

# **Cowan Elementary School**

Student/Parent Handbook



**2020-2021**

**COWAN ELEMENTARY SCHOOL**  
**Student/Parent Handbook**  
**2020-2021**  
**1000 West C.R. 600 South**  
**Muncie, IN 47302**

**BOARD OF SCHOOL TRUSTEES**  
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**PRINCIPAL**  
Lendon D. Schwartz

**ASSISTANT PRINCIPAL**  
Tracy Young

## **MISSION STATEMENT**

Cowan Elementary School uses best practices to educate each student in a progressive, creative, safe, and healthy environment. We promote the development of respectful and responsible citizens who will be productive in a global society.

## **VISION STATEMENT**

The Cowan Elementary School community believes that its membership can reach its educational potential in a safe and orderly environment. All will become lifelong learners and discover the joy of learning through creative and challenging opportunities. All will behave in a manner that will positively influence the quality of life for themselves and others.

## **AT COWAN ELEMENTARY:**

- Parental involvement fosters communication, teamwork, and understanding about the educational needs of children.
- Character education produces students that are compassionate and can successfully relate to others.
- The school infrastructure is safe, functional, and appealing.
- The health and safety of the school community is continually monitored.
- Technology enables students to excel in an electronic society.
- Creativity in all curricular disciplines is plentiful and produces community pride.
- Partnerships with community agencies positively impact the education of the school community.
- Counseling and guidance provide the school community with mental wellness and emotional and academic support.

**COWAN ELEMENTARY SCHOOL  
EVENTS CALENDAR  
2020-2021**

August	5	First Day of School
	28	Fall Pictures
September	7	Labor Day – No School
	8	Mid-term Grade Report
October	7	End of 1st Grading Period – 45 Days
	9	Parent/Teacher Conferences (Report Cards)– No School
	12-16	Fall Break – No School
November	16	Mid-term Grade Report
	25-27	Thanksgiving Break – No School
December	8	Christmas Program – (6:30 p.m. at H.S)
	17	End of 2nd Grading Period – 42 Days
	17	End of 1st Semester – 87 Days
	18	Winter Break Starts
January	4	Students Return from Winter Break
	7	Report Cards Go Home
	18	Teacher In-Service- No School
February	8	Mid-term Grade Report
	15	Make-Up Day #1 – No School Unless Needed
March	5	End of 3rd Grading Period – 43 Days
	5	Spring Pictures
	10	Report Cards Go Home
	12-13	IREAD-3 Testing
	19-26	Spring Break – No School
April	2	Make-Up Day #2 – No School Unless Needed
	19	I-Learn Testing Window (April 19-May 14)
	19	Mid-term Grade Report
May	25*	Last Student Day- End of 4 <sup>th</sup> Grading Period – 50 Days
	25*	End of 2 <sup>nd</sup> Semester – 93 Days
June	01*	Report Cards Mailed Home

\* Additional make-up days will be added beginning May 26 and continue until the 180 school day requirement is met.

\*June 1 or soon after report cards will be mailed home.

## STAFF TELEPHONE EXTENSIONS/E-MAIL ADDRESSES

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Secretary	Dinah Breedlove	2000	dbreedlove@cowan.k12.in.us
Secretary Asst.	Wendy Koger	2020	wkoger@cowan.k12.in.us
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	Kelci Wright	2170	kwright@cowan.k12.in.us
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	Cynthia Whitehair	2330	cwhitehair@cowan.k12.in.us
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	Stephanie Goggin	2360	sgoggin@cowan.k12.in.us
	Jessica Miskinis	2370	jmiskinis@cowan.k12.in.us
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	Chris Rodgers	2040	croders@cowan.k12.in.us
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Elementary Music	Mariah Slabaugh	2260	mslabaugh@cowan.k12.in.us
Speech and Hearing	Leah Huxhold	2050	lhuxhold@cowan.k12.in.us
Special Education	Tiffany Turner	2090	tturner@cowan.k12.in.us
Special Education Aide	Kimberly Trimble		ktrimble@cowan.k12.in.us
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Title I Aide	Olivia Hamilton		mhamilton@cowan.k12.in.us
Classroom Aide	Kelly Miller		kmiller@cowan.k12.in.us
Reading Lab	Laura May	2190	lmay@cowan.k12.in.us
Latchkey Director/Aide	Courtney Sayre	2910	csayre@cowan.k12.in.us
Elementary Band	Brianna Beaupre'	3230	bbeaupre@cowan.k12.in.us
Librarian	Tammy Dabbs	2310	tdabbs@cowan.k12.in.us
Library Aide	Angie Daly	2310	adaly@cowan.k12.in.us
Nurse	Kayleigh Cooper	2280	kcooper@cowan.k12.in.us
Nurse Aide	Kim Hiatt	2280	khiatt@cowan.k12.in.us
Cafeteria Manager	Karen Lewis	2220	elcafemanager@cowan.k12.in.us
Technology	Shelby Groves	2400	sgroves@cowan.k12.in.us
Technology Director	Tim Vegh	3390	tvegh@cowan.k12.in.us
Maintenance Director	Roger Van Skyock	1320	rvanskyock@cowan.k12.in.us
Transportation Director	Ron Wilson	765-216-1411	rwilson@cowan.k12.in.us

**COWAN ELEMENTARY SCHOOL  
STUDENT HANDBOOK**

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*The Cowan Elementary School handbook provides the key provisions of school board policy. The board policy manual should be consulted for the full text of a particular policy. In addition, should any provision of the handbook contradict board policy, the board policy will prevail.*

## **ALCOHOL/DRUGS/TOBACCO**

At NO TIME will consumption, possession, or distribution of alcohol, drugs, or tobacco be accepted at Cowan Elementary School. This includes, but is not limited to, on the school grounds immediately before or after school hours, anytime when school is in session, or any function directly or indirectly connected with Cowan Elementary School. If suspected of violating this expectation, the administration of Cowan Elementary is within their rights to question and search students and their lockers in an effort to maintain a safe environment for all students. If the administration deems it appropriate, due process procedures will be followed and if needed the proper authorities will be contacted.

## **ANTI-BULLYING POLICY**

The school board of Cowan Community School Corporation is committed to providing a safe, positive, productive, nurturing educational environment for all of its students. Bullying behavior toward a student, whether by other students, staff, or third parties is **strictly prohibited and will not be tolerated**.

### **I. Definitions**

1. As defined by IC 20-33-8-.2, bullying means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
  - a. Places the targeted student in reasonable fear of harm to the targeted student's person or property;
  - b. Has a substantially detrimental effect on the targeted student's physical or mental health;
  - c. Has the effect of substantially interfering with the targeted student's academic performance; or
  - d. Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
2. This policy applies regardless of the physical location when the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students within Cowan Schools and the bullying behavior results in substantial interference with the school discipline or an unreasonable threat to the rights of others to a safe and peaceful learning environment.

### **II. Reporting Procedures**

1. Any student who believes that he or she has been or is currently the victim of bullying should immediately report the situation to the building principal or assistant principal. The student(s) also may report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator. Reports may be made to those identified above or made anonymously through the mailbox located near the counselor's office or the anonymous reporting link on the school's website.

2. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action.

### III. Investigation

1. The principal or designee shall conduct a thorough and complete investigation for each report of an alleged incident of bullying received. The investigation shall be initiated by the principal or the principal's designee in a timely manner.
2. Once the incident is determined to be a bullying incident and the investigation is completed, appropriate disciplinary response and follow up services for both the targeted student and the bully are determined. The nature of the incident, disciplinary response and proposed follow up services will be determined by the severity of the bullying issue.
3. Law enforcement will be contacted if the nature of the bullying incident rises to the level of a criminal offense.

### **APPOINTMENTS FOR CONFERENCES OR LUNCH**

Cowan Elementary fully supports parental/guardian involvement in your student's education. If you would like to speak with a teacher or an administrator, appointments can be made by contacting the given party. The administration encourages parents to first contact teachers regarding any class related questions via email or by phone, as they have the best perspective of issues within their classroom. However, if at any time you need to reach an administrator, we are more than happy to help.

Due to our COVID-19 guidelines, parents/guardians will not be allowed to eat lunch with their student/s. *\*See also COVID-19 guidelines on our school website.*

### **ATHLETIC PHILOSOPHY**

Participation in athletics as a student is a privilege. With this privilege comes a level of expectation and responsibility. It is the hope of Cowan Schools that our student-athletes will obtain a dual education while participating in sports. Not only will they be held to our high academic standards, but the life-skills they will obtain by being part of a team will better prepare them for life after graduation. As a member of Cowan Athletics, it is important that students realize they represent themselves, their families, their team, Cowan Schools, and our community. Any actions that tarnish our image of respect will be dealt with accordingly. Additionally, we hope parents will aide in this effort as well by being positive supporters of our programs and help their students learn and grow through the athletic experience.

### **Sports at Cowan Elementary:**

Boys: 6<sup>th</sup> grade Cross Country, 5<sup>th</sup>/6<sup>th</sup> grade Basketball, 6<sup>th</sup> grade Wrestling, 6<sup>th</sup> grade Track & Field

Girls: 6<sup>th</sup> grade Cross Country, 6<sup>th</sup> grade Volleyball, 5<sup>th</sup>/6<sup>th</sup> grade Basketball, 6<sup>th</sup> grade Track & Field



## ATHLETIC ELIGIBILITY

In order to represent Cowan Schools in any interscholastic contest, an athlete must meet all eligibility requirements of Cowan Community Schools.

1. Elementary school athletes must have received passing grades at the end of their last 9 weeks grading period in school (semester grades take precedence) in **6 of 7 or 5 of 6** core subjects (depending on the number of classes a student is taking). Eligibility commences and expires with the distribution of grade cards. Athletes who are academically ineligible must sit out 4 ½ weeks. This includes practices and games. Grades will be rechecked at mid-term and if the athlete has raised the failing grade to passing, he/she can resume practice. If he/she is still failing, he/she will lose all eligibility for the remainder of the grading period.
2. All athletes must have a student-parent-physician's certificate completed and on file in the athletic director's office for the current school year before participating in organized practice. The athlete is ineligible until that time. The physical exam by a physician must be given between **April 1 and the athlete's first practice**.
3. Attendance: Once a student-athlete has made the commitment to be a member of an athletic team, they are committed to attending all practices, games and team functions. At this point they are not only making a commitment to themselves, but also the TEAM. Under some circumstances a student-athlete can/will be excused from a team activity.
  - a. A student-athlete must be in attendance at school on the day of a scheduled contest or practice for the entire day to be eligible to participate. Students who miss part of school or an entire day because of one of the following reasons: death in family, absences certified as necessary by a doctor, doctor or dental appointments, election workers, pre-arranged religious holidays, subpoenaed to court, or other reasons granted by the administration will be excused. **Students who leave school sick will not be allowed to participate in practice or contests on that day.**
  - b. Student-athletes who are absent from school the last day of the week for an excusable reason may participate in practices and/or contests on the following day provided their health has sufficiently improved and both the parent and coach approve.
  - c. It is the student-athlete's responsibility to let the head coach know if they are going to be absent from a practice or game.
  - d. Student-athletes who miss practice or a game due to a court order or any other legal mandates will not be punished for missing.
  - e. Vacations by team members during the season are discouraged. A student-athlete has made a commitment to his/her team and that comes with certain sacrifices. In the event that a family vacation cannot be avoided, an athlete must:
    1. Notify the head coach in advance of the trip.
    2. Be accompanied by his/her parents.
    3. Be willing to accept change in team status/playing time when returning to the team.
4. An athlete must be an active participant in ten practice sessions (10 days) before he/she may compete in an authorized contest.
5. After an athlete misses five or more consecutive practice sessions due to injury or illness he/she must provide a physician's release form before he/she may continue with practice or contests.
6. If an athlete demonstrates poor behavior, he or she may be removed from an activity at the coach's recommendation. He or she will not be allowed to return to the activity until the behavior improves.

## ATTENDANCE POLICIES

In order for your child to receive the best education possible, he or she must be in good standing regarding attendance. Not only is good attendance vital for learning, but it is also deemed vital by Indiana State Law. The purpose of this policy is to encourage the best possible learning opportunities by discouraging unacceptable absenteeism.

The following speak to the different definitions and procedures regarding school attendance:

### Tardy

A tardy is defined as anytime a student shows up for school after the 8:10 a.m. bell but before 9:00 a.m.

### Absences

An absence is anytime a student is not in school. There is a seven (7) day absence limit per semester. All absences after seven (7) will be unexcused and make-up work will not be permitted.

### Absence Procedure

A student who enters school after 9:00 a.m. or leaves before the end of the day will be counted as a ½ day absence. When a student is not in school, parents are asked to call and verify the absence before 9:00 a.m. **that morning**. If a phone call is impossible, notes will be accepted only the day the student returns. If the absence is excused, the student will have the same number of days to make up assigned work missed. However, in-class work will not be made up. If an absence is unexcused, the student **will not be permitted to make up work missed for credit**. Students are unexcused if a phone call or note is not received by the school from the parent.

Parents will be notified as to excessive absences using the following guidelines:

After five days – notification by mail and possible parent conference.

After seven days – notification by mail. A parent-student conference may be scheduled.

Upon the 10<sup>th</sup> absence the Delaware County Probation Office may be notified.

Absences confirmed through physician verification or for any of the other reasons listed below, will not count toward the (7) day limit. Verification for any of the reasons listed below must be received within (3) days of return to school.

Pre-arranged vacation **will be** counted in the seven (7) day limit and **may not** be used to extend that limit. **An extension of the seven (7) day absence limit per semester shall occur for properly verified absences for the following reasons:**

1. Serving as a page in the General Assembly
2. Death in the immediate family
3. Absences certified as necessary by a doctor
4. Doctor or dental appointments
5. Election workers
6. Pre-arranged religious holidays
7. Suspensions
8. Students who are subpoenaed to court
9. A dangerous communicable disease or infestation with parasites transmittable through normal school contacts
10. Other reasons granted by the principal

## BEFORE AND AFTER SCHOOL

1. Students should not arrive before 7:45 a.m. unless they are attending a scheduled meeting or attending latchkey.
2. If you bring your student to school or pick your student up, please use Olive Street to enter and the west drive to exit. All students brought to school in the morning should be dropped off at door # 9 (west side of building). All students picked up from school in the afternoon should be picked up at door # 9 (west side of building). *The south parking lot is reserved for bus traffic only.* Car tags with student names should be displayed during dismissal.
3. No student should be in the building after 3:00 p.m. unless supervised by a teacher or staying for latchkey.
4. Groups using the building in the evening must use only the section of the building reserved for them and leave all rooms and equipment in proper condition to resume the next day.

## BIRTHDAYS

Birthdays are a special time, but due to the number of Cowan students who have various food allergies as well as the loss of instructional time, birthday treats will not be allowed to be brought to school. Student birthdays will still be announced daily and a birthday pencil will be available for students on their birthday. Teachers may also have recognition activities within the classroom as well. Parental “celebrations” of student birthdays in the classroom and/or the lunchroom are not allowed. Additionally, students should not bring birthday party invitations to school for parties outside of school unless all students in the classroom are invited.

## BUS RULES

RIDING A BUS TO SCHOOL IS A PRIVILEGE, NOT A RIGHT. Violation of regulations may result in a loss of privileges. Driving a school bus carries a major responsibility. All students are expected to behave appropriately and follow the guidelines set by the bus driver. Failure to do so will result in a report to the office. All buses have cameras to monitor student behavior and safety. Administrators and the Transportation Director are authorized to view cameras at their discretion. Discipline procedures are outlined in the Bus Behavior Contract that is filled out during registration. Parents/Guardians will be responsible to bring and pick up students who are removed from the bus. Students may only ride the bus they are assigned to, unless written permission from a parent/guardian has been submitted to the office and approved by the administration. The administration reserves the right to decline requests if needed to ensure the safety of all students. *\*See also COVID-19 guidelines on our school website.*

## BUS DRIVERS

Bus #1	Kathy Ice	Bus #11	Peggy McCormick
Bus #3	Jamie Ellis	Bus #12	Dale Matthews
Bus #5	Connie Smith	Bus #14	Helen Drumm
Bus #6	Karen Coffman	Bus #20	Amanda Getz
Bus #9	Michael Perdue		

## CAFETERIA

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Students are required to clean up their area of the lunch room. Failure to do so will be addressed as needed. Students are responsible for doing the following:

1. Deposit all breakfast/lunch trash in the wastebaskets.
2. Return all trays and utensils to the dish room.
3. Leave the table and floor around their eating area in a clean condition for others.
4. No food is to be taken from the cafeteria.
5. Courteous behavior is expected at all times. Being excessively noisy, running, or causing general mischief is not allowed.
6. Carbonated sodas should be avoided during lunch.
7. If a student runs out of lunch money funds, they will be permitted to charge up to \$10.00. After a form of notice, students who are more than \$10.00 in the negative will be offered an alternative lunch. An alternative lunch will cost \$0.40.

Lunch prices: Students- Breakfast = \$1.50, Lunch = \$2.40, Adults- Breakfast = \$2.10, Lunch = \$3.50

## CELL PHONES/SMART WATCHES

Students are encouraged to leave cell phones/smart watches at home for safekeeping. However, if you bring a cell phone to school, **it must be kept in a locker, backpack, or coat closet and turned off at all times. Students are not to have a cell phone in their possession during the school day.** (These guidelines may be waived if a teacher has received permission from administration to allow for classroom use only.) Students are not to use a cell phone anywhere on school grounds during school hours (7:45 a.m. – 2:55 p.m.). If a teacher or staff member suspects a student does have a cell phone out (or is using a smart watch in place of a cell phone i.e. texting, talking, etc.) they have the right to confiscate the phone/smart watch and submit it to the office and a referral will be written. If an administrator has reasonable suspicion to believe that a student might have violated discipline codes beyond possession of a cell phone, only the administrator or designee may search the contents of the phone in compliance with search and seizure regulations. If you need to get an urgent message to your child, please call 289-7129 and we will be happy to help.

The following is protocol for Cowan Elementary School regarding cell phone/smart watch violations:

**1<sup>st</sup>** - Warning. Cell phone/smart watch will be kept in the office until the end of the day and possible disciplinary actions will follow.

**2<sup>nd</sup>** - Cell phone/smart watch must be picked up by a parent and student will serve a detention.

**3<sup>rd</sup>** - Cell phone/smart watch must be picked up by a parent and student will serve 1 day of in-school suspension.

**4<sup>th</sup>** - Cell phone/smart watch must be picked up by a parent and this will be viewed as insubordination. The student will serve 1 day of out-of-school suspension.

### \*\*\*\*IMPORTANT INFORMATION REGARDING CELL PHONES \*\*\*\*

Students and parents, please be aware that the school corporation is legally responsible to report certain issues to the proper authorities. In the eyes of the law, possession and distribution of inappropriate photos via a cell phone, in some cases, violates the law. The phenomena known as “SEXTING” has become an issue in many schools, and our respective professional organizations

have notified us of the obligation to inform you that such violation must be reported to the local police. Please speak with your children regarding this issue.

**\*Cell phones are not to be used in restrooms/locker rooms before or after school hours.**

### **CHANGE OF ADDRESS**

A change in name, address, or telephone number may be completed on PowerSchool using E collect forms. You may also contact the office to make these changes.

### **CHARGES FOR DAMAGE OR LOST ITEMS**

Students will be assessed a fee for lost or damaged school owned books or supplies.

### **CLINIC – ILLNESS AT SCHOOL**

Students needing to be seen in the clinic must report to the office. Students will never be permitted to go home until the parent or guardian has given authorization. Under no circumstances should students stay in a restroom or leave for home without proper authorization from the office. The school nurse or principal will make a determination regarding the appropriateness of sending a student home. Students sent home will be considered absent and the absence will count toward the seven day limit.

### **COUNSELING SERVICES-CONFIDENTIALITY POLICY**

As a counseling department, we recognize the importance of student confidentiality. Philosophically, we work to respect students' trust and keep session information private by restricting access to records or information. Our goal is to create a comfortable environment by respecting student privacy in an effort to encourage honesty on the part of the student. By law, counselors are required to intervene when there is potential risk of danger to harm anyone.

### **DAILY TIME SCHEDULE**

Teachers Arrive:	7:45 a.m.
Students Arrive:	7:45 a.m. (Buses, Car Riders, and Walkers)
Breakfast:	7:45 a.m. – 8:05 a.m.
Tardy Bell:	8:10 a.m.
Lunch:	11:05 a.m. – 12:30 p.m. (see times below)
Dismissal Bell:	2:54 p.m.
Teachers Leave:	3:15 p.m.

### **LUNCH TIMES**

Kindergarten:	11:00 – 11:30
1 <sup>st</sup> Grade	11:20 – 11:50
2 <sup>nd</sup> Grade	11:15 – 11:45
3 <sup>rd</sup> Grade	11:35 – 12:05
4 <sup>th</sup> Grade	12:10 – 12:40
5 <sup>th</sup> Grade	11:50 – 12:20
6 <sup>th</sup> Grade	12:05 – 12:35

## DIRECTORY INFORMATION

According to Cowan School Board Policy #8330, the superintendent may allow access to the school campus or give students' directory information to organizations that make students aware of educational or occupational options. Directory information shall not be provided to any organization for profit-making purposes. The board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; or listing on an honor roll; and/or scholarships. By Indiana law (IC 20-33-10-1)

Parents may refuse to allow the corporation to disclose any or all of such "directory information" upon written notification to the elementary office.

## DISCIPLINE

One of the responsibilities of school personnel is to maintain discipline. Discipline situations will be treated as learning experiences. The purpose of a discipline assignment is to correct unacceptable behavior.

Although students may be given a choice of discipline, disciplinarians are free to offer the choices they feel will be most effective. Some possible choices:

1. **Suspension from class** –the student will sit in the office during a class period.
2. **Lunchroom Isolation** - the student will be required to spend his/her lunch period at a desk in the cafeteria. ONLY a standard school lunch will be served, ala carte items may not be purchased.
3. **Lunch time detention** – the student will be required to spend his/her lunch period in the office, and must bring a book to read or an assignment to complete. ONLY a basic school lunch will be served, extras will not be purchased.
4. **Before/After School Detention**– students will arrive early or stay after school. The school will not furnish transportation. Not coming to detention could result in further discipline.
5. **In-School Suspension** – students are required to complete assignments, quizzes and tests for that day. Credit will be granted in most cases.
6. **Suspension from school** – out of school suspension can last from one to ten days.
7. **Social Probation** – A student will not be allowed to attend or participate in athletic contests, academic teams, or other after school activities if the following occur:
  - Fails to successfully complete assigned detentions
  - When otherwise designated by administration for discipline referrals or academic failures
  - Students exceeding seven (7) days of absence and/or eight (8) tardies may be put on Social Probation for the semester
8. **Educational Contract** – the administrator, student, teachers and parents enter into an agreement that specifies the behavior of the student, the positive rewards and consequences of not living up to the contract. A violation of the contract may lead to suspension or other discipline.
9. **Expulsion** – a student may be expelled from school following the state due process guidelines.

## DRESS

Appropriate dress is everyone's responsibility. All students are encouraged to use good judgment when selecting their clothing to be worn at school. Clothing is expected to be neat, clean, and non-offensive. Any clothing which attracts undue attention, or which may be deemed disruptive to the school function may result in the individual being sent to the office. Students sent to the office will be issued a warning and given three options:

1. Change clothing in question
2. Cover the clothing in question
3. Be suspended and sent home

*If a student chooses to change clothes, but leaves school to do so, he/she will be marked as absent (unexcused) for the time out of class. The 1st infraction will be considered a warning. The 2nd infraction will result in Lunch Detention. The 3<sup>rd</sup> will result in an In-School Suspension. Additional infractions will result in suspension from school.*

**The following are examples of clothing or items that are considered to be inappropriate:**

1. Wearing pants so undergarments are visible
2. Torn, ripped or altered clothing is in poor taste. **NO HOLES** in clothing that expose bare skin in areas that are above the tip of the "pinky" finger.
3. Shirts or blouses with low plunging, loose fitting necklines.
4. **Shorts or skirts which do not extend to the tip of the "pinky" finger, or deemed too short by the administration.**
5. Clothing which promotes or advertises drugs, alcohol, or tobacco products.
6. Clothing with slogans or symbols which contain racial slurs.
7. Clothing which contains sexual symbols, slogans, or connotations.
8. Clothing which contains offensive language.
9. Hats, bandannas, hoods or sunglasses worn in the building.
10. Shirts or blouses which expose the midriff when standing.
11. Spaghetti straps, tank tops, mesh net shirts or strapless tops.
12. Clothing which reveals undergarments or lack of undergarments.
13. Heavy coats, mittens, gloves, scarves, or blankets may not be worn in the classroom.
14. Students are to wear shoes/sandals at all times. (No house slippers)
15. **Tights or leggings** that expose undergarments, lack of undergarments, or are deemed too revealing for school. Skirts, shirts, or dresses worn over tights or leggings must extend to the tip of the "pinky" finger.
16. **Pajama style pants** may not be worn.

## EXTRA-CURRICULAR ACTIVITIES/SCHOOL TRIPS

Participation in all extra-curricular activities is considered a privilege. Students may participate under the following conditions:

1. A student must be in attendance at school on the day of a scheduled contest or practice **for the entire day**. The student who misses school due to illness or other reasons on or the day before an activity will not be allowed to participate or attend until the activity sponsor and Principal have determined the validity of the student's excuse for being absent from school. **Students who leave school sick will not be allowed to participate in practice or contests on that day.**

2. Students participating in extra-curricular activities represent the school and community. As a result, behavior that reflects positively on both is required. If at any time a student demonstrates choices that misrepresent the school or group, Cowan Elementary reserves the right to remove that student from any or all participation.

The following criteria must be met for a student to participate in out of state field trips:

1. Student must have a good attendance record.
2. Student must be performing adequately academically.
3. Student may not be a discipline concern.
4. Student must have paid textbook rental and other fees.  
(Fall trip – 50% paid) (Spring trip – 100% paid)

The principal is responsible for final determination of student eligibility. *\*See also COVID-19 guidelines on our school website.*

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students) certain rights with respect to the student’s education records.

They are:

1. The right to inspect and review the student’s education record within 45 days of the day the School Corporation receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask *COWAN COMMUNITY SCHOOL CORPORATION* to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School Corporation decides not to amend the record as requested by the parent or eligible student, the School Corporation will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the School Corporation as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School Corporation has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.



4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School Corporation to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U. S. Department of Education  
600 Independence Avenue, S.W.  
Washington, D.C. 20202-4605

### **CRIMINAL ORGANIZATION (GANG) ACTIVITY**

It is the policy of Cowan Community School Corporation (#5840) to prohibit criminal organization (gang) activity and similar destructive or illegal group behavior on school property or school buses or at school-sponsored functions. It is also the policy to prohibit reprisal or retaliation against individuals who report criminal organization (gang) activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of criminal organization (gang) activity and similar destructive or illegal group behavior.

Per IC 20-33-9-10.5, a school employee shall report any incidence of suspected criminal organization (gang) activity, criminal gang intimidation, or criminal gang recruitment to the principal. The principal will take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. Additionally, any student who has reason to believe that another student is taking part in gang activity should report the issue to the principal immediately.

### **GRADING**

It will be each teacher's responsibility to give, record, and clarify grades assigned. The following grading scale is used in grades K-6.

**Grading Scale:**

100	A+	89-87	B+	79-77	C+	69-67	D+	59- F
99-93	A	86-83	B	76-73	C	66-63	D	
92-90	A-	82-80	B-	72-70	C-	62-60	D-	

### **REPORT CARDS AND PROGRESS REPORTS**

<u>Mid-term Grades</u>	<u>End of Grading Period</u>	<u>Grade Cards Sent Home</u>
Tues. 9-8-20	Wed. 10-7-20	Thurs. 10-8-20 (P/T Conf.)
Mon. 11-16-20	Thur. 12-17-20	Thurs. 1-7-21
Mon. 2-8-21	Fri. 3-5-21	Wed. 3-10-21
Mon. 4-19-21	Tues. 5-25-21	Tues. 6-1-21 (Mailed)

## **HARASSMENT POLICY**

Cowan Community School Corp. harassment policy is located in the By-Laws and Policy Manual of Cowan Community Schools. A copy of this manual is available to students, staff, parents, and community members in each of the schools' main offices and the superintendent's office for public view.

The following individual serves as "Compliance Coordinator" for Cowan Elementary School:

Lendon D. Schwartz  
Principal  
289-7129  
lschwartz@cowan.k12.in.us

## **HOMEWORK DUE TO ILLNESS**

In case of absences, parents may request homework for their child on the **second consecutive day of absence** due to illness. Please call the school office by 9:30 a.m. if requesting homework, so that the classroom teachers have adequate time to prepare the assignments. Homework may be picked up in the office between 2:30 p.m. - 3:30 p.m. Generally speaking, a student has one day for every day absent to complete make up work.

## **HOMEWORK POLICY**

Cowan Elementary recognizes the importance of assigning meaningful and quality homework to students. Homework fosters student achievement, independence, and responsibility and serves a vital link between school and home. Therefore, it is the policy of Cowan Elementary School that meaningful and quality homework is assigned to support our students and their education. The expectation for the amount of homework will vary by grade level. Homework assignments not completed and submitted on time could result in a penalty of a reduction of points all the way up to no credit for the assignment. Each grade level will communicate out their individual homework policy.

## **HONOR ROLL**

Cowan Elementary School recognizes both the "A" honor roll and the "AB" honor roll for students in grades 4-6. Core subject grades and related arts grades are used to determine those students who qualify for the honor roll. In order to qualify for the "AB" honor roll, a student must have at least one A on the report card. Award ceremonies will be held at the conclusion of each of the first three nine weeks. *\*See also COVID-19 guidelines on our school website.*

## **INTOUCH NOTIFICATION SYSTEM**

Cowan Community School Corporation utilizes an automated call system called the Intouch Notification System (formally School Messenger). This system will be used to notify you of school closings and various other events or issues taking place within our school. Please make certain you provide a working phone number during registration for this service. Also, if you would like to change the phone number contacted by the service, please do so by calling our office.

## LATCHKEY

The Latchkey program begins each school day at 6:45 a.m. and concludes at 5:45 p.m. Students need dropped off and picked up at door # 11. The following schedule will be in effect for all school days:

6:45 a.m. – 7:50 a.m. Before School Latchkey  
2:54 p.m. – 5:45 p.m. After School Latchkey

The cost of the Latchkey program is a one-time registration fee of \$25.00 per student plus a charge of \$2.50 per hour per student. The Latchkey program will be closed when the school is not in session due to inclement weather conditions. In case of an early closing due to weather, steps will be followed as outlined in the Latchkey handbook. Latchkey payments should be paid in a timely fashion. Failure to do so could result in dismissal from the Latchkey program.

## LOCKERS

Each student in grades 5-6 will be assigned a locker and is expected to use only the locker assigned to them. Lockers are to be locked at all times and used to store personal items and unused books. Students should not “set” or “jam” their lockers for any reason. This can cause damage to the locker and the student will be responsible for the damages. When a problem with the locker persists, students are asked to share their concerns with their homeroom teacher.

All of the lockers made available for students are the property of the School Corporation. The student’s use of the locker does not diminish the school corporation’s ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents at any time. **Only packed/sealed food for lunch or after school events may be properly stored in lockers.**

## LOST AND FOUND

Students who find lost articles are asked to take them to the **Main Office** where the owner can claim them. Lost articles not claimed within a reasonable time will be given to charity.

## MEDIA CENTER

The media center plays an important role in the educational program of the school. All students have scheduled class time in the media center on a weekly basis.

1. Books may be checked out for one week and may be renewed for another week.
2. Chromebooks may be checked out.
3. Any student keeping a book longer than the due date will be given an overdue notice.
4. Each student is responsible for the book charged to his name. If a book is lost or damaged, the student is expected to pay for the book.
5. The media center must be kept in an atmosphere conducive to study at all times.
6. Students taking items from the media center without properly checking them out will be **guilty of theft.**
7. No food or drinks are to be brought to the media center.
8. **Students with overdue books will not be able to check out new material until overdue items are returned.**

## MEDICATION

**(Consent forms may be found on the Cowan web site on the school nurse page.)**

Students that require medication (including inhalers and cough drops) at any time during the school day must adhere to the following guidelines:

1. Prescription medicine must have a copy of the prescription, a faxed order from the physician, or a copy of the pharmacy label that can be kept on file. The medication must be in original pharmacy container with pharmacy label attached or, if a Dr.'s sample it must come labeled with child's name and include written directions by Dr.'s office. A parental note must include what time to give medication and a date when to start and stop medication.
2. Medication that a parent believes a child should carry with them such as inhalers, must have a note on file from their doctor. The note must say the child understands why medication is needed, when the medication should be used, and the child understands how to self-administer.
3. Non-prescription medication must come in the original container from the store. A note from the parent must include the reason for giving medication, dosage, and schedule of when medicine should be given. If medication is to be given on an as needed basis the note must state the reason. (Ex: headache, earache, braces pain, etc.) The note may also say to follow the package directions for dosage. The school must not exceed the package directions for dosage and frequency unless we receive a written and signed direction from a physician. **Low THC Extract products as defined by state law are included in this rule and/or violations of the school corporation administration of medication policy are included in this rule.**
4. Medication that is possessed by a school for administration during school hours or at school functions for students may be released only to the student's parent or to an individual who is eighteen (18) years of age or older and who has been designated, in writing, by the student's parent to receive the medication.
5. The school will not administer any drug (including cough drops) without parental permission.
6. All medication must be turned in to the office or clinic where it will be kept, unless in compliance with rule # 2.

## MY SCHOOL BUCKS

My School Bucks is the system in place for making breakfast, lunch, textbook rental, and Latchkey payments. By logging on to [www.myschoolbucks.com](http://www.myschoolbucks.com), you may make these necessary payments throughout the school year. Each student will receive a card with a number to use with this system. Cowan Elementary students will use their card to access their own account. Each transaction in the cafeteria is monitored by a member of the cafeteria staff. There is no limit on the amount of money that can be deposited into the debit account. Please make sure to keep your student's account maintained throughout the school year. Parents will still be able to pay with cash or check by sending that payment to school in a sealed envelope with your student's name and teacher's name. Accounts with negative balances could result in an alternative lunch.

### **PERMISSION TO LEAVE EARLY**

If a student needs to leave school early for any reason, a parent must send a written note to school or call the office. Parents should come into the office to pick up their student. If a student returns to school before the end of the day, the student should check into the office before returning to class. Students must be signed in and out of the elementary office when leaving or returning to school.

### **PESTICIDES**

Occasionally, there is a need to apply pesticides/herbicides on school grounds. Any applications will be completed by or under the guidance of certified applicators. Applications will be completed at times, or in areas, where students are not present. Parents/Staff may request being added to a list to be notified at least 48 hours prior to applications by contacting the Office of the Superintendent at 765-289-4866.

### **REFERRALS**

Referrals are noted incidents of student misbehavior. Teachers use an online form to notify the principal of a student's misbehavior as observed by the teacher. Referrals require disciplinary action to attempt to correct student misbehavior or misconduct. Referrals become a part of the student's records and are kept in the office. If it becomes necessary to exclude a student from school because of continual disciplinary problems, the referral will be used to document due process of progressive disciplinary actions. If a student receives a referral, a phone call to the parent/guardian will be made by an administrator.

### **REQUEST FOR PRE-ARRANGED VACATIONS**

If a situation occurs where a student will be having an extended non-health related absence, we request a parent/guardian contact the principal regarding the absence. If it is "excused" by an administrator, make-up assignments will be accepted, but the student will be responsible for speaking with teachers and making arrangements. Please note that pre-arranged vacations/absences still count towards the maximum 7-day allotment.

### **RETENTION POLICY**

Cowan Elementary School may find it necessary at times to recommend the retention of a student for the next school year. The following are conditions that may warrant retention:

1. Failure to pass Reading or Math
2. The physical, social, and emotional maturity of the student
3. Chronic absenteeism which causes poor academic performance
4. Poor performance on standardized assessments

Recommendations for retention will be made by the principal or teacher. Notification to parents or guardians will be made prior to a decision so that advanced steps can be taken to prevent any unnecessary retention. The final decision rests with the principal.

## **RIGHTS-RESPONSIBILITIES-REGULATIONS**

The Cowan Community School Corporation hereby adopts the following statement relative to student conduct. Any violation of the following statements could result in suspension or expulsion of any student from Cowan Elementary School. Procedures are in compliance with IC 20-33-8.

### **GROUNDS FOR SUSPENSION OR EXPULSION**

**The grounds for suspension or expulsion listed below in Section A apply when a student is:**

1. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group (including summer school);
2. Off school grounds at a school activity, function, or event
3. Traveling to or from school or a school activity, function, or event.

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

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. The following rules define student misconduct and/or substantial disobedience for which a student may be suspended or expelled:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or damaging any school building or school property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself and/or another person is not a violation of this rule.

7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
  - a. Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
    1. That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
    2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
    3. The student has been instructed in how to self-administer the prescribed medication.
    4. The student is authorized to possess and self-administer the prescribed medication.
12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. These products include e-cigarettes, vaping devices, any type of look-alike products or other related products or devices associated with tobacco or nicotine use or electronic nicotine delivery systems.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.

21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
23. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
24. “Sexting” or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated and any images suspected to violate criminal laws will be referred to law enforcement authorities.
25. Engaging in pranks or other similar activity that could result in harm to another person.
26. Using or possessing gunpowder, ammunition, or an inflammable substance.
27. Violating any board policy or administrative rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
  - a. engaging in sexual behavior on school property;
  - b. engaging in sexual harassment of a student or staff member;
  - c. disobedience of administrative authority;
  - d. willful absence or tardiness of students;
  - e. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity;
  - f. violation of the school corporation’s acceptable use of technology policy or rules;
  - g. violation of the school corporation’s administration of medication policy or rules;
  - h. possessing or using a laser pointer or similar device.
28. Possessing or using an electronic device (e.g. cellular phone, tablet computer, pager, digital camera, electronic equipment) in a manner which constitutes an interference with a school purpose or an educational function, an invasion of privacy, or an act of academic dishonesty, or is profane, indecent, or obscene. In addition to being disciplined, students who use an electronic device in a manner which is inconsistent with this rule may have the device confiscated by school administration. Such device will be returned to the parent.
29. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule. In addition to being disciplined, students who use an electronic device in a manner which is inconsistent with this rule may have the device confiscated by school administration. Such device will be returned to the parent.
30. Any student conduct rule the school building principal establishes and gives notice of to students and parents.

**B. Possessing A Firearm or A Destructive Device**

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:  
any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion.



3. For purposes of this rule, a destructive device is:  
an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,  
a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or  
a combination of parts designed or intended for use in the conversion of a device into a destructive device.

A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

4. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

### **C. Possessing A Deadly Weapon**

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

### **D. Unlawful Activity**

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if 1) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or 2) the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

### **E. Legal Settlement**

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

## **GUIDELINES FOR EXPULSION**

1. In the event the principal or his designee is faced with a situation warranting expulsion or exclusion, he:
  - a. may suspend the student summarily for a period of ten (10) school days or less pending hearing
  - b. must notify in writing the superintendent or his designee of his request to exclude or expel the student
  - c. must notify the parent or guardian within twenty-four (24) hours relating the specific acts which the student has done constituting a course for probable expulsion, and citing these acts as the reason for the suspension which the principal is imposing.
  - d. if the student is NOT suspended pending hearing, the principal does not send a notice to the parent
2. When the principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:
  - a. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
    - legal counsel
    - a member of the administrative staff not involved in the events giving rise to the expulsion
  - b. An expulsion will not take place until the student and the student's parent are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above.
  - c. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.
  - d. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
  - e. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the Superintendent within 10 days of the receipt of notice of the action taken. The Superintendent has the right to decline the request. If the Superintendent hears the appeal, he or she will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parent. The Superintendent will then take any action deemed appropriate.

## **GUIDELINES FOR SUSPENSION BY PRINCIPAL/DESIGNEE**

1. The principal or his designee may suspend a student from all portions of the school program for a period of ten (10) days or less.
2. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
  - a. a written or oral statement of the charges

- b. if the student denies the charges, a summary of the evidence against the student will be presented
  - c. the student will be provided an opportunity to explain his or her conduct
3. The meeting shall precede suspension or the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
4. The principal or his designee must:
  - a. investigate the incident
  - b. suspend the student
  - c. make a reasonable attempt to notify the parent or guardian within twenty-four (24) hours of the term of the suspension, and the misconduct of the student
5. Indiana code 9-24-2-1 enacted by the General Assembly may be enforced
6. A student may not be suspended if:
  - a. the end of the semester comes before the end of the suspension; or
  - b. the action automatically prevents the completion of the overall course within the normal time
  - c. when “a” or “b” occurs, the procedure for expulsion must be followed
7. A student who is suspended from school will be expected to make up missed class work. A student will be allowed to complete and receive credit for all classwork including tests, major quizzes, and long term projects that were missed during the suspension. The student will complete the missed classwork test(s)/project(s) within the same number of days that they were suspended. For example, if a student is suspended for three (3) school days, that student will have three (3) school days to complete his/her missed classwork.

### **SCHOOL CLOSING**

In the event of severely inclement weather or mechanical breakdown, school may be closed. The same conditions may also necessitate early dismissal. School closing, delayed starting time or early dismissal will be announced over radio station WLBC and local television outlets. The **Intouch Communication System** will also be used by the Cowan Community School Corporation to make any emergency or weather related announcements. If no report is heard, it can be assumed that school will be in session. Please do not call the school, radio stations, or administrators.

## SCHOOL RULES

**The following are general expectations for all Cowan students. Our philosophy regarding any school rules is that we expect our students to show RESPECT to themselves, each other, adults, our equipment, and the building. As a staff we hope to model positive behavior and interaction for our students to create a safe and healthy learning environment.**

1. For the safety of all students, book bags or large purses WILL NOT BE PERMITTED in the classrooms. Any bag or purse that is large enough to hold a normal size textbook should be placed in a cabinet or locker. Book bags may be used to transport books to and from school, but must remain in lockers or cabinets during the school day.
2. Public displays of affection are considered inappropriate in school. Never will kissing or embracing or any other actions that bring inappropriate notice to an individual be considered proper and permissible. If students choose to disregard this expectation, consequences will follow.
3. Food and beverages are to be consumed in the cafeteria. Foods and beverages should not be taken into the gym or classroom without approval. Open drink containers are not allowed to be brought into the building.
4. Students are to comply with all reasonable requests made by teachers and staff members. A request is deemed reasonable unless it is immoral or illegal. Disagreements with a teacher or staff member may be brought to the attention of the Principal or his/her designee.
5. Students are expected to show respect for other students, adults, and school property. Any destruction of clothes, property, inappropriate language, fighting, pushing, shoving, intimidation, using foul language, tripping, lying, stealing, or any other inappropriate behavior will not be permitted.
6. No student wearing flip flop sandals will be allowed in the mulched areas of the playground.
7. School personnel must give permission for any student to leave a supervised area either inside the school or outside on school grounds. Students are expected to be where they are scheduled at the scheduled time.
8. All students' personal items of considerable value should be left at home for safekeeping. The school will assume no responsibility for items lost or stolen.
9. Use of profane, loud or improper language will not be tolerated.
10. Improper or inappropriate use of electronic devices that include but not limited to: cell phones/smart watches, headphones, ear buds, video cameras, computers, IPADS or any type of digital camera while at school, or attending a school sponsored activity, is grounds for discipline.
11. Plagiarism, copying homework or any other method of taking credit for school work that is not your own will result in a "zero" for the assignment and possibly a loss of class credit. Students will be considered in violation of this rule if they provide answers or let another student copy from them.
12. Fidget devices and tools should not be in the classroom unless approved by the resource teacher or principal.

## **SEARCH AND SEIZURE**

The School Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion.

- a. As used in this section, “reasonable cause for a search” means circumstances which would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of:
  - evidence of a violation of the student conduct standards contained in the student handbook
  - anything which because of its presence presents an immediate danger of physical harm or illness to any person
- b. all lockers and other storage areas provided for student use on school premises remain the property of the School Corporation and are provided for the use of the students; subject to inspection, access for maintenance, and search pursuant to this section
- c. locker searches will be conducted in accordance to I.C. 20-33-8-32.2. A teacher may search a desk or any other storage area on school premises other than a locker when the person conducting the search has reasonable cause for a search
- d. the principal or another member of the staff designated by the principal and acting at the direction of the principal may search a student during a school activity if the principal has reasonable cause for a search of a student. Searches of a student shall be limited to:
  - searches of the pockets of the students
  - any object in the possession of the student such as a purse or briefcase
  - a “pat down” of the exterior of the student’s clothing.Searches of a student which require removal of clothing other than a coat or jacket shall be referred to a law enforcement officer in accordance with sub-section G of this section. These searches of the person of a student shall be conducted in a private room by a person of the same sex as the student being searched. At least one but not more than three additional persons of the same sex as the student being searched shall witness but not participate in the search. At the request of the student to be searched, an additional person of the same sex as the student designated by the student, and then reasonably available on school premises shall witness the search.
- e. Anything found in the course of a search conducted in accordance with this section which is evidence of a violation of the student conduct standards in the student handbook may be:
  - seized and admitted as evidence in any suspension or expulsion proceedings if it is tagged for identification at the time it is seized and kept in a secure place by the principal or the principal’s designee until it is presented at the hearing
  - returned to the parent or guardian of the student from whom it was seized
  - destroyed if it has no significant value; or
  - turned over to any law enforcement officer in accordance with sub-section G.
- f. Anything found in the course of a search conducted in accordance with this section which by its presence presents an immediate danger of physical harm or illness to any person may be seized and:
  - returned to the parent or guardian of the student from whom it was seized
  - destroyed; or
  - turned over to any law enforcement officer in accordance with sub-section G.

- g. The principal, or a member of the staff designated in writing by the principal, may request the assistance of a law enforcement officer to:
- search any area of the school premises, any student, or any motor vehicle on school premises
  - identify or dispose of anything found in the course of a search conducted in accordance with its section.

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

### **STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION**

**The School Board respects the privacy rights of parents and their children. No student shall be required as a part of the school program or the Corporation's curriculum, without prior written consent of the student (if an adult or an emancipated minor) or, if a non-emancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:**

- a. political affiliations or beliefs of the student or his/her parents
- b. mental or psychological problems of the student or his/her family
- c. sex, behavior, or attitudes
- d. illegal, anti-social, self-incriminating, or demeaning behavior
- e. critical appraisals of other individuals with whom respondents have close family relationships
- f. legally recognized, privileged and analogous relationships, such as those of lawyers, physicians, and ministers
- g. religious practices, affiliations or beliefs of the student or his/her parents
- i. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program)

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

## **TECHNOLOGY POLICY**

Technology tools (computers, software, and networks) are available throughout the school corporation. These resources are to be used to enhance the curriculum and provide a strong technological education for all. Our goal is to promote educational excellence by facilitating resource sharing, innovation, and communication. A technology contract for students must be signed by their parents and on file for all students. In addition, Google training will be provided for all students who have access to G-Suite for Education (Google) at Cowan. An additional contract will be signed by students who have received this training and subsequent access to G-Suite (Google). Any intentional violations of the corporation technology policy by students may result in disciplinary action by the school. This may include loss of technology privileges. Also refer to our 1:1 Parent/Student Handbook on our school website.

## **E-LEARNING GUIDELINES**

e-Learning days will be utilized when students are not able to receive instruction in the building due to school closings. Students are expected to complete all assignments and communicate with their teacher/s by email if questions arise. Grades and attendance will be taken based on work completed. Refer to Parent/Student eLearning Handbook on our school website.

## **TEXTBOOK POLICY**

1. Rental fees should be paid in full or arrangements made for payment at the beginning of the school year.
2. In the case where a student withdraws from Cowan and has paid textbook rental fees, the reimbursement of the remaining fees will be determined by the Power School textbook reimbursement formula.
3. New students will be charged a textbook rental fee based on the number of months remaining in the school year or one-half of the yearly rental payment at the discretion of the principal.
4. Students are responsible for keeping the books in good condition. Textbooks damaged beyond normal wear shall be paid for by the responsible student. The price will be determined by the principal.
5. A student who loses a textbook is required to pay for the cost of a replacement.

## **VANDALISM**

The taxpayers of Cowan Community Schools have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended, defacing or damaging school property of any kind (buildings, books, desks, athletic fields, etc.) will not be tolerated. Persons who willfully damage school property shall make proper restitution as determined by the Principal or Superintendent. Those individuals will be held liable for all damages and could also face criminal charges and/or expulsion (through the due process procedure). Restitution will also be required for damage due to carelessness that results in damage of school property.

## **VIDEO SURVEILLANCE**

Cowan Community Schools may utilize video surveillance in order to protect Corporation property, promote security, and protect the health, welfare, and safety of students, staff and visitors. School Corporation buildings and grounds are under 24 hour surveillance.

## **VISITORS**

All visitors are required to sign-in at the office for any visit as well as wear a visitor's badge while they are in the building. This policy does include visits to the classroom at the beginning of the day. For special events (honor roll ceremony, kindergarten program, etc.), all visitors are required to sign-in at door # 7 with a Cowan Staff member at the table provided. \*Due to COVID-19, visitors will not be allowed in the building this year. *See COVID-19 guidelines on our school website.*

## **BACKGROUND CHECKS**

All visitors/volunteers that will be in a classroom (once or twice in a year), attending and/or chaperoning a field trip, and eating in the cafeteria must complete a volunteer application which includes a free limited background check. Visitors/volunteers will need to submit this volunteer application ***at least one week prior*** to the event they are helping with. Background checks can be completed by going to our Cowan website (cowan.k12.in.us), clicking on "For Parents" and then clicking on "Background Checks." After filling in the online form, the form is emailed to the principal. *Note: Limited Background checks were offered during online registration.*

All volunteers that will be in a classroom regularly or are going on an overnight field trip will be required to complete an Expanded Background Check. The cost for an Expanded Background Check is \$17.50. Please discuss your volunteer status with the building administrators before starting this Expanded Background Check. Your discussion with the building administrators will include whether the school, or you as a volunteer, will be responsible for the cost. If you complete an application for an Expanded Background Check without prior permission from an administrator, your application will be deleted. Expanded Background Checks can be completed by going to our Cowan website (cowan.k12.in.us), clicking on "Employment" and then clicking on "Background Check." \**See also COVID-19 guidelines on our school website.*

*Important Note: If allowed to volunteer based upon this background check, volunteers are required to notify the Superintendent of any arrests, filing of charges, or convictions that occur while approved as a volunteer of the school corporation.*

## **WIRELESS DEVICES**

Cell phones are prohibited during the school day. Other wireless devices may be used exclusively for educational purposes only when allowed by the teacher with administrative approval. Students may not use any portable video game device at recess unless given special permission by a teacher. Abuse and misuse of any wireless device may result in disciplinary action.