involvement on athletic teams to discretion of the coach/administrator) 			<p> Primary 1-5 days OSS Parent Contact Possible police referral and referral to school counselor</p> <p>Possible 10 days OSS pending expulsion</p> <p>Possible Restitution Intermediate</p>

	<ul style="list-style-type: none"> • Complete reinforcement survey and offer behavior contract/safety plan • Teacher, Student, Administrator and Parent/Guardian Conference focused on expectation and practicing expected behavior • Referral to outside agency <p>Restorative Response:</p> <ul style="list-style-type: none"> • Restorative justice practices • Restitution for emergency service bills for false alarms or reporting 			
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Behavior	Reflective, Instructive, Corrective, Restorative Response	Level		
Level III	*This offense can range from a felony to a direct file crime. This means that students who are older than 16 and are charged with rape are charged as adults.	1	2	3
<p><u>T. Persistent, severe, or unwanted sexual misconduct:</u> Inappropriate sexual conduct, sexual gestures, inappropriate touching, indecent exposure, transmitting sexually suggestive images through information technology devices, or other sexual activities which involves the use of force such as rape and molestation.</p>	<p><u>Reflective Questions:</u></p> <ul style="list-style-type: none"> • What changes/services need to be provided to this student when they return to school? • What is the social climate in the school? What recent events might have influenced the occurrence of the behavior? • How can I create a climate of safety and respect in the classroom setting? • Identify the purpose of the behavior: <ul style="list-style-type: none"> ○ When, where, and with whom does the behavior occur? Be specific. ○ How often does the behavior occur, and how long does it last? ○ What things seem to trigger the behavior? ○ What usually happens when this behavior occurs; reactions of peers/adults, consequences of the behavior? • Does the student understand the inappropriateness of the sexual conduct? • How can I create a climate of safety and respect in the classroom setting? • Is there an adult in the building who has a relationship with the referred student that can help me get a better understanding of the problem? • Has the student had prior incidents with this behavior? <p><u>Instructive Response:</u></p> <ul style="list-style-type: none"> • In calm tone of voice and few words as possible, redirect student to appropriate behavior • Instruct the student that public displays of sexually related behavior are inappropriate. • Teach the student to “think” before acting. • Make sure the student knows exactly which sexually related behaviors are unacceptable at school (e.g. words, gestures, comments, touching, exposing, etc.). • Model socially acceptable behavior for the student (e.g. pat on back, handshake, appropriate verbal communication, etc). <p><u>Corrective Response:</u></p> <ul style="list-style-type: none"> • Referral to an outside agency and/or DCS • Have the student complete a reflection sheet to consider “What am I doing wrong?” (e.g. making sexual references, touching others, making gestures, etc.) and “What should I be doing? (e.g. following the rules, working on task, attending to responsibilities). • Supervise the student closely to prevent inappropriate sexually related behaviors from reoccurring. • Structure the environment to allow no time for student to engage in inappropriate behavior • Maintain visibility to and from the student; student should see teacher and teacher should see student. Make eye contact possible at all times. • Be mobile to be frequently near the student • Separate the student from the peer(s) who stimulates the inappropriate sexually related behavior • Do not inadvertently reinforce the student for demonstrating sexually related behavior by attending to student only when he/she demonstrates that behavior. • Communicate with parents, agencies, or the appropriate parties to inform them of the problem, determine the cause of the problem, and consider possible solutions to the problem. • Write a contract with the student specifying what behavior is expected and what reinforcement will be made available when the terms of the contract have been 		<p>Primary 1-5 days OSS Parent Contact</p> <p>Possible police referral and referral to school counselor</p> <p>Possible 10 days OSS pending expulsion</p>	

met.

- Reinforce the student for engaging in socially *appropriate* individual or group behavior: give the student a tangible or intangible reward.

Procedural Guidelines for Discipline of Students with Disabilities/Impairments

CES Special Education Procedures for Discipline and Behavior

State law defines suspension “as a unilateral, temporary removal” of a student from that student’s current placement. Suspension for part of a day constitutes a full day suspension.

If bus transportation is part of the student’s IEP as a *related service*, a suspension from the bus is considered an out of school suspension UNLESS the school provides alternative transportation for the student.

A short term removal of a student pursuant to the student’s IEP (e.g. at home isolation) is not considered a suspension/removal. However, if the use of at home isolation is being used regularly, the Case Conference Committee should reconvene to make adjustments to behavioral strategies in the IEP.

A total of 10 cumulative days is the total number of days that a student with a disability can be suspended and not receive educational services.

Departmental and corporation guidelines do not allow out of school suspensions beyond 10 days per school year.

Once a student reaches the 10 day limit, the school must:

- Provide services that enable the student to progress appropriately in the general education curriculum;
- Provide services that enable the student to advance toward achieving the goals set out in the student’s IEP; and
- Add a Functional Behavioral Assessment (FBA) and Behavioral Intervention Plan (BIP) to the student’s IEP.
 - If the student has a BIP, the case conference committee must review the plan and make any necessary modifications.

In-School Suspension

In-school suspensions count toward the 10 cumulative instructional days of suspension UNLESS the student is given the opportunity to:

- Participate appropriately in the general education curriculum; and
- Receive special education services as specified in the student’s IEP; and
- Participate with students without disabilities to the extent the student would have in his/her current placement.

Things to consider:

- In-school suspensions or “alternative programming” that may meet the above criteria must not occur frequently or excessively because this constitutes a change of placement.
- **Frequent and excessive departures from the services outlined in a student’s IEP are a denial of a Free and Appropriate Public Education (FAPE).**
- **Frequent and numerous suspensions are strong indicators of a need to convene a case conference to revise the IEP.**

School Administrators must keep the student’s Teacher of Record (TOR) informed of the number of ISS days, and the nature of the incidents.

Home Isolation

At home isolation may be written into the IEP’s Behavioral Intervention Plan (BIP) as a reaction strategy for students who present behavior that is dangerous to the student or others. It is a removal for the remainder of 1 day ONLY and is an administrator directed consequence. **All instances of at home isolation must be documented** in Harmony.

At home isolation allows a cooling off period outside of the school setting and prevents the student from missing a full day of instruction.

The specific reason for the at home isolation must be documented in the BIP. Repeated use of at home isolation may constitute a change of placement; therefore a case conference should be convened to review placement and services if it is being used regularly.

Disciplinary Change of Placement

A change in placement occurs when a student is suspended for more than 10 cumulative instructional days and a series of additional suspensions “constitutes a pattern” due to the length of each suspension, the cumulative time of the suspensions, and the proximity of the periods of suspension.

School personnel to consider such factors as:

- A student’s disciplinary history
- Ability to understand consequences
- Supports provided to the student prior to the code of conduct violation
- Other relevant considerations

These factors may constitute “unique circumstances” when determining whether a disciplinary change of placement is appropriate.

It is departmental guidelines that any student with a disability who is suspended 10 cumulative days per school year is considered to have had a change in placement. A Manifestation Determination Conference (MDC) is required for these students.

A Multiple Suspension MDC must be held on any student with a disability within 10 school days of the tenth (10th) cumulative day of suspension during a school year. **Suspensions out-of-school in excess of 10 days without the provision of special education services is a violation of federal and state law. The Indiana Department of Education and the U.S. Office of Civil Rights monitor these violations closely.**

- To schedule the Multiple Suspension MDC, the administrator must do the following:
 - Contact the district support team leader to schedule the Multiple Suspension MDC.
 - Notify the parent of the Multiple Suspension MDC, confirming that the date and time scheduled works for the parent.
 - The TOR needs time to review the current IEP/BIP for any potential changes and/or updates.
- The MDC committee reviews evaluation/diagnostic results, observations of the student, the student’s current IEP, behavioral records, and other pertinent data. The committee determines whether the following standards have been met:
 - The conduct in question (multiple suspension) was caused by; or had a **direct** and substantial relationship to the student’s disability

or

- The conduct in question (suspension) was the **direct** result of the failure to implement the student's IEP.

If either of the two standards above is met, the conduct in question (behaviors that have resulted in suspension) must be considered related to the student's disability. If it was determined that the conduct in question was the direct result of the failure of the school to implement the student's IEP, immediate action must be taken to correct the deficiencies.

Regardless of whether there is a relationship or not, the case conference committee will need to review and revise if needed, the IEP, Functional Behavioral Assessment (FBA), and Behavioral Intervention Plan (BIP) immediately following the MDC.

Expulsion

Federal and state law defines longer term removals (expulsion) as a change of placement. Culver Community School Corporation policy considers the recommendation for expulsion as a longer term removal for more **serious** violations of the school code of conduct.

Students receiving special education services are subject to expulsion from school. However, before proceeding with the expulsion process, a Manifestation Determination Conference (MDC) must be held. This MDC must occur within 10 instructional days of the decision to recommend expulsion. At the MDC, the committee will determine whether the student's behavior subject to the disciplinary action is a manifestation of the student's disability.

If expulsion is being recommended, the school administrator must follow these steps in arranging a Manifestation Determination Conference (MDC):

1. Notify the parent *on the date of the incident (no later than 5 days after the incident)* and provide the parent with a copy of the Procedural Safeguards.
2. Contact Special Education Services to schedule a mutually agreeable time between parents, school staff, and special education administrator for the Manifestation Determination Conference. Inform the parent(s) of the date/time of the MDC.
3. Notify the TOR of the MDC so the TOR can send the Notice of Case Conference to the parent.
4. Document all efforts to contact the parent/guardian by phone, mail, etc.
5. Submit the letter to the Superintendent and the Recommendation for Student Expulsion form (see Student Services Department Handbook) on the X-drive within 5 days of the infraction.

The requirements for MDC participants are the same as required for other case conferences. In general, the following people attend an MDC:

- Parent/guardian
- School Administrator or Designee
- Student's General Education Teacher
- Student's Teacher of Record
- Special Education Administrator
- Student (if age 14 or older)

The MDC committee reviews evaluation/diagnostic results, observations of the student, the student's current IEP, behavioral records, and other pertinent data. The committee then determines whether the following standards have been met:

- The conduct in question (violation) was caused by; or had a **direct** and substantial relationship to the student's disability

or

- The conduct in question (violation) was the **direct** result of the failure to implement the student's IEP.
- If the MDC Committee determined that the student's behavior was the direct result of the school failing to implement the student's IEP, the school must correct the deficiencies *immediately*.

If either of the two standards above is met, the conduct in question (violation) must be considered a manifestation of the student's disability.

A copy of the written report of the MDC conference is given to the parent, school administrator, teacher of record and a copy placed in the cumulative file.

Alternative Education

Alternative Education at the middle high school designed for students recommended for expulsion due to drugs, weapons, or serious bodily injury. If an alternative education placement is recommended by the case conference, the committee must reconvene to review placement within 45 instructional days.

Placement through the legal system or Mental Health facility is also considered an interim alternative educational setting. Educational services are provided via classwork.

If a parent requests mediation and/or a hearing to challenge the decisions or the recommendations of the Manifestation Determination Conference, the student must remain in the current placement unless the parent and school agree otherwise; or unless the misconduct involved drugs, weapons, or serious bodily injury.

Little Cavs Preschool Guidance and Discipline

This information is PRESCHOOL specific.

Educational Philosophy Statement

The educational philosophy at the Culver Community Preschool is child centered, functionally academic and developmentally based. It is based on the knowledge that young children learn through their direct interactions with their environment and the people within it.

While children do go through specific stages of development, each child grows and learns at a pace that is individually specific. Age is not necessarily an accurate indicator of development.

Preschool children are in the "Preoperational" stage, where they have characteristics which include egocentricity, concrete thinking and the explosion of language. The preoperational stage lasts until approximately age eight.

Children in the preoperational stage learn best through their own initiated activities rather than by direct instruction by an adult. Extensive research shows that young children learn through their play and through their active exploration of their environment. They construct their knowledge through the manipulation of concrete materials and the stimulation of their five senses. Children gain ownership of their learning in a child centered environment through their choices. Our classrooms are arranged into learning centers to encourage the children to make choices. These centers include but are not limited to art, science, writing, books, woodworking, sand and water, dramatic play, manipulatives, music, blocks and the outdoor learning environment.

The teacher's role in a child centered learning environment is that of a collaborative learner and a facilitator and extender of the children's learning. The primary role of the teacher is to arrange the learning environment to encourage choices and to allow the children to work independently. In addition, the teacher interacts with the children while encouraging problem solving and language experiences through the use of open ended language and questions. The teacher also spends a great deal of time observing the children during their play and can then plan activities that extend the interests of the children. Such planning is flexible and short term to meet the needs of the learning group.

The development of literacy is encouraged through an approach where the children experience the various aspects of language through all sign systems such as music, science, math, art, drama, dance, reading and writing. We encourage and accept the child's best attempt at reading and writing. In this way we encourage the children to take risks in their learning knowing that their work will be accepted and valued.

Goals and Objectives

Each child at the Culver Preschool is viewed as an individual. To that end, we have the following goals and objectives that guide the development of curriculum and assessment for the children enrolled at the Center.

1. To encourage and foster the development of positive self-esteem and self-concept.
2. To promote the development of each child into self-confident, risk-taking learners for life.
3. To promote the development of positive social skills.
4. To promote the development of fine and gross motor skills.
5. To promote the development of cognitive and creative skills in the areas of literacy, math, science, music, art and language development.
6. To promote the development of independence, self-reliance and self-discipline.
7. To promote the development of positive communication skills.
8. To promote the development of sound health and nutrition.
9. To promote the appreciation of diversity in the community.
10. To encourage each child to be a positive member of the community.

The Preschool Teachers and Staff and Classrooms

Each classroom has a full time teacher and a full time assistant. Each of the teachers and assistants are considered highly qualified and have at least a Bachelor's Degree in Early Childhood Education and/or a related field, such as special education.

Each classroom maintains the following Adult-to-Child Ratios: 2:20

*During times of absences, all efforts will be made to maintain the higher than required ratio. There may be times, however, when the minimum requirement is followed temporarily. To ensure that each child is provided with opportunities for meaningful relationships, learning activities, supervision and their needs are fully met, each classroom's full time teachers and assistants have primary responsibility for the children in the group and their care.

Your Child's Day

As stated in our Philosophy of Education, we structure the day in a way that allows the children the opportunity to initiate activities related to their interests. Each classroom has a daily schedule posted, as well as curriculum plans that the teachers design according to their observations of the children and children's interests.

7:45 - 8:00	Arrival
8:00-11:45	Breakfast/Recess/Developmental Academics
11:50- 12:25	Lunch
12:30- 2:45	Quiet Time/Recess
2:45 - 2:50	Dismissal

What to Bring

Your child should attend each day dressed to play. A wide variety of activities take place every day. We recommend clothes that allow for freedom of movement and full participation in messy activities. All your child's belongings should be labeled if brought to the center. Please provide the following for your child while at the center:

- At least one seasonal change of clothes
- We recommend safe footwear for children at all times
- Disposable diapers in unopened packages. Teachers will inform you when your child's supply is low. (If necessary)
- In the early stages of toilet learning, plenty of extra underwear!
- Comfort toy (stuffed animal, blanket) for resting and making the transition to school easier 60
- Boots mittens, hat, warm coat and snow pants or snowsuit during cold weather. Scarves present a choking hazard and are not recommended for young children.

What to Leave at Home

We ask that you leave candy, money, food, gum, electronic games, and toys (other than a soft friend for rest time) at home or in the car.

Discipline Policy

The health, safety, and emotional well-being of children at Culver Community School are our highest priorities. We view discipline as any other skill that must be developed, and we strive to help children learn and play, settle disputes, and interact with others peacefully and non-aggressively.

Discipline at Culver Community Preschool is developed with the support and encouragement of positive behavior through a planned environment that provides a variety of activities from which children may choose, and includes smiles, and pleasant attention for appropriate behavior and positively stated alternatives when a conflict situation occurs. We regularly review the classroom rules with the children, encourage appropriate behaviors, model conflict resolution skills, and stay alert to situations in the room.

When inappropriate behavior occurs, it is dealt with immediately. Teachers individualize responses to the children's behavior, in relation to the particular child and the situation. They work to identify the cause of the inappropriate behavior and recognize that repeated challenging behavior may be the child's way of signaling that he/she needs help in dealing with a certain task or situation. Teachers can then modify the learning environment and/or activities to help resolve the situation.

When the teacher sees a conflict situation arising, he/she works to identify causes, and then responds by stating an alternative for the child. For example, "You can put the block here," instead of "Don't throw the block on the floor." If the inappropriate behavior continues, the teacher tells the child the rule, and the consequences of the behavior if it continues. For example, "Throwing blocks may hurt someone. If you throw blocks, you will need to make another choice." The teacher is careful to emphasize that it is the behavior that is unacceptable, not the child.

Physical punishment such as shaking, hitting, biting, spanking, excessive force or otherwise hurting a child is prohibited at CCSC as well as psychological abuse, coercion, intimidation or humiliation. Teachers do not use threats or derogatory remarks and do not withhold nor threaten to withhold food or outdoor time as a form of discipline.

When a child is being destructive to materials or harmful to another person, that child is redirected to a choice made by the teacher. In extreme situations, a child may need to be separated from the group to an individual activity to help her/him gain control. This should not be viewed as a "time out."

Teachers observe and record challenging behaviors to identify events, activities, interactions, and other contextual factors that predict challenging behaviors and may result in challenging behaviors in individual children or groups.

If a child displays persistent, serious, challenging behavior, teachers, family members and other professionals work as a team to develop and implement strategies to support the child's inclusion and success as well as those of the others in the classroom. Challenging behavior that warrants contacting the parents/legal guardians will be documented in writing, with a copy given to the family and one kept in the child's file.

When at the Preschool, we ask that you follow the discipline policy with your child. We ask that parents, relatives, and family friends participate within the program in formal and non-formal situations (visiting for lunch, assisting on field trips, during drop-off/pick-up times, etc.). Occasionally, an adult may observe children involved in a conflict or questionable behavior. In these instances, we ask that parents, relatives, and/or family friends utilize positive redirection methods modeled by the teachers ("when you swing a shovel, it may hit someone. Show me how you can use it to dig."). If this is ineffective, the individual should talk with a teacher or staff person in the office so the behavior can be addressed in a manner that follows the Preschool discipline policy. If while observing a conflict or questionable behavior you feel your child is at risk, we recommend that you remove your child from the situation and immediately inform a teacher.

If a child exhibits a challenging behavior on a continual basis that is not resolved through appropriate behavior management strategies, the teacher and/or principal will begin *Steps for Addressing Challenging Behaviors* including meeting with the family, increasing communication with the family and written documentation of incidents. Further assistance and /or evaluation, may be requested with parental consent.

Steps for Addressing Challenging Behaviors

1. The behaviors of children shall be addressed by classroom staff as outlined by the discipline policy of the Culver Community Schools Preschool. This could include positive reinforcement for appropriate behavior, redirection, reminders of classroom rules, modifying the classroom environment and/or daily schedule, and providing a supervised quiet time for the child to gain control. Classroom staff shall observe all children and document these observations to help ascertain any patterns or precipitating factors of the challenging behavior. At no time shall staff use shaming, the withholding of food, or physical punishment of any kind.
2. When a child exhibits a challenging behavior on a continual basis that is not resolved through appropriate behavior management strategies, the classroom staff will meet with the principal to document the problem behavior and ask for further guidance.
3. If the challenging behavior is still not resolved, the center staff shall request a meeting with the child's parent(s), to discuss the behavior. The teacher(s) and parent(s) will collaborate on the development of strategies to resolve the behavior. During this process, the classroom staff will

keep the principal and child's parent(s) informed of progress in resolving the challenging behavior. Classroom staff will provide information to the parent(s) in written form with copies kept in the child's file. If a child's behavior results in an injury to another child or staff member, the child's parents will be notified as soon as possible and written documentation of the incident will be provided to the parent(s) and placed in the child's file.

4. If the staff feels that the problem may be a result of a special need, the program may, with parental permission, refer the child for evaluation. If the parental permission is refused and the behavior continues, the continued enrollment of the child will be reconsidered in accordance with the provisions of paragraph 6 below.

5. If the results of an evaluation suggest the need for accommodations for special needs, the program will provide these or other appropriate accommodations as long as they are not an undue hardship on the program as outlined in the Americans with Disabilities Act (ADA).

6. Written documentation of all of the above steps will be provided to the parent(s) and placed in the child's file.

Working Collaboratively with Families of Children with Individual Education Plans (IEPs)

Culver Schools welcome all children to be a part of the Culver community. Children may enroll who have pre-determined disabilities or special learning needs. Additionally, it may be determined that a child has disabilities or special learning needs while in our care. It is our goal to be collaborative team members with families and other service providers such as therapists and teachers of record.

- When children enroll with IFSPs or IEPs, one of the child's teachers will be determined to be the primary teacher for communication and follow-through on the child's goals and objectives. The other full time teacher will still be very much involved in the child's care and education.
- Upon enrollment, the teachers meet with family members and therapists to discuss the goals and objectives for the child and design plans within our philosophy and practice of how the classroom environment can best support the child. Therapy may occur within the classroom so that it is happening within the child's natural context and so the teachers develop skills to best support the child. However, we understand that there are times and instances when it is best for a child and therapist to pull out of the classroom (direct one-on-one skill development or assessment).
- Because much of the support that a child receives occurs within the classroom by the teachers, it is important for the teacher to be an integral part of the planning for the child. Both teachers will plan to attend all move-in conferences, case conference meetings, and team meetings (for IEPs and IFSPs when applicable). The teachers are available for meetings and conferences by appointment.
- The service team for the child, including family members, teachers, and therapists will review progress on goals regularly so that if necessary adjustments can be made.
- When an enrolled child is experiencing challenges that indicate a potential disability or special learning need that has not previously been identified, we will do the following:
 - Communicate concerns and explanation for those concerns as they arise
 - Readily share information, observations & documentation
 - Listen to your input, observations, & concerns
 - Provide suggestions for "next steps"
 - Provide resources for further assessment
 - Do so in a manner that is sensitive, supportive and confidential.

Payment Policies

Tuition for the 2022-23 School Year are as follows:

Registration Fee:

ALL Preschool Students (Non-refundable): \$75.00

Weekly Rate: Monday through Friday, 8:00am-3:00pm (Full Day)

Students receiving Regular Education Services: \$75.00
Students receiving Special Ed.-Speech/Language Services Only: \$65.00
Students receiving all-inclusive Special Education Services: \$55.00

Weekly Rate: Monday through Friday- 8:00am-10:30am (Half Day)

Students receiving all-inclusive Special Education Services: FREE
All other students (\$65.00 or \$75.00 as stated above)

Half Days are Not Applicable for below students. All changes in the weekly schedule must be approved by the building principal.

Students receiving Regular Education Services: \$75.00
(\$\$ stays the same to hold their spot in the preschool)
Students receiving Special Ed.-Speech/Language Services Only: \$65.00
(\$\$ stays the same to hold their spot in the preschool)

Partial Weeks: (3 days or less) Including: Thanksgiving Break, eLearning days and weeks with extended weekends are not discounted- **Full Rates Apply.**

Holiday Weeks: including Fall Break (5 full days), Christmas Break (2 weeks), and Spring Break (1 week) are weeks that are discounted- **No Charge.**

1. Families pay a registration fee of \$75 for **each child**. These fees are non-refundable, even if the child does not enroll in the program.
2. The weekly tuition rate **does not** include meals. Breakfast and lunch can be purchased at the student rate from food services.
3. The weekly fee is charged regardless of illness, absence, holidays or personal vacations.
4. Holiday weeks including Fall break (5 full days), Christmas Break (2 full weeks) and Spring Break (1 full week) are discounted-no charge

5. If you are behind in tuition and your child boards the bus and comes to school, you will be called to come and pay your past due amount owed or pick up your child.
6. Weekly fees must be paid a week **IN ADVANCE**- weekly, bi-weekly, or monthly by cash or personal check. Statements are distributed to families at the beginning of the month and at the end of the month for any accounts with amounts still due.
7. Receipts are given upon receiving payment. Overdue balances must be corrected at the end of each month. A Late fee of \$25 will apply if payment is not received by the end of the month and \$10 for each week thereafter until the remaining balance is paid off. If payment difficulties are anticipated, please discuss this with the **Principal** as soon as possible.
8. A \$35 fee is charged for checks returned unpaid. If a family has a second check returned, the center may require that all future payments be made by certified check, money order or cash.
9. Families whose children are receiving services from outside entities in the form of payment of fees agree that the family will be responsible for any fees not covered by the outside entity.
10. **All fees are reviewed at the end of each quarter-Fall Break, Winter Break, and Spring Break. If tuition is not paid up to date at the end of each marking period, your student will be dismissed from the program.**
11. All fees must be paid prior to the upcoming year or admittance to program shall be denied.
12. Parents will be notified of tuition increases prior to the next upcoming school year.

Policy and Procedure for Late and/or Outstanding Preschool Fees

Rationale: Parent fees account for almost 100% of the income received by the Culver Community Preschool, making fees the largest part of the program/salaries. Fees that are not paid on time jeopardize the financial well-being of the program as a whole.

Collections

Uncollected outstanding fees will be forwarded to the:

- ***Reimbursement may be sought from the family for legal and collection fees.***
- ***Please see page 21 of this handbook under "Collection and Forgiveness of Debt".***

Enrollment: Families with outstanding fees will not be able to re-enroll their child at Culver Community Preschool until their balance is paid in full.