

# AVILLA ELEMENTARY SCHOOL

## **Student/Parent Handbook 2017-2018**

<http://av.eastnoble.net>

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Avilla, Indiana 46710

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### **Mission Statement**

**Maximize potential in all people every day.**

Building the relationship, building the child, building student  
achievement...

Builds achievement and success forever for all!

The East Noble School Corporation does not discriminate on a basis of sex, race, creed, color, or handicap in the operations of educational programs or activities, employment and other personnel policies and procedures.

### **AVILLA STUDENT EXPECTATIONS**

1. Each Avilla Student believes that he/she can accomplish his/her schoolwork when he/she is present and active. Therefore, he/she will not be absent or tardy except in cases of emergency.
2. Each Avilla Student keeps his/her locker or desk as evidence of good housekeeping skills. He/she will keep his/her locker combination to himself/herself and will not use a locker to which he/she is not assigned. He/she will be responsible for his/her materials at all times by keeping his/her locker locked.
3. Each Avilla Student listens when being addressed and is courteous at all times.
4. Each Avilla Student does not ask for special privileges not given to other students.
5. Each Avilla Student will strive to abide by all rules as outlined in this handbook.

### **CHARACTER COUNTS**

The East Noble School Corporation is a part of the Character Counts program. The Six Pillars are:

1. Trustworthiness
2. Respect
3. Responsibility
4. Fairness
5. Caring
6. Citizenship

### **RESPECT PROPERTY AND OTHERS**

1. Students should be proud of their school. Therefore, he/she helps to keep its appearance pleasing to all and does not deface property in any way.
2. Each day students should strive to work to the best of their ability.

3. Respect the property and rights of others both inside the school and outside of school.

4. Students should present his/her criticism and suggestions in a proper and courteous manner to the teachers and administrators.

### **PHONE POLICY**

**Phone calls from school will be as limited as possible.** Each classroom is equipped with a telephone, so it will be at the discretion of the teacher to use the phone. In the event that something is cancelled and students must notify parents of alternate after school arrangements, Avilla School will make every effort to allow those students access to phones. **Phone calls home to receive permission to go home with friends will not be allowed. A written note from the parents MUST be provided.**

### **HEALTH AND COUNSELING**

1. The school nurse(Nurse Jenny) will be in the building on a daily basis if you are in need of health services.
2. Students not current on required immunizations may be excluded from school until arrangements are made to ensure compliance to state statutes.
3. The school's counselor is someone to talk to about home, school, or personal problems. Stop by and set up an appointment with this person if you would like. (Ms. Ackerman.)

### **SCHOOL LUNCH PROGRAM**

Cafeteria computerized debit cards can have deposits made on them weekly, monthly, by semester, or on a yearly basis. A lunch may be purchased with cash on a

daily basis. Damaged or lost cafeteria cards will be replaced for a fee.

**Grades K-6** – Students are allowed to charge two lunches, If the payment for these charges is not made, the child will be given a cheese sandwich and milk until charges are paid. If a child has two charges for lunch, they will not be allowed to eat breakfast. **The last week of the school year students will not be allowed to charge lunches so that monies can be collected before school ends for the summer.**

#### **CAFETERIA PROCEDURES**

1. Students are to walk into the cafeteria.
2. Students are not allowed to leave the building during lunch period.
3. No food throwing. Students are asked to pick up after themselves.
4. Students are asked to remain in their seats after returning their trays to the dishwashing area.
5. **SEATS MAY BE ASSIGNED.**

#### **LOCKERS AND VALUABLES**

1. Do not leave money or valuables in lockers or desks. Objects too large for lockers may be left in the office. There will be locker inspections to check for cleanliness etc. Do not tamper with another locker.
2. **No tape or glue may be used in lockers on painted surfaces.**
3. Tampering with or altering the lock or closure mechanisms (jamming) will result in restitution for repair.

#### **GUM/CANDY/POP**

No gum chewing, candy or pop will be permitted anywhere in the building during the school day without the permission of the administration or class teacher.

#### **STUDENT SEARCHES**

A student may be searched by the Principal or his/her designee when there is reason to believe that the student possesses any illegal item that will cause harm to the student or another person or an item that could disrupt the educational process. All personal property brought upon the school property is subject to search. The administration shall conduct general inspection of lockers for any reason at any time, without notice, without student consent, and without a search warrant.

#### **GRADES-REPORT CARDS-PROGRESS REPORTS**

Report cards will be issued each twelve weeks for all students. The grades will be derived from the following sources: written work, tests and quizzes, attendance, examination of some type, i.e. written, or some other evidence of understanding of the material. The grades may be accompanied by a comment list which appears on the card and attempts to indicate strengths and weaknesses. Progress reports will be issued in the middle of each grading period. The same criteria will be used to derive the grades as is used for report cards.

#### **GRADE PLACEMENT**

The decision to promote, retain, or assign students to the next grade is based on student data as well as parental, teacher, and principal input. The school retains the right to make the final decision. Assignment to the next grade is reserved for students who are likely to meet the regular academic expectations the following year, or who have not

successfully met the academic expectations in the current year, and for whom retention would not be beneficial.

### **STUDY SKILL HINTS**

Have a plan-Homework should become a habit with a specific goal for each study session. Set aside time EACH night for school work. If nothing else, enjoy the time reading from a favorite book.

**Keep track of assignments. Write down all assignments along with their due dates. Use your laptop or iPad calendar function to help with this!**

1. Establish a time schedule that includes time for homework and other activities.
2. Find a quiet place to study that is free from distractions.
3. Establish a purpose for reading.
4. Take notes on the material that you need.
5. Look at pictures, graphs, maps, etc. Read the captions or information featured with illustrations.
6. Scan material before reading and pick out main points.
7. Answer questions that are found at the end of a chapter.
8. Use a dictionary to look up words that you don't know.
9. Pay close attention to summary paragraphs.
10. Note all sample problems or solutions.
11. Re-check assignments before turning them in for credit.
12. Question and compare while reading and discuss with a partner or a friend.

### **RECESS POLICY**

Decisions to have outside recess during the cold weather season will depend on the temperature and the wind chill. Shorter recess times are scheduled on very cold days. Students should have appropriate clothing during the colder months. Inside recess in the gym or classroom, if available, will be offered when students cannot go outside for weather reasons. Students will be allowed to stay in from recess, due to illness, for two consecutive days without a physician note. Extended days, beyond the two, will need a physician script.

### **PLAYGROUND RULES**

1. Play safely and fairly at all times.
2. No throwing of any object other than footballs, kick balls, etc. No hard baseballs allowed.
3. No roughhousing-This means wrestling, karate, play fighting, or tackle football. If touch football becomes out of hand, it will not be allowed.
4. No jumping from any of the equipment.
5. Students may not leave the playground without permission from an adult in charge.

### **HALLWAY RULES**

1. All students are asked to WALK on the RIGHT side of the hallway and behave in an acceptable manner at all times.
2. Students will not make excessive noise in the hall. There should be no whistling or yelling.

### **NUISANCE DEVICES**

Cellular/digital phones, camera phones, digital cameras, or any other device found to be a nuisance are not be used during the school day; without permission.

### **BOOK BAGS and PURSES**

For safety considerations, no student will be allowed to carry a book bag or purse to class. These items, and any other similar item, may be brought into the building. However, students will not be allowed to carry them during the day. Any and all bags/purses must be kept in the student's locker or classroom during the course of the school day. Only designated computer laptop bags will be permitted for students to carry to and from class.

### **AVILLA DISCIPLINE PHILOSOPHY**

The East Noble School Corporation recognizes the primary intent of society in establishing the public schools is to provide an opportunity for learning. In order to assure that learning can take place, standards for student conduct is necessary for an environment which provides an equal opportunity for all persons to learn. The basic rules and regulations are set forth in the Student Code of Conduct for the East Noble School Corporation. As a student of Avilla School, you will spend a large part of your life here and it is essential that you understand the rules under which you and the others in the school community live. If the rules are broken, disciplinary actions will be recommended and followed. Should there be multiple violations of substantial disobedience of the same offenses from one school year to the next, a more severe disciplinary action will be taken on the first instance.

**The listed procedures are meant to serve as a general guideline for implementation of disciplinary action and will be used at**

**the discretion of the principal. Student age, behavior history, and seriousness of the behavior will also be considered when working with students in becoming good school citizens in correlation to the 6 Pillars of Character.**

A suspended student may not return until his/her parents contact the school office. The student will be given the opportunity to make up any missing work while removed from class or serving an out-of-school suspension.

### **DISCIPLINE**

Classroom and school-wide procedures have been established. Procedures will be reviewed with the students to ensure their understanding of conduct expectations. Should a student choose not to follow school rules or procedures, consequences will be given. Violation of rules may result in a warning or penalties such as loss of a special privilege (recess, convocation, field trip, etc.) or after school detention. Repeated rule violations or more serious infractions may result in removal from class, out-of-school suspension, restitution, or expulsion from school.

Students who behave inappropriately or choose not to follow school rules will be issued a referral. These are notices which teachers and staff will fill out to keep parents informed of student misbehavior. The completed reports will be filed with the classroom teacher and/or principal and Dean, and a copy will be sent home. Parents/Guardians may also be informed of student misbehavior through phone calls, email, or notes sent home. Should an after school detention become necessary, the parent will be notified at least two

days prior to the detention date to facilitate transportation.

B. After a student has received any 2 suspensions, any subsequent violation may result in expulsion from school.

C. A suspended student may not return until his/her parents contact the school office.

D. The student will be given the opportunity to make up any missing work while removed from class or serving an out-of-school suspension.

### **BUS PROCEDURES AND RULES**

In the state of Indiana, riding a school bus is considered a privilege. Students who wish to enjoy this privilege must follow certain rules and procedures in order to ensure safe and orderly bus transportation. Buses are extensions of the classroom. Failure to follow bus procedures will result in disciplinary action and possible loss of the privilege to ride. Students need to:

Report to the bus stop or designated pick up location five (5) minutes prior to the scheduled arrival of the bus. Buses do not wait on students. While at the bus stop, students should not run or play. Students need to stay out of the road.

Stay back ten feet from the curb and line up single file with the younger students first.

When crossing the street to load, students should check traffic both ways and watch for the driver's signal that it is safe to cross. Walk in front of the bus only, never at the rear.

When exiting, always cross in front of bus and stay ten feet away so driver can see you at all times. Check traffic both ways and watch for bus driver's signal to cross.

Wait for the driver signal before entering the bus, using the handrail when entering and exiting at all times.

- Go directly to your assigned seat. (All students will have assigned seats.)
- Sit with both feet on the floor, facing forward.
- Listen to the driver's instructions.
- Keep book bags on your lap. It is prohibited for students to bring glass items and live animals as well as large equipment or instruments that cannot fit on your lap or under your seat.
- Keep aisle clear at all times. Do not block emergency exits.
- Keep hands, feet, and objects to themselves and never extend arms or head out the window. Keep windows and door closed unless given permission by driver.
- Do not throw anything out the window.
- Stay seated and remain in assigned seats while bus is in motion.
- Speak using inside voices only. No yelling.
- Respect other students and their property.
- Follow all school rules.
- Toys, sports equipment, electronic games, etc. should not be brought on the bus. Show-and-Tell items should be kept in a bag or backpack.
- Additionally: Students must have a note approved by the school office if they are to get off at a different stop, or are going to be picked up after school. Parents should provide written notice to the

office. Once the note is approved by the office, the bus driver will be notified. –

### **School Bus Pick-Up and Drop Off Policy**

A student may be picked up for school at a location in the morning and be returned to a different location in the afternoon provided the addresses stay the same all week and be within the school boundary. As an example: A student could be picked up at their home in the morning on bus #30 and in the afternoon they could go to a day care facility on bus #29. This schedule would stay the same all week. Any changes in this schedule would require transport by a parent. A parent could request a change the following week by giving our office a signed note.

### **School Bus Violations**

The school bus is considered as a classroom and all problems occurring on the bus will be governed by this Code of Discipline. It is the responsibility of the student to obey all posted rules while riding the bus. School authorities may deny the privilege of riding the bus.

All bus incidents will be reviewed separately.

The following consequences may be implemented by the administration when bus violations occur:

- 1st Offense-warning or detention
- 2nd Offense-recess withheld/detention -
- 3rd Offense-3-5 days suspension from the bus
- 4th Offense-5-10 days suspension from the bus
- 5th Offense-loss of bus privilege for trimester

### **Field Trips**

1. To enhance the school year, many field trips occur. **AT NO TIME WILL FINANCIAL SITUATIONS EXCLUDE THESE OPPORTUNITIES FOR AN AVILLA STUDENT!**
2. ALL field trip costs are subsidized thru fund raiser monies. We encourage all to help with this cause.
3. Students must return a written permission form when the trip is outside of the district.
4. Behavior expectations remain high for all students. If behavior conditions are not met during the course of the school year, field trip privileges may and will be suspended for an individual student.
5. **Chaperones-ALL CHAPERONES MUST HAVE A COMPLETED CRIMINAL BACKGROUND CHECK ON FILE. THESE ARE COMPLETED FREE OF CHARGE AND MUST BE DONE TWO WEEKS PRIOR TO A TRIP. FOR THE SAFETY OF OUR STUDENTS, THERE WILL BE NO EXCEPTION TO THE RULE.**
6. **AS A CHAPERONE AND REPRESENTATIVE OF AVILLA IT IS ALWAYS IMPORTANT TO MODEL APPROPRIATE BEHAVIOR FOR OUR STUDENT. FAILURE TO DO SO MAY RESULT IN LOSS OF THIS PRIVILEGE.**

The expectation is that chaperones will assist Avilla Staff to ensure positive experience for all students. The

expectation is that chaperones will be role models of behavior for our students.

### **IMPORTANT**

While many of our trips can accommodate an unlimited number of chaperones, some trips have limits on them. When we are limited to the number of chaperones who may attend, preference will be given to those folks who have contributed in other ways as well as helping with trips. These might include:

- PTO involvement
- Helping with Apple Festival
- Helping with Carnival
- Helping with Muffins for Mom
- Helping with Donuts for Dad
- Helping with Claus' Closet
- Helping with Skating Parties
- Classroom volunteer

Many of these activities can be done in the evenings and do not occur during the regular school day. Please contact Mr. Pine for further details. When an unlimited number of chaperones trip occurs, it may be necessary to drive on your own if limited seating is available on the buses. Students must ride to and from the activity on the bus. Chaperones are not allowed to transport even their own students. Avilla School will try very hard to cover the cost of chaperones, but at times a nominal fee may be incurred by the chaperones. At NO TIME will financial constraints prohibit participation for any chaperone.

### **Visitors to the building**

1. We ask that all visitors report to the office so we may welcome you and provide you with visitor identification.
2. If you plan to visit a classroom, these visits must be coordinated with the teacher in advance as not to interrupt the normal course of instruction.
3. Visitors will not be allowed to have access to the playground during the school day.
4. As a visitor to our building, it is always important to model appropriate behavior for our student.

## **Appendix of East Noble Elementary Schools' District Policies**

### **Book Rental /Supply Fees**

Parents/Guardians have the option of making installment payments for the payment of Book Rental/Supply fees. There is no additional charge and it is asked that the following dates be followed. As always, individual arrangement can be made by calling Mrs. Flowers.

- ¼ - Due August 15
- ½ - Due October 15
- ¾ - Due December 15
- Full payment by February
- By the end of February, all families with unpaid balances will be notified and given 15 days to make



full payment or be processed through the court system.

### **Attendance Policy/Tardies to School and Class**

To support and comply with the Indiana School Attendance Law, East Noble Schools monitor the attendance of each enrolled student. A parent or guardian is required to contact the school prior to 10:00 a.m. each day of absence.

#### **Definitions:**

**Verified**-A verified absence is one which has been confirmed by the parent or guardian with a telephone call to the school office or a note sent with the student and brought to the office.

**Unverified**-A student absence in which notification by telephone call or written note by the parent/guardian has not been submitted to document the absence.

**Absence of Concern**-Absences for activities such as family errands, missing the bus, vacation, recreation, or instances when a parent/guardian contact with the school has not occurred could be designated an absence of concern. In many cases, an absence of concern would violate the Indiana Compulsory School Attendance law.

**Truant**-An absence without the knowledge or consent of the parent/guardian or school, or absent with the intent to evade the compulsory attendance law.

**To ensure that parents are well informed of their child's attendance pattern, the following will occur:**

**Sixth Absence**-A letter will be sent to parent/guardian. A copy of the policy will be included. A legal notice could also be sent home to notify the parent

that the next absence may result in referring the parent/guardian to the legal authorities.

**Eighth Absence**- Contact will be made with the parent/guardian and parent/guardian may be referred to the Prosecutor.

**Ninth Absence**-Home visit by ENSC Attendance Officer and parent/guardian may be referred to the legal authorities.

**Tenth Absence**-Appropriate penalties as determined by the administrator, including, but not limited to detention, Saturday School, in-school suspension, referral of the student to Teen Court (6-12), referral of the parent/guardian to the legal authorities, or recommendation for expulsion.

**The total number of absences will be posted on each progress report and report card.**

Absences and tardies will be reported on the grade reports. School officials may communicate with parents intermittently to confirm the whereabouts of absent children. School officials may advance complaints and communicate attendance records to legal authorities when excessive absences accumulate.

### **Tardy Policy Grades K-6:**

#### **Definitions:**

**Tardy**-Arriving in the classroom after the school's announced starting, and prior to 10:00 a.m., or early departure from school, after 1:00 p.m.

**Absent for the morning**-arriving at or after 10:00 a.m.

**Absent for the afternoon**-departing the school at or prior to 1:00 p.m.

**Verified Tardy**- Tardy because of medical reasons, or appointment authenticated by a doctor's note; or a required court appearance for the child authenticated by the clerk; or due to extenuating circumstances primarily attributed to person or persons other than the student, **and** verified by parent or guardian in writing at the time of signing the student in at the office upon arrival.

**Unverified Tardy**- Tardy for reasons primarily attributed to the child, **or** for which no reason or documentation is provided by the parent/guardian at the time the student is signed in at school. Please note, students arriving late to school must be accompanied into the building and signed in by a parent/guardian upon arrival.

**Lengthy and repeated tardies for any reason may result in the tardies being considered truancy in accordance with Indiana's Compulsory Attendance Law.**

- All children arriving late or departing early will be signed-in/out by their accompanying adult at the office, indicating date, time, and reason. A parent/guardian is expected to accompany the child in/out of the office upon a late arrival or early dismissal.
- Every tardy will be classified as verified or unverified by the building administration.
- Parents/guardians may be contacted after three instances of unverified tardiness to review the record and the policy and to explore remedies.
- Repeated instances of unverified tardies may result in the following consequences:

- Warning Issued
- Loss of Recess
- Detention

**Absences/Tardy to School/Assignments:**

- Appointments scheduled during the school day require a note from parents/guardians. Parents or guardians must sign the student out at the office and sign him/her in upon their return.
- Parents/guardians shall accompany tardy students to sign in the child, or provide a written explanation.
- The student is responsible for all assignments missed due to absence. The student will have the number of school days to make up work equal to the number of days absent.
- When an absence is anticipated, the parents/guardians should contact the office in advance of the absence. Plans can then be completed so that work can be made up. Parents are strongly urged to avoid vacationing on school days. Vacation absences are classified as unverified.
- When a student is absent from school, they are not allowed to attend extracurricular events on the date of the absence.

### **Bullying**

In accordance with state law IC-20-33-8-13.5 – “bullying” is prohibited in the East Noble School Corporation. Bullying is defined as any repeated acts of threatening or intimidating behaviors with the intent to harass, ridicule, humiliate, intimidate, or harm another student. This includes engaging in the act of bullying while using school provided equipment or property. The act of “bullying” means

overt, repeated acts or gestures that could be verbal, written communications, digitally sent, or physical acts or any other behavior that fits this definition above.

The schools in the East Noble School Corporation are encouraged to engage students, staff, and parents/guardians in meaningful discussions about the negative aspects of bullying. Parent/guardian involvement may be through the school's parent organization that is already in place at each school. Parents/guardians or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or that school's designee. The report must contain the name of the alleged violator as well as the complainant. Upon receiving the report, the principal/designee will investigate the matter at the building level and school consequences will be assessed, as appropriate, according to the East Noble School Corporation disciplinary code for elementary schools.

Engaging in conduct that disrupts or interferes with school purpose: for example the use of violence, force, noise coercion, threat, intimidation, fear, passive resistance, or other comparable conduct.

False Reporting: A person who knowingly makes a false complaint of a violation of this policy is subject to disciplinary action.

## **Criminal Gangs and Criminal Gang Activity**

It is the policy of East Noble School Corporation to prohibit gang activity and similar destructive or illegal group behavior on school property including school buses and/or at school-sponsored functions. It is the policy of East Noble School Corporation to prohibit reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of gang activity and similar destructive or illegal group behavior.

East Noble School Corporation defines "criminal gang" and "criminal gang activity" as:

- "Criminal Gang" defined (per IC 35-45-9-1) "criminal gang" means a group with at least three (3) members that specifically
  - (1) either:
    - (A) promotes, sponsors, or assists in; or
    - (B) participates in; or
  - (2) require as a condition of membership or continued membership the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (IC 35-42-2-1).
- "Gang Activity" - a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

### Procedures for investigating suspected gang activity

- Per IC 20-33-9-10.5, a school employee shall report any incidence of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses and consider both the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the code of student conduct. Any corporation and school employee who promptly reports an incident of suspected gang activity and who makes this report in compliance with the procedures of this policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.
- The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang activity. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation for the

administrator's safety. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of criminal gang activity.

- The principal shall submit the report to the superintendent of the school corporation within ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the board of education on a quarterly basis during regularly scheduled board meetings.
- The principal shall provide the parents/guardians of the students who are parties to any investigation with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents/guardians includes the nature of the investigation, whether the corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner.
- The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of criminal gang activity is confirmed, according to the parameters described in the

corporation's code of student conduct. The school board recognizes that some acts of gang activity may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts. Other acts may be so serious that they require a response either at the school corporation level or by local law enforcement officials. Consequences and appropriate remedial actions for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion.

- The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings. As appropriate to the investigation findings, the principal shall ensure the code of student conduct has been implemented, and provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce gang activity and enhance school climate, enlist parent/guardian cooperation and involvement or take other appropriate action). The principal shall inform the parents/guardians of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.

#### Notification of gang-related policy

- The superintendent of the school corporation shall annually

disseminate this policy to all parents/guardians who have children enrolled in a school within the school corporation (Handbooks). The superintendent shall ensure that notice of the corporation's policy appears in the student handbooks and all other publications of the school corporation that set forth the comprehensive rules, procedures and standards for schools within the school corporation.

#### Reporting of gang-related incidents

- Each school within the school corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the school corporation superintendent who shall submit a written report to the Indiana Department of Education by June 2 of each year. The School Safety Specialist will be responsible for these reports.

#### **Dress Code**

East Noble School Corporation wishes to impart worthwhile values of health, safety, decency, and good taste. Proper dress and grooming are the responsibilities of every pupil attending our school. The administrators are charged with the responsibility of establishing and enforcing standards of dress and grooming necessary for orderly operation of the school.

Students are expected to exhibit cleanliness and good taste in personal appearance. Shirts and shoes must be worn at all school functions. Unusual and exotic fads in dress and haircuts will be discouraged (unnatural hair colors, face painting, etc.)

**The following is not acceptable in the school setting:**

- Tank tops or other garments which expose bare midriff, undergarments, or too much skin; or garments that are so tight as to be otherwise revealing.
- Clothing which could present a safety issue.
- Clothing or display imprinted with profanity, questionable suggestions, or slogans.
- Hats and sunglasses are not to be worn in the building.
- Any display advertising alcohol, tobacco, drugs, drug paraphernalia, violence, or weapons.
- Any display containing lewd, rude, vulgar, offensive, or obscene material as determined by the building principal.

**The following also apply:**

- An undershirt should be worn underneath baggy shirts that hang low at the neck and under the arms.
- All dresses, shorts, and shirts must be appropriate in length and neckline as determined by the building level administrator.
- When the weather necessitates wearing a coat or jacket, the garment will remain in the student's locker until they are

dismissed for the day. They are not to take these items to class.

- Pants, shorts, skirts, etc., must be worn at the student's waist (no sagging).
- For health and safety considerations, appropriate footwear should be worn at all times.
- Any item of clothing or accessory (chains, dangling jewelry, etc.), deemed dangerous or unacceptable by the building level administrator may not be worn to school.

**Grading Practices**

Elementary students will receive report cards every twelve weeks. Mid-term progress reports will be sent to every parent at the six week mid-term point. Children in kindergarten through second grade receive marks that indicate how they are coming along with specific skills. In grades 3-5, grades will be listed for each subject, in an A-B-C-D-F format, along with a continuum of standards mastery indicators and additional comments. The following grade scale is used for the East Noble School District:

A 93-100	A- 92-91	B+89-87
B 86-83	B- 82-80	C+79-77
C 76-73	C-72-70	D+ 69-67
D 66-63	D-62-60	F-59

**Grade Placement:**

The school has final authority in the appropriate placement of a student in the grades.

While it is often desirable to keep students with same-age peers, other options may be appropriate too. Students who move into an elementary building within East Noble's District typically will be placed in a grade upon recommendation from the previous school.

Children received from non-accredited settings will be placed in a grade after an assessment of their academic progress to date, using appropriate measures determined by the principal. The decision to promote or retain to the next grade is based on student data as well as parent/guardian, teacher, and principal input.

#### **Discipline**

**The listed procedures are meant to serve as general guidelines for implementation of disciplinary action and will be used at the discretion of the Principal and Dean of Students. Student age, behavior history, and seriousness of the behavior will also be considered when working with students in becoming good school citizens.**

#### **Discipline Procedures for Student**

##### **Misconduct**

**\*Legal Authorities may also be notified if warranted.**

**\*1. ILLEGAL DRUGS OR SUBSTANCES PROHIBITED BY SCHOOL POLICY OR ANY SUBSTANCE PRESENTED TO BE AN ILLEGAL DRUG: Possession, use, under the influence and/or sale of illegal narcotics and/or drugs such as but not limited to steroids, marijuana, barbiturates, amphetamines, alcoholic beverages, intoxicants, inhalants or any substance that is**

**represented to be a narcotic/drug or alcoholic beverage. This includes paraphernalia and improper use or impairment of over-the-counter medications or other substances which may be purchased legally and are used, or believed to, or represented to produce an effect similar to a drug (such as causing impairment).**

- Up to 10 days out-of-school suspension and potential recommendation for expulsion from school.
- \*2. ALCOHOL:** Use, possession of, or under the influence of, sale, or distribution of, while traveling to, attending, and going from the academic day or an extracurricular activity is prohibited.
  - Up to 10 days out-of-school suspension and potential recommendation for expulsion from school.
- \*3. TOBACCO:** There is to be no use or possession of tobacco or tobacco products by students in the building, on school grounds, during the school day or at school functions. For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff, chewing tobacco, or any other matter or substance containing tobacco as well as electronic, "vapor," or other substitute forms of tobacco or cigarettes.
  - 1<sup>st</sup> Offense-5 days out-of-school suspension and parent conference.
  - Subsequent Offenses-up to 10 days out-of-school suspension and recommendation for expulsion.

**\*4. MAJOR DISRUPTION OF THE SCHOOL DAY AND SERIOUS VIOLATIONS OF THE SCHOOL RULES:**

Serious violations of school rules will result in the following at the discretion of the school administrator or designee:

- Detention, loss of school privileges, removal from class, and/or up to 10 days out-of-school suspension and possible recommendation for expulsion.
- \*5. FIREARMS:** No student shall possess, handle, or transmit any firearm on school property or at school functions.
- 10 days out-of-school suspension and expulsion from school for one calendar year.
- \*6. DANGEROUS WEAPONS:** Possession on person or in locker of a dangerous weapon and/or ammunition (other than those depicted in #5 above) on school premises or at any school function activity may result in:
- Suspension from school for up to 10 days with a parent/guardian conference and possible recommendation for expulsion for up to one calendar year.
- \*7. HARMFUL DEVICES:** Any device that could cause bodily harm, or is used to cause bodily harm, is prohibited at school or during a school activity. These devices could include, but are not limited to: pepper spray, laser lights, lighters/matches, items that shock, etc. Depending upon the severity or repetitiveness of the offense, the following disciplinary options may be pursued in an attempt to correct the situation:
- Warning.
  - Detention and parent/guardian contact.

- Removal from class 1-3 days and parent/guardian conference.
- Up to 10 days out-of-school suspension and parent/guardian conference.
- Up to 10 days out-of-school suspension and recommendation for expulsion.

**\*8. TRUANCY:** Willfully absent or truant from school without the knowledge or consent of the parent/guardian or school, or absent when there is an attempt to evade the School Attendance Law.

- 1st Offense--Detention or removal from class and parent/guardian contact.
- Subsequence Offenses--Detention or removal from class and parent/guardian conference. A report will also be filed with the appropriate legal authorities.

**\*9. VANDALISM, DESTRUCTION OF PROPERTY, OR STEALING:** Depending upon the severity or repetitiveness of the offense, the following disciplinary options may be pursued in an attempt to correct the situation:

The student may be required to make restitution and:

- Warning.
- Detention or loss of school privileges and parent/guardian contact.
- Removal from class 1-3 days and parent/guardian conference.
- Up to 10 days out-of-school suspension and parent/guardian conference.
- Up to 10 days out-of school suspension and recommendation for expulsion.

**\*10. INSUBORDINATION:** Willfully disobeying staff members or the use of



profane, obscene, or degrading language or gestures to any staff member. Depending upon the severity or repetitiveness of the offense, the following disciplinary options may be pursued in an attempt to correct the situation:

- Warning.
- Detention or loss of school privileges, and parent/guardian contact.
- Removal from class 1-3 days and parent/guardian conference.
- Up to 10 days out-of-school suspension and parent/guardian conference.
- Up to 10 days out-of school suspension and recommendation for expulsion.

**\*11. THREATENING, HARASSING, AND ABUSIVE BEHAVIOR:** Students are expected to be respectful of other members of the school community at all times. Threatening, harassing, or abusive behavior is defined as picking on, making verbal or physical threats against, or excessively teasing another individual with the intent of bullying (as per Indiana Code 20-33-8-0.2), embarrassing, intimidating, or disrupting his/her school activities. This includes any form of sexual harassment. Depending upon the severity or repetitiveness of the offense, the following disciplinary options may be pursued in an attempt to correct the situation:

- Warning.
- Detention or loss of school privileges, and parent/guardian contact.
- Removal from class 1-3 days and parent/guardian conference.

- Up to 10 days out-of-school suspension and parent/guardian conference.
- Up to 10 days out-of- school suspension and recommendation for expulsion.

**\*12. FIGHTING/CAUSING PHYSICAL**

**INJURY:** If overt aggression is identified with one student, the discipline policy may affect only one student. Depending upon the severity or repetitiveness of the offense, the following disciplinary options may be pursued in an attempt to correct the situation:

- Warning.
- Detention or loss of school privileges, and parent/guardian contact.
- Removal from class 1-3 days and parent/guardian conference.
- Up to 10 days out-of-school suspension and parent/guardian conference.
- Up to 10 days out-of-school suspension and recommendation for expulsion.

**\*13. DISRUPTIVE CONDUCT, VULGARITY**

**AND PROFANITY:** The faculty/staff will handle the above items until unable to solve the problems. (Problems are not considered unsolvable until there has been a parent/teacher conference.) Depending upon the severity or repetitiveness of the offense, the following disciplinary options may be pursued in an attempt to correct the situation:

- Warning.
- Detention or loss of school privileges and parent/guardian contact.
- Removal from class 1-3 days and parent/guardian conference.

- Up to 10 days out-of-school suspension and parent/guardian conference.
- Up to 10 days out-of-school suspension and recommendation for expulsion.

**\*14. GANG RELATED ACTIVITY:** In an effort to enhance a safe, secure learning environment and to help foster an attitude of respect for the rights of others, the following gang activity policy will be enforced at school, during school related functions or on any school district property.

Gang activity and/or involvement are defined as:

- Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, graffiti or other items that are evidence of membership in or affiliation with a gang.
- Committing any act or using any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership or affiliation with a gang.
- Using any speech or committing any act to further the interest of any gang or gang activity, including but not limited to:
  - o Soliciting and/or initiating others for membership in any gang.
  - o Requesting any person to pay for protection or otherwise intimidating or threatening any person.
  - o Committing any illegal acts or violating any school district policy.

- o Inciting other students to act with physical violence upon other person.

- o Engaging in concert with others in intimidating, fighting, assaulting or threatening to assault others.

- o Depending upon the severity or repetitiveness of the offense, the following disciplinary options may be pursued in an attempt to correct the situation: detention, removal from class, suspension, or expulsion and parent/guardian contact.

**\*15. ACCEPTABLE USE OF**

**TECHNOLOGY:** The rules and regulations of the ENSC Technology Responsible Use Policy will be enforced. Failure to abide by this policy will result in disciplinary action. Depending upon the severity or repetitiveness of the offense, the following disciplinary options may be pursued in an attempt to correct the situation:

- Warning.
- Detention or loss of school privileges, and parent/guardian contact.
- Loss of access to technology and parent/guardian conference.
- Up to 10 days out-of-school suspension and parent/guardian conference.
- Up to 10 days out-of-school suspension and recommendation for expulsion.

**\*16. HABITUAL OFFENSES:** Any repeat violations of the aforementioned

school rules or any combination of violations thereof may result in the following disciplinary actions.

- Removal from class 1-3 days and parent/guardian conference.
- Up to 10 days out-of-school suspension and parent/guardian conference.
- Up to 10 days out-of-school suspension and recommendation for expulsion.

**OTHER DISCIPLINARY PROBLEMS** will be reviewed on their own merit and action taken could include restitution, community service, Saturday School, Teen Court, detention, removal from class, suspension, or expulsion with teacher and parent/guardian conference depending on the offense.

**Suspensions and Expulsions**

- Students who have been removed from class, suspended, or expelled from the regular school setting will not be permitted to attend or participate in any extracurricular activity during the time of punishment. Students may be placed on social probation and suspended from attending extracurricular activities for a period of time.
- After a student has received any 2 suspensions, any subsequent violation may result in expulsion from school.
- A suspended student may not return until his/her parents/guardians contact the school office.
- The student will be given the opportunity to make up any missing work while removed from class or serving an out-of-school suspension.