

Garden City Elementary School



4901 Rockville Road
Indianapolis, IN 46224

(317) 988-8300 Office

(317) 988-8399 Fax

(317) 988-8350 Attendance Line

(317) 988-6375 Transportation

Mission: Garden City School, a partnership of staff, families, and community, will provide a safe and caring environment which nurtures intellectual curiosity, fosters self-worth, develops an appreciation of cultural diversity, and provides opportunities to experience the arts with the expectation that all students will develop and acquire grade level academic skill and show respect for self and others.

This Student Handbook belongs to:

NAME: _____

ADDRESS: _____

CITY: _____ **ZIP:** _____

PHONE: _____ **GRADE:** _____ **ROOM #:** _____

TEACHER: _____ **CLASSROOM PHONE:** _____

As we embark on the 2021-2022 school year, we know that challenges related to COVID-19 may still impact our community. Our commitment is to provide everyone with the safest learning environment possible while also focusing on the academic, social, and emotional development of every student. Because of the uncertainty of COVID-19 and directives from health officials, please know that frequent adjustments to the details of this handbook will likely be necessary.

No matter what the upcoming school year looks like, we know that communication between home and school will be critical. Please monitor your ParentSquare account, watch the district website, and be active with our PTO. Also, please plan to follow our school's Twitter account @GCEgators and @PrincipalGCE to keep up with all the great things that happen at Garden City and in our community. The deep partnerships that develop between home and school help to ensure the success of all of our students!

MSD OF WAYNE TOWNSHIP DISTRICT CALENDAR
2021-2022 School Calendar

Monday, July 26.....Teacher Workday (District Staff Development, No students)

Tuesday, July 27.....Teacher Workday (District Staff Development, No students)

Wednesday, July 28.....Pre-K, Preschool, Grades K-12 Students Full Day

Monday, September 6.....Labor Day (No School)

Friday, September 24END OF FIRST GRADING PERIOD (42 DAYS)

Monday, SeptemberBEGINNING OF SECOND GRADING PERIOD

Week of Oct. 4 – Oct. 8.....Parent/Teacher Conferences

Mon. Oct. 11 – Fri. Oct. 22.....Pre-K, Preschool, Grades K-12 Fall Recess (No School)

Tuesday, November 2.....Staff Development Day (No Students)

Wed. – Fri., Nov. 24 – 26.....Thanksgiving Recess (No School)

Friday, December 17.....END OF FIRST SEMESTER (88 DAYS)

Mon., Dec. 20 – Fri., Dec. 31Winter Recess (No School)

Monday, January 3.....Staff Returns From Winter Recess (Building Staff Development, No Students)

Tuesday, January 4.....Pre-K, Preschool, Grades K-12 Students Return From Winter Recess – SECOND SEMESTER BEGINS

Monday, January 17.....Dr. Martin Luther King, Jr. Day (No School)

Monday, February 21.....Presidents’ Day (No School)

Friday, March 11.....END OF THIRD GRADING PERIOD (47 DAYS)

Mon., Mar. 21 – Fri., Apr. 1.....Spring Recess (No School)

Monday, May 30.....Memorial Day (No School)

Wednesday, June 1.....END OF SECOND SEMESTER (94 DAYS) (Pre-K – Grade 11 Last Day)

Thursday, June 2.....LAST DAY OF SCHOOL (Teacher Workday, No Students)

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Attendance

Attendance in school is important. Students are expected to be in attendance each day, unless ill. Student arrival time is 7:15 A.M. Student dismissal time is 2:20 P.M. Absences are to be reported to the front office at 988-8350 before 9:00 A.M. Students who arrive at school after **7:30** A.M. are considered tardy and will receive a tardy pass. Students who are picked up early must check out through the front office **prior to 2:00. A photo identification will be required to check out students.**

To ensure safety for all of our students, our front office is closed in the morning to visitors until after car rider arrival has concluded. Please remain in your vehicle in the lot until we get students in safely. In addition, to make sure that everyone goes home safely and lessen miscommunication that could lead to a misplaced student at the end of the day, no changes to the way a student goes home can occur after 2:00. Those changes should always be made through a call to the front office at 317-988-8300 prior to 2:00 pm.

Students with excellent attendance will be recognized. Excellent attendance is defined by a 97% attendance rate. Students can achieve this goal by missing 5 days or less for the entire school year.

MSD of Wayne Township Elementary Student Attendance/Tardies Guidelines and Procedures

1. Students will be counted "tardy" if they arrive at school after the official start of school and before ½ of the school day is complete. (This time will vary from school to school.)
2. The school day is divided into two parts: a.m. and p.m. Students should be counted in attendance for a ½ day if they attend for a portion of the morning or afternoon. If students arrive in the a.m., before the ½ day time limit, they should be counted for a full attendance day. The same shall apply if a student leaves school early.
3. A student will qualify for an OUTSTANDING ATTENDANCE AWARD if he/she has no more than a total of 5 tardies or early release days for the year.

Homework

Students will often have some form of homework, usually during week nights. Since the major purpose of classroom instruction is to present new educational experiences to students, assignments designed for practice and/or extension of the learning will be made frequently. Additional information regarding homework practices will be provided by the classroom teacher.

School Nurse/Medication

The nurse is available for health counseling with students and parents whenever needed. Medication will be given to students by the nurse. Medication prescribed by a doctor should be arranged to be given to students at home before or after school. If it is necessary for students to take medication during school hours, medication must be sent in the original labeled container with a note signed by the parent that directs when and how much medication should be given daily. Over the counter medicine requires written permission in order to be dispensed. For the safety of students, it must be brought to school in the original container.

School Illness and Accidents

If a student becomes ill at school, the nurse will make every effort to contact the parent or the designated emergency contact person. It is necessary for the nurse to have the names and phone numbers of two additional persons who can be reached in the event the parent cannot be contacted. For this reason, **it is extremely important that we have up-to-date phone numbers, addresses, and employment information on the enrollment form.** Parents will be called to pick up if your child has a fever greater than 100.4. As a general rule, a child who has left school because of a fever should not return until there has not been a fever for twenty-four hours. Parents must provide transportation in case of injury or illness occurring at school.

Food Services

Food service provides nutritious and balanced meals to our students. All meals meet the daily serving requirements as regulated by the federal government. Breakfast and lunch are free for all students. Parents will be required to complete an online application. The cost of the adult lunch is \$3.75. The cafeteria cannot change bills larger than \$5.

Parent Volunteer Program/Parent Teacher Organization

All parents of students at Garden City Elementary School are members of the Parent Teacher Organization. The mission of this organization is to provide support so students can be successful in school. The PTO meets on the third Tuesday of September, November, February, and April at 6:00 P.M. in the cafeteria unless otherwise specified. **The meeting dates for the 2021-2022 school year are 9/22, 11/17, 2/16, and 4/20.** Additionally, the PTO sponsors other activities to be determined at a later date.

Effective school research indicates that the more adults involved in the educational process, the higher the achievement of students. Adult volunteers can assist in various ways including: posting student work, helping with bulletin boards, assisting with clerical duties and assisting students. Any assistance is welcomed and appreciated! Contact the school office or classroom teacher to volunteer. All volunteers must complete a background screening form.

Treats for Class

Treats sent for birthdays or other celebrations must gain prior approval by the classroom teacher. Treats sent to school for consumption by students must be store purchased and in the original, unopened packaging. **This means baked goods from a bakery, like cupcakes from a store's bakery are not allowed at this time. Your cooperation with this policy will help the school plan for individual dietary needs and allergies.**

Visitors

SafeVisitor™ software is used in each building to provide a safe environment. Please make sure you have your I.D. ready to scan upon arrival. All visitors are asked to enter through the front door and report to the office. Visitors are always welcome at Garden City Elementary but to ensure safety and protect instructional time, visiting outside of our office area or meeting with a teacher will need to be pre-arranged. Our office staff will be happy to make those arrangements for you and/or send for your scholar for a quick visit in the office.

Delayed and Emergency Early Release Schedule

Listen to or view LOCAL Media Broadcasts. Monitor ParentSquare and Twitter!

Sometimes the weather or unforeseen events require changing school schedules. There are now two alternative schedules- the two-hour delay in starting or the early dismissal. The two-hour delayed schedule leaves dismissal times unchanged, and starting times are as follows:

Ben Davis High School	10:30 a.m.
BPE, CGE, CWE, GCE, MWE, RHE, NWE, SFE, WLE	9:30 a.m.
MCE, ROE	10:30 a.m.
7 th and 8 th grade centers, Ben Davis University, WEC	11:20 a.m.

Telephone Use, Cell Phones & Portable Electronics

Classroom telephones are only to be used under direct supervision and with explicit consent from an adult. **Cell phones and portable electronics are to be turned off and kept in backpacks during the school day unless given specific adult permission.** The school and the MSD of Wayne Township are not responsible for lost or stolen items. We respect that a parent might feel it necessary to send a phone to school with their student for communication purposes before and after school. We ask for their partnership in supporting keeping the phone turned off and safely in a backpack during school hours.

M.S.D. of Wayne Township Student Dress Guidelines

The Metropolitan School District of Wayne Township is committed to providing an environment that is the most beneficial for student's safety and learning. A broad-based committee of parents, teachers, students and administrators developed the following guidelines, which were approved by the Wayne Township School Board. They were designed to reflect Wayne Township's Community Values. These guidelines are consistent with the Student Code of Conduct Rules for the MSD of Wayne Township.

No article of clothing, tattoo, or accessory may contain language or graphic representations depicting or promoting the use of drugs, alcohol, tobacco, showing gang affiliation or encouraging gang activity, violence, or sexual activity. These guidelines are provided to assist students and their families in recognizing what is acceptable in Wayne Township schools. Please contact your student's principal for further clarification and requests for special circumstance exemptions.

Shirts / Tops

All shirts or tops must "cover" the underarm, chest, shoulders (no spaghetti straps), stomach, and back.

Pants, Skirts, Shorts

All articles of clothing on the lower torso must rest naturally at the top of the hip to ensure that undergarments are not visible in the standing or sitting position. Shorts and skirts must be mid-thigh/fingertip in length when a student's arms are comfortably at his/her side. Clothing which is primarily constructed of spandex, spandex type, or other excessively tight material is not permitted as an outer garment, unless it is covered by acceptable clothing at the mid-thigh/fingertip length. Pajamas are not permitted. Any holes in the clothing above fingertip length must be covered with tape or other materials.

Shoes

Footwear must be worn in school at all times. House shoes and house slippers are not permitted. At the elementary level, shoes should be appropriate for recess and student safety should be a consideration. Excessively loose shoes or shoes that pose a tripping hazard should be avoided.

Jackets / Coats

Jackets are permitted to be worn in the school during the instructional day. Heavy coats designed for frigid temperatures and/or excessively large coats are not permitted.

Headwear and Glasses

Sunglasses shall not be worn in the buildings. Head coverings will not be permitted during the school day. Students may appropriately use articles (barrettes, bandanas, headbands, scarves) designed to pull or hold hair.

Hair / Facial Jewelry

Student's hair, jewelry, or other accessories should not interfere with the educational environment of the school or safety of each student.

Book bags / Backpacks

Book bags and backpacks are permitted in school. Excessively large bags and bags with rollers may be restricted during the school day.

Undergarments / See-Through Materials

Undergarments are not to be visible at any time. Outer garments are to be worn in a manner which will cover up all undergarments. See-through materials do not constitute "cover."

This list is not intended to be an exhaustive list of prohibited items. Clothing, accessories, and other items deemed disruptive, offensive, or contrary to the school's mission by the school administration may be prohibited.

Due Process and Pupil Discipline

The Board of Education of the MSD of Wayne Township has outlined regulations for the management of school behavior when self-discipline fails. The Board has appointed administrative officers to assure that students are given "due process" when they infringe upon the rights of others. Authority for such Board responsibility is included in the School Powers Act and Student Due Process Code of the Indiana General Assembly, IC 20-8.1-5.1.

The Superintendent shall be responsible for establishing and maintaining procedures that guarantee students their constitutional rights of due process protection through proper notice and meeting in all cases involving suspension and expulsion. These procedures shall be followed in all instances unless waived freely and voluntarily in writing by either the student or his/her parent.

A breach of discipline may result in reprimand, after school detention, corporal punishment, probation, referral to special personnel in school, parent conferences, suspension, expulsion or such other appropriate penalty determined by the principal or his designee.

Grounds for suspension and/or expulsion shall include but not be limited to the following: the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting interference with school purposes. He may be suspended for urging other students to engage in the above conduct. Other possible grounds for expulsion include damage or theft involving school land or private property, intentionally causing bodily harm to fellow students or school employees, intimidating any student with the intent of obtaining money, possessing weapons, and failing in a substantial number of instances to comply with the direction of teachers and the rules of the school. In addition, a student may be expelled for possessing, using, transmitting or being under the influence of drugs or alcoholic beverages. This may be on school grounds during and immediately after school hours, on the grounds at any time the school is in used by a school group, on the grounds during non school hours, or off the school grounds at a school function. A student may also be expelled for engaging in any activity forbidden by the laws of the State of Indiana which constitutes an interference with school purposes.

Student Conduct (Code of Conduct)

The Board directs the Superintendent to develop a uniform code of student conduct to:

1. Ensure the safety of all persons on school property and at school activities on or off school property.
2. Maintain order and an atmosphere conducive to learning by preventing any interference with an educational function or school purposes.
3. Promote desirable student behavior.
4. Protect the rights of each student and staff member.

The uniform code of student conduct shall be in written form and shall be reviewed and redistributed annually on or before the first day of school to each student and to a parent or guardian of each student. Changes in the uniform code of student conduct made during the school year shall also be in written form and shall be distributed to each student and a parent or guardian of each student before they are effective.

In drafting and reviewing the code of student conduct the intent shall be to give clear notice to each student and his/her parent or guardian of the standard of conduct each student is expected to meet and the consequences of failure to meet his standard.

The Board directs that each application of the uniform code of student conduct shall be with appropriate due process and shall be based solely upon consideration of:

1. The nature and seriousness of the offense.
2. The disciplinary history of the student involved.
3. The likelihood of success of less severe remedies.
4. The rights of other students affected.

Harassment

Policy Statement

It is the objective of the Board of Education of the Metropolitan School District of Wayne Township to provide members of its school community with an atmosphere conducive to the achievement of their objectives in work and learning in the activities within its jurisdiction. Harassment of any member of the school community is inconsistent with this objective and will be prevented where possible and sanctioned as necessary to prevent its recurrence.

Definition of Terms Used in this Policy

a. "*Harassment*" as used in this policy means:

1. Unwelcome words or actions directed to another person, which interfere with the victim's ability to work, learn, or successfully participate in a school activity; or
2. An offer of a benefit or an opportunity to avoid a sanction if the victim accommodates or does not reject the harasser's words or actions.

The term specifically includes but is not limited to behavior motivated in whole or in part by the victim's gender, race, disability, religion, national origin or ancestry, protected conduct expression protected by the First Amendment, or association with others for a lawful purpose.

b. "*Sexual harassment*" as used in this policy means unwelcome words or actions motivated in whole or in substantial part by the victim's gender when:

1. acceptance of or submission to the words or actions is an express or implied condition of receiving a benefit, avoiding a penalty, or displacing legitimate considerations in a decision concerning the victim's employment or education;
2. the unwelcome words or actions substantially interfere with an employee's work performance or a student's ability to learn; or
3. the unwelcome words and/or actions create a hostile environment for work or teaming.

Conduct Specifically Prohibited

It is a violation of this policy for a student, employee, volunteer, Board member or any other person to harass another person:

- a. during or immediately before or after a school activity;
- b. on school property at any time; or
- c. at any time or place where both the victim and harasser are students, employees, or volunteers and the harassment has an impact on the victim's job performance or teaming.

A student violating this policy is subject to discipline including suspension and expulsion.

Technical Resources Acceptable Use

Students and staff in the MSD of Wayne Township have access to information through electronic networks. These services offer vast, diverse and unique resources to students and staff. The goal in providing technical resources to students and staff is to promote educational excellence in our schools, to support research, resource access, innovation and communication. The school district expects the staff to blend thoughtful use of the Internet throughout the curriculum and to provide guidance and instruction to students in its use.

Violation of this Policy

Intentional, knowing, and negligent violations of this Policy may result in the suspension or expulsion of students and the discipline including suspension without pay or termination of employees or cancellation of the contract of an independent contractor.

Ownership of School District Technical Resources & Information Stored on Them

No user has an expectation of privacy in any information created, received, or stored on the School District's technical resources. If a User transmits or receives messages on the School District's technical resources such as e-mail, voice mail, or facsimile, those messages and other electronically stored communications may be subject to investigations, search, retrieval, and review in accordance with this policy or the legitimate interests and obligations of Wayne Township. Messages and other information transmitted, stored, or received

on the School District's technical resources may become public records under the Indiana Access to Public Records Act, Indiana 5-14-3 [APRA]. Messages and information are subject to disclosure by the School District pursuant to an APRA request without further notice to the user.

Appropriate Use of Technical Resources

Any use of the School District's technical resources must be consistent with the educational mission and objectives of the School District. Misuse of technical resources may result in denial of access to those technical resources. Students will be permitted access to the Internet through School District electronic resources unless a parent/guardian has signed and returned a "Student Electronic Resources Restriction Form" within the preceding twelve (12) months. The following shall not be accessed, created, transmitted, or stored on School District's communication resources: Communication unrelated to the School District. A threat communicated with the intent that a person engage in conduct against the other person's will, refrain from lawful conduct against the other person's will, or be in fear of retaliation for a lawful act or inaction. Threats or attempts to coerce a person to take an action or refrain from a lawful action. Communications that constitute harassment are defined in Board Policy.

Report Cards

MSD of Wayne Township -- K-8 Grading Scale				
Grade Level Standards	Scoring Guide	Percent Based	Letter Grade	Description of Achievement Level on the Applicable Standards
Exemplary	4	100	A+	The student demonstrates mastery at or above the 90% level on the appropriate state standards.
		93-99	A	
		90-92	A-	
Proficient	3	87-89	B+	The student demonstrates mastery at or above the 80% level on the appropriate state standards.
		83-86	B	
		80-82	B-	
Progressing	2	77-79	C+	The student demonstrates mastery at or above the 65% level on the appropriate state standards.
		73-76	C	
		70-72	C-	
		65-69	D	
Not Yet Meeting Standard	1	Below 65	F*	The grade of F indicates that the student did not demonstrate achievement at or above the 70% level on the appropriate state standards.

***Note:** The grade of F will not be given for midterm reports. If a student's performance indicates that the student does not yet demonstrate mastery at the 65% level on the appropriate state standards, a grade of I will be given. The grade of I means that specific "intervention" is planned to assist the student in meeting the standards by the end of the grading period. When the grade of I is given, the teacher will list the intervention(s) to be used on the midterm report.

School Bus Student Conduct

These rules are designed to promote safety on the buses at all times, since the safety of all students is our top priority. In order to help ensure student safety, periodic videotaping may occur on the bus. School bus transportation is a privilege. If transportation privileges are denied, parents or guardians are responsible for getting the child to and from school. To promote a safe, orderly, efficient and enjoyable bus ride to and from school the rules listed below must be followed by all students:

AT THE BUS STOP

1. Be on time. Board only at your regularly assigned stop, unless special permission is received in advance.
2. Stay out of the street and away from the road.
3. Help protect surrounding property while waiting.
4. 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 the bus.

ON THE BUS

1. Always obey the driver promptly and respectfully.
2. Be seated promptly and stay in the assigned seat.

3. Keep all books and materials on your lap or contained in a pack or bag.
4. Be courteous and use no profane language.
5. Speak in low tones.
6. Never push, shove, scuffle or horseplay.
7. Keep all belongings including head, hair, hands and feet inside the bus and to yourself.
8. Never smoke or use any tobacco product.
9. Never fight.
10. Never throw objects inside or outside the bus.
11. Never eat or drink on the bus.
12. Treat bus seats and equipment with care and respect.
13. Keep the bus clean and orderly.

LEAVING THE BUS

1. Leave the bus only at your regularly assigned stop, unless special permission is received in advance.
2. Wait to leave 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 leaving the bus.
3. Once off, clear the area immediately. If crossing the street in front of the bus, wait for a signal from the bus driver then walk quickly across the street.

Pupils transported to or from school, or school-related activities, in buses shall be subject to the school bus conduct and safety rules as set forth in a student bus behavior management plan. Parents and students shall be informed of the rules and consequences for inappropriate behavior.

Bus Expectations

Stay seated	Face forward
Talk quietly with the person(s) in your seat	Keep all belongings under your seat

Four Step Plan for Minor Safety Violations

- Step One: The student will be given a verbal warning. If the student continues to choose to misbehave...
- Step Two: The driver will take one of the following actions: change the student's seat, conference with the student, have the student do a written acknowledgement and apology, have the student clean up the mess or take other appropriate action. If the student still does not stop the inappropriate behavior...
- Step Three: Two actions will be taken: 1) the driver will have his/her log verified by the Transportation Office, and 2) a letter will be mailed to the student's home; however, the driver may also call. If the student still chooses to misbehave...
- Step Four: The driver will submit an Incident Report to the building administration and Transportation Office. Incident Reports for minor violations will be purged from the active files every thirty (30) days.

For Major Safety Violations

Step Four: The driver will submit an Incident Report to the school and Transportation Office. STEPS ONE – THREE will be by-passed. Incident Reports for major safety violations will be kept on active file for the total school year.

Social Emotional Learning and School-Wide Positive Behavior Supports

Second Step is the school-wide curriculum used to develop students' self-awareness, social-awareness, and interpersonal skills, all of which are vital for life-long success. With an emphasis on explicitly teaching skills for learning, empathy, problem-solving, and emotional management, Second Step is a program rooted in social-emotional learning (SEL). Through intentional teaching and modeling of skills, educators and schools are further equipped to have supportive, successful learning environments that encourage students to thrive.

Second Step and School-Wide Positive Behavior Supports go hand-in-hand and complement each other well. Both systems of support focus on the value of learning from situations students

encounter each day, while teaching responsibility and accountability throughout. In both, students are guided to problem solve and consider the perspectives of others. Whereas the system of School-Wide Positive Behavior Supports focuses on improving student behavior, Second Step provides ideas and strategies that can be used to manage strong feelings and prevent those behaviors from happening. At Garden City we follow the Gator G's: Go Safely, Give Respect, and Get Responsible.

Location	Go Safely	Give Respect	Get Responsible
Dismissal	<ul style="list-style-type: none"> <input type="checkbox"/> Follow hallway procedures as you dismiss 	<ul style="list-style-type: none"> <input type="checkbox"/> Dismiss quietly <input type="checkbox"/> Follow adult directions 	<ul style="list-style-type: none"> <input type="checkbox"/> Gather your belongings and take home needed materials
Cafeteria	<ul style="list-style-type: none"> <input type="checkbox"/> Keep hands and feet to yourself <input type="checkbox"/> Walk <input type="checkbox"/> Stay in your seat <input type="checkbox"/> Carry your tray with both hands <input type="checkbox"/> Eat your own food & touch only your food or tray 	<ul style="list-style-type: none"> <input type="checkbox"/> Use table manners <input type="checkbox"/> Follow adult instruction <input type="checkbox"/> Remain silent while in line <input type="checkbox"/> Chew with your mouth closed <input type="checkbox"/> Use indoor voices when seated <input type="checkbox"/> Raise your hand to ask a question 	<ul style="list-style-type: none"> <input type="checkbox"/> Keep all food in the cafeteria <input type="checkbox"/> Keep food on your tray <input type="checkbox"/> Place personal items where directed <input type="checkbox"/> Get all needed items the first time through the line <input type="checkbox"/> Stay with your class <input type="checkbox"/> Follow adult directions <input type="checkbox"/> Follow the 1-2-3 procedures
Playground	<ul style="list-style-type: none"> <input type="checkbox"/> Stay in recess area <input type="checkbox"/> Play carefully and fairly <input type="checkbox"/> Play correctly on equipment <input type="checkbox"/> Walk silently in the building to and from the playground 	<ul style="list-style-type: none"> <input type="checkbox"/> Share equipment and take turns <input type="checkbox"/> Include others and show empathy <input type="checkbox"/> Keep hands and feet to yourself <input type="checkbox"/> Use the Problem-Solving Steps (STEP acronym) <input type="checkbox"/> Follow adult directions 	<ul style="list-style-type: none"> <input type="checkbox"/> Return equipment <input type="checkbox"/> Collect belongings and playground equipment <input type="checkbox"/> When you hear the whistle, line up quickly <input type="checkbox"/> Take care of playground equipment <input type="checkbox"/> Leave playground area better than you found it
Hallways Stairs	<ul style="list-style-type: none"> <input type="checkbox"/> Walk on the right side <input type="checkbox"/> Take stairs one step at a time <input type="checkbox"/> Use a hall pass when you are walking alone <input type="checkbox"/> Go directly to your destination 	<ul style="list-style-type: none"> <input type="checkbox"/> Keep hands, feet, pencils, etc. to yourself and off the walls <input type="checkbox"/> Remain silent <input type="checkbox"/> Give right of way to younger students <input type="checkbox"/> Quiet feet on the steps 	<ul style="list-style-type: none"> <input type="checkbox"/> Walk lines as directed by the teacher <input type="checkbox"/> Clasp your hands behind your back <input type="checkbox"/> Stay with your class <input type="checkbox"/> Always look forward with some space in front of you <input type="checkbox"/> Follow teacher directions
Bathroom	<ul style="list-style-type: none"> <input type="checkbox"/> Wash hands with soap <input type="checkbox"/> Keep soap & water in the sink and clean up any extra water, soap, & paper <input type="checkbox"/> Always walk 	<ul style="list-style-type: none"> <input type="checkbox"/> Wait your turn <input type="checkbox"/> Honor privacy <input type="checkbox"/> Get in and out quickly <input type="checkbox"/> Leave restroom better than you found it 	<ul style="list-style-type: none"> <input type="checkbox"/> Two squirts of soap <input type="checkbox"/> Two paper towels <input type="checkbox"/> Place towels in trash <input type="checkbox"/> Clean up after yourself <input type="checkbox"/> Report problems

Classroom	<ul style="list-style-type: none"> <input type="checkbox"/> Use seating as designed <input type="checkbox"/> Only out of area with permission <input type="checkbox"/> Use school materials appropriately <input type="checkbox"/> Walk when it is time to move <input type="checkbox"/> Keep hands and feet to yourself 	<ul style="list-style-type: none"> <input type="checkbox"/> Focus attention on the teacher during instruction <input type="checkbox"/> Use manners <input type="checkbox"/> Share with permission <input type="checkbox"/> Listen and participate with peers kindly <input type="checkbox"/> Use self-talk to help yourself be the best learner and person you can be <input type="checkbox"/> Honor other's space and belongings 	<ul style="list-style-type: none"> <input type="checkbox"/> Complete work when asked <input type="checkbox"/> Keep your materials in order (desk clean too) <input type="checkbox"/> Have materials ready <input type="checkbox"/> Be assertive and ask questions when you need help <input type="checkbox"/> When you are frustrated or have big feelings, use the calm down steps or choose a strategy that helps you feel better
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Search and Seizure

1. Searches of Storage Areas Provided for Student Use:

Storage areas such as lockers and desks are school property provided for student use, subject to the right of the Superintendent to search the storage area and the items in the storage area at any time without individualized reasonable suspicion. Students shall not have an expectation of privacy in any locker or other storage area on school property and shall not be permitted to deny entry to an administrator by the use of a lock or other device.

2. Searches of a Student's Outer Clothing and Items in the Student's Immediate Possession:

A search of a student's outer clothing (coats, shirt, blouse, shoes, pants pockets and waistband) and items in the student's immediate possession (backpacks, purses, wallets, book bags) shall be based upon individualized reasonable suspicion. Consent of the student shall be sought by an administrator. If the student consents or does not consent, such a search shall proceed based upon the administrators individualized reasonable suspicion.

3. Searches of a Student's Inner Clothing or Person:

A search of a student's inner layer of clothing (pant, skirt, shirts / blouse, sweater, sweatshirt) or a search of the student's person involving the removal of the inner layer of clothing (i.e., clothing that would not otherwise be seen in the classroom such as underwear) shall be done in the presence of the student's parent/guardian unless there is a health or safety need to act before the parent / guardian can arrive. A student to be searched under this provision shall be isolated and continuously observed by a school employee until the search is conducted.

Searches of a student's inner layer of clothing or of a student's person shall be conducted by an administrator and witnessed by person(s) of the same gender as the student; and shall be conducted in a private place. A searched student's parent or guardian shall be notified of the search of the student's inner layer of clothing or person on the same day of the search; if possible.

7. Disposition of Seized Items:

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a law or a school rule or which endangers the safety or health of any person shall be seized and utilized as evidence if appropriate. Seized items of value shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items of no value and seized items that may not lawfully be possessed by the owner shall be destroyed or turned over to the Indiana Metropolitan Police Department.

Bullying

Everyone should enjoy our school equally, and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion and/or nationality.

1. Bullying can happen when a student is:

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

2. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.

3. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.

4. 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 violation.

5. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.

Bullying Behavior Chart

Bullying behaviors include not only physical aggression, but also emotional harassment and social alienation. Each of the three major types of bullying - physical, emotional and social – can be further split into verbal and nonverbal behaviors. Each of the six categories of bullying behavior exists along a continuum from low-level violence to more severe violence. This chart is used to show the range and scope of bullying behaviors that can occur at school.

Levels	PHYSICAL		EMOTIONAL		SOCIAL	
	Harm to another's body or property		Harm to another's self-worth		Harm to another's group acceptance	
	verbal	nonverbal	verbal	nonverbal	verbal	nonverbal
1	Taunting Expressing physical superiority	Making threatening gestures Defacing property Pushing/shoving Taking small items from others	Insulting remarks Calling names Teasing about possessions, clothes Saying someone has germs or is unclean	Taunting Expressing physical superiority	Making threatening gestures Defacing property Pushing/shoving Taking small items from others	Insulting remarks Calling names Teasing about possessions, clothes Saying someone has germs or is unclean
2	Threatening physical harm Blaming targeted student	Damaging property Stealing Initiating fights Scratching Tripping or causing to fall Assaulting	Insulting family Harassing with phone calls Insulting intelligence, athletic ability, etc.	Threatening physical harm Blaming targeted student	Damaging property Stealing Initiating fights Scratching Tripping or causing to fall Assaulting	Insulting family Harassing with phone calls Insulting intelligence, athletic ability, etc.
3	Making repeated and/or graphic threats Practicing extortion Making threats to secure silence: "If you tell, I will..."	Destroying property Setting fires Biting Physical cruelty Making repeated, violent, threatening gestures Assaulting with a	Frightening with phone calls Challenging in public	Making repeated and/or graphic threats Practicing extortion Making threats to secure silence: "If you tell, I will..."	Destroying property Setting fires Biting Physical cruelty Making repeated, violent, threatening gestures Assaulting with	Frightening with phone calls Challenging in public

		weapon			a weapon	
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Suspensions and Expulsions

A. DEFINITIONS

1. **Parent** means natural or adopting father or mother or a court-appointed guardian, or a parent awarded custody or control. This term includes non-custodial parents unless their parental rights have been terminated by a court order.
2. **Student** means any person enrolled in the M.S.D. of Wayne Township.
3. The terms **superintendent** and **principal** include their respective designees.
4. **Suspension:** Any disciplinary action whereby a student is separated from school attendance according to Indiana Code. Due process procedures must be followed.
5. **Expulsion:** Disciplinary action whereby a student:
 - A. Is separated from school attendance for a period of more than ten (10) days.
 - B. Is separated from school attendance for the balance of the current semester or current year unless a student is permitted to complete required examinations in order to receive credit in the current semester of current year. Any expulsion that will remain in effect during the first semester of the following school year must be reviewed by the expulsion examiner before the beginning of the school year.
 - C. Suffers a penalty which automatically prevents his or her completing within the normal time his or her overall course of study in any school in the school corporation.
6. **In Possession:** Students are required to inspect their possessions and vehicle for the presence of items that may not be possessed on school property, before coming on school property. Students are "in possession" of an item for purposes of these rules when the item is on their person, in their immediate possession such as in their hand, a pocket, a purse, or a backpack, is in a place under their exclusive control, or the student is aware the item is in a place to which the student has access such as a shared locker or vehicle. More than one student may have "constructive possession" of a single item and be responsible for possession of the item. Possession of an item on a direct route to the main office of the school from the place on school property where an item was first found shall not be a violation of these student conduct rules.

B. GROUNDS FOR SUSPENSION AND EXPULSION

The following rules define misconduct for which a student may be suspended or expelled from school attendance and denied credit for all activities occurring during the period of suspension or expulsion:

1. Behavior that injures or presents a risk of injury to the student or another person, or provoking or attempting to provoke or cause another person to fight. Examples: Fighting with another person; throwing an object at a person; pushing, hitting, striking, or tripping another person; driving a vehicle in a dangerous manner; handling dangerous materials such as chemicals in chemistry class in a dangerous way; calling a person a derogatory name, or encouraging a person to fight.
2. Damaging or stealing school property or the property of another person or organization. Examples: Taking a student's textbooks and hiding them from the student responsible for the books; removing property without permission from a locked or unlocked desk, car, or locker.
3. Disrupting a class or school activity. Examples: Distracting other students while a teacher is

lecturing; or disrupting a student convocation with noise.

4. Harassing, bullying, threatening, hazing, or intimidating another person. "Harassing" or bullying behavior is unwelcome behavior that interferes with a victim's ability to learn or derive benefit from a school activity that is directed toward the victim after the victim (or another person on the victim's behalf) has stated or shown that the behavior is unwelcome. "Hazing" behavior is behavior directed toward a student with that student's consent that is nevertheless abusive, demeaning, or dangerous. Examples: Picking on a student who is distracted or intimidated by the behavior; bullying or pushing another student around; hazing a student as a part of joining a club or group.

5. Possessing a knife, firearm, bullets, a dangerous device, fireworks, or other item that is or appears to be a dangerous device. "Dangerous device" means an item that is readily capable of causing injury to a person and is not essential in performing a task that must be performed by a student for school purposes. The term includes all weapons, including firearm ammunition, fireworks, a smoke or noise bomb, a handgun, a rifle, a shotgun, a stun gun, chemical mace, pepper gas, a laser pointer or other laser light device, and all personal protection devices such as a tear or CS gas dispenser, including personal protection devices that emit only sound. Example: Bringing any weapon on school property or to a school activity such as a ball game or play.

6. Consuming, possessing, offering, providing, accepting, or being under the influence of alcohol or an alcoholic beverage, an illegal drug, a prescription drug (except as authorized in a prescription by a licensed healthcare provider), an over-the-counter medication containing a stimulant such as preparations containing caffeine, ephedrine, pseudoephedrine, or phenylpropanolamine as an ingredient (except as authorized in a prescription by a licensed healthcare provider), or any substance represented to be or thought by the intended recipient to be an illegal or prescription drug. Examples: Bringing any medicine not prescribed for the student possessing the medicine to school. Possession of any illegal drug such as marijuana, or a tablet or pill represented to be an illegal or prescription drug.

7. Consuming, possessing, offering, providing, accepting, or being under the influence of an inhalant, a solvent, or other volatile substance or combination of volatile substances, contrary to safety instructions provided on the product's labeling, or the direction of school personnel. Example: Intentionally inhaling glue or acetone fumes.

8. Possessing drug preparation or drug consumption paraphernalia such as rolling papers, clips, or displaying materials that promote or encourage alcohol or drug use. Example: Wearing a t-shirt with a commercial beer logo or a marijuana leaf visible to other students.

9. Possessing cigarettes, smokeless tobacco, snuff, or other tobacco product or a device such as a lighter designed primarily for use in consuming tobacco products. Example: Carrying cigarettes, cigar, snuff, chewing tobacco, cigarette papers, or a lighter.

10. Engaging in consensual sexual behavior such as kissing, fondling, or sexual relations. Example: Kissing or fondling another student without objection by the other student.

11. Wearing clothing, jewelry or a hairstyle that is dangerous to the student, indecent, vulgar, profane, indicative of gang activity or affiliation, or presents a message that is inconsistent with the educational mission of the School District, or results in disruption of an educational function. Examples: Wearing clothing with an alcoholic beverage logo or slogan, or a message that encourages and/or depicts the use of alcohol or illegal drugs, wearing or displaying gang insignia or gang identification items.

12. Cheating, plagiarizing, submitting the work of another person for academic credit, allowing another student to cheat, or violating a building level student honor code, or the honor code of an extracurricular activity. Examples: Using notes or other memory aides when not permitted by the teacher giving the test or exercise. Submitting a theme or assignment found on the Internet as an original work by the student. Allowing another student to copy answers during a test. Consuming an alcoholic beverage during a weekend while a member of an athletic team.

13. Creating or distributing information including information distributed via e-mail or through a web site, that results in or is likely to result in the disruption of an educational function, advocates a violation of law or a student conduct rule, is sexually explicit or obscene, is libelous, slanderous or defamatory, or invades the privacy of an identified or identifiable person. Web sites maintained on servers other than School District servers are covered by this conduct rule where the content of the communication is in violation of this rule. Example: Sharing copies of materials about how to build a "stink bomb".
14. Possessing a pager, cellular phone, or two-way radio during the school day without prior approval of the principal. Possession of a pager or phone at a school activity after the normal school day shall not violate this rule if the pager or phone is provided by the parent/guardian. A pager or phone approved by the principal shall be capable of silent operation and shall be set so as not to emit an audible alert or signal during an academic class, study hall, or convocation. Example: Possessing a pager or phone without prior permission.
15. Refusing or failing to follow a directive from a school employee with responsibility for student supervision (including Instructional Assistants, Bus Drivers, and Bus Aides), including a directive to respond truthfully and completely when questioned about a school-related matter. Example: Responding with a known lie about another student's misconduct when questioned by a teacher or administrator.
16. Violating a building level student conduct rule, a Transportation Department student conduct rule, or violating a rule established for a special event. Examples: Violation of any rules developed for a building or class. Violation of a rule established for an athletic contest or graduation ceremony.
17. Violating the School District's policy on acceptable use of the Internet, computers, e-mail, or voice mail, facsimile machines, or any other School District communications resource. Examples: Signing on to a school computer network as another person or sending harassing or threatening messages to another person in school or outside of school.
18. Violating Indiana or Federal law. Example: Bringing a handgun, rifle, shotgun, or firecrackers onto school property.
19. Not having legal settlement in the School District. Example: Living in another school district.
20. Attempting to commit an act which is a violation of these student conduct rules. Example: Attempting to punch another student but missing.
21. Refusing to cooperate in the search of a vehicle, locker, or other place where the search is based upon reasonable suspicion of a teacher or administrator or is conducted pursuant to the consent to search given in the student parking agreement. Example: Refusing to unlock a car brought on to school property when directed to unlock the vehicle by an administrator or school security officer.
22. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law. Example: Guarding the entrance to a restroom while other students smoke in the restroom.
23. Failing to report the actions or plans for action of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to a person or persons or damage property. Example: Failing to report seeing a student in possession of a handgun on the bus on the way home from school.
24. Invading the privacy of a person by photographing the person or recording another person's words or actions without that person's permission, or displaying a photograph or recording made with permission to persons not authorized by the subject to have access to the recorded image or words. Examples: Taking a photograph of another student, or posting a photo or video clip on a web site.

Return of confiscated personal property

Upon completion of all due process procedures relating to the possession of property, personal property taken from a student because of a violation of these rules may be returned to a parent/guardian if the item can be lawfully possessed by an adult, and the item has not been returned to the parent/guardian pursuant to this provision before.

A parent/guardian seeking return of confiscated property may be required to sign a waiver of further appeals of discipline of the student, provide a picture identification such as an Indiana driver's license or identification card, and provide proof of ownership of the confiscated property.

If the personal property is prescription medication, the parent/guardian will be required to show a prescription from a health care provider to the parent/guardian or student for the medication.

A handgun or weapon of any type will only be released through a law enforcement officer. The law enforcement officer will ask for the same items listed above, and will insure that the weapon is not illegal per se, illegally modified, or wanted in an investigation; and can be lawfully released to the parent/guardian.

Student Bicycle and Automobile Transportation-C475 (Guidelines)

In accordance with School Board Policy C475, parents may request that their child ride a bicycle to and from school...students may request to ride a bicycle to and from school under the following guidelines:

- Permission is granted from the building level administrator.
- The student resides in the "walker" area of school.
- A helmet is worn while riding the bicycle.
- The bicycle is locked in the bicycle rack with a lock provided by the owner.

The school district is not responsible in case of theft or damage to the bicycle while it is on school property. Failure to follow the above guidelines may result in suspension of bicycle riding privileges and/or other disciplinary actions, as appropriate.