



Emma Donnan Student Handbook

1202 E. Troy Ave

Indianapolis, Indiana 46203

317-217-1979

*This student handbook belongs to:*

Name\_\_\_\_\_

Address\_\_\_\_\_

City/Town\_\_\_\_\_ Zip Code\_\_\_\_\_

Phone\_\_\_\_\_

Student No.\_\_\_\_\_

Dear Students and Parents:

This agenda book/planner is the culmination of many hours of hard work by the Discipline Committee which consists of administrators, teachers, students, parents, and community partners. We have attempted to be as thorough as possible; however, it is impossible to address every situation that could arise during the school year. Our school follows all CSUSA policies regarding discipline as well. These are outlined in the Code of Student Conduct included in this handbook.

Our mission, in partnership with parents and community members, seeks to inspire students to achieve their highest standards of intellectual and personal development through a diverse curriculum, cultural experiences, and by developing and promoting responsible citizenship. We are dedicated to this mission, and need the help and cooperation of everyone to reach our goals.

Please take the time to read and become familiar with this handbook. We wish you much success in your academic endeavors this year. We look forward to working with you during the 2017-2018 school year. Together we can continue to make our school a great place to learn and grow.

Sincerely,  
Michael Dunagan  
Principal

***Our Mission:*** *We ensure student growth and success by utilizing collaboration to personalize student learning through data-driven planning, student centered instruction, and programs aimed to improve educational outcomes.*

***Our Vision:*** *Emma Donnan will become the Model Urban K-8 School in the State of Indiana.*

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## Attendance Policy

### Attendance Policy

Indiana State Compulsory education laws require all students seventeen years of age or less to attend school. Your child is expected to attend each class period, every school day. Regular attendance at school is one of the most important aspects of a student's life. It is imperative that all students be in attendance in order to get the most from teacher instruction and class work. It is very important that an accurate record of attendance be kept for each student.

### Important Attendance Information

WHEN YOUR CHILD MUST BE ABSENT FROM SCHOOL, PARENTS/GUARDIANS ARE REQUIRED TO CALL THE MAIN OFFICE PRIOR TO THE START OF THE SCHOOL DAY.

1. More than three days consecutive absences is considered excessive, except in cases of extended illness or extremely unusual circumstances. Days of suspension for disciplinary reasons will not be counted toward the three day total. Even though a parent call "excuses" the absence in that it provides an explanation for the absence, the absence is considered non-exempt unless it meets the following criteria:

**Exempt Absences**--A student may have an excused absence, which is not included in the three day limit for the following reasons:

- A. Personal illness requiring a physician's statement
  - B. Death in the immediate family
  - C. Court appearance required by legal authorities
  - D. Religious holidays (request verification)
  - E. Absences due to approved school-related field trips, rehearsals, competitions, etc.
  - F. Medical and dental appointments (make every effort to schedule after school)
  - G. Other emergency or unusual circumstances as approved by a building administrator.
  - H. College Visit Day
2. Students with excessive attendance problems may be referred to the Marion County Prosecutor's Office or Child Protective Services depending on the circumstances. A letter will be sent to the parents before any such action is taken.
  3. Parents should make every effort to schedule doctor and dental appointments outside the school day. If a student must be absent for such a reason, the appointment must be verified in writing directly from the medical or dental office.
  4. Written excuses for an absence due to a death of a member of the immediate family or relative living at home, religious holiday, or family emergency should be provided by parents or legal guardians and will be placed on file at the school.

5. If a student is truant from school, he/she will not be allowed to attend any extra-curricular or athletic activities that day.

Number of days absent	Notification
1 (daily)	<b>Phone Call:</b> Phone call home
3	<b>Letter:</b> Parent will receive a letter from the school indicating that the student has missed three days of school. <b>Meeting:</b> Student will meet with a member of the attendance team to discuss their attendance and identify any supports that are needed.
5 total OR 3 consecutive	<b>Phone Call:</b> Parent will receive a phone call from a member of the attendance team explaining the student has missed five days of school and sets up parent meeting. <b>Certified Letter:</b> Parent will receive a letter from the school indicating that the student has missed five days of school. <b>Meeting:</b> A meeting will occur between the parent and a member of the attendance team to discuss attendance issues. <b>Attendance Contract:</b> Student signs an attendance contract (Secondary: placed on an attendance tracker)
7	<b>Phone Call:</b> Parent will receive a phone call from the school indicating that the student has missed seven days of school. <b>Certified Letter:</b> Parent will receive a certified letter from the school indicating that the student has missed seven days of school. <b>Home Visit:</b> Two members of the attendance team will conduct a home visit to meet with the student's parents, assess barriers to school attendance, and develop a plan to improve the student's attendance.
10 Tracked: per semester AND Per year	<b>Loss of Credit:</b> High school students will lose course credit if 10 days in 1 semester are missed. <b>Certified Letter:</b> Parent will receive a certified letter from the school indicating that the student has lost course credit due to attendance. <b>Contact CPS:</b> Child Protective Services will be contacted and the truancy process begins <b>Meeting:</b> A meeting will occur between the parent and a member of the attendance team to discuss attendance and credit options
18 Excused or Unexcused	<b>Report Chronic Absenteeism:</b> Students who have been absent for 10% or more of the school year for any reason must be reported to the state.

CONSEQUENCES FOR TRUANCY MAY INCLUDE:

- Referral to Social Security Disability Bureau to revoke benefits
- Referral to Bureau of Motor Vehicles to prohibit or suspend driver's license
- Cancellation of work permits
- Loss of privileges at the school which may include extracurricular events, dances, and/or athletic eligibility

## **TARDY POLICY**

Students are expected to arrive at school each day, for each class, on time. In cases where a student is tardy to class for reasons beyond the student's control, such as a late bus, the student shall be admitted to class without a penalty. In cases where a student is tardy to class without a reasonable explanation; consequences established by the teacher and/or administrator will be imposed. A student shall not be denied access to class because he/she was tardy, unless there has been a repeated pattern of tardiness in the same class. In this case, the teacher will work with an administrator for intervention strategies.

### General Information

#### **Background Check for Visitors**

In an effort to keep our students and staff members safe, all visitors to our building must submit their state issued identification. The identification will run through our Raptor system and if cleared will create a name badge that must be worn in the building.

#### **Dances**

School sponsored dances are for the enjoyment of our students and guests. There are parameters established for all school-approved dances.

1. Students must attend at least half of their scheduled classes on the day of the dance in order to participate.
2. Students need to carry picture identification and show it upon demand to the monitor/administrator
3. Some dances will be open to enrolled/attending students only while others will allow enrolled/attending students to invite non-students as guests. In the event that the dance is open to outside students, invited guests will have to comply with all school rules and policies that pertain to visitors in the building.
4. All dances will have a lock-in/lock-out policy. No students or their guests will be permitted to enter a dance after the lock-in or leave prior to the lockout time.
5. The administrator on duty has the right to deny any person entrance to the dance.
6. Students whose dancing is inappropriate will be asked to leave the dance and may not participate in future dances.

#### **Student/Athlete Conduct**

Student-athletes may be suspended from team participation, should their conduct in school or on the field of play not adhere to the school's code of conduct. Discipline measures shall be levied at the discretion of the Athletic Director and School Administration.

Any student-athlete assigned after school detention and/or summer school must serve their detention regardless of their athletic schedule. Should a student-athlete be administered

suspension, they will not partake in any athletic event (including practices and games) until they have completed the terms of their suspension.

### **Student/Athlete Eligibility**

Students who participate in athletics must maintain a 2.0 GPA (C average). Students who fall below a 2.0 will be declared ineligible and will not be allowed to participate until their GPA meets the minimum requirement and are certified by the Athletic Director.

### **Grading Policy**

#### **Mastery Grading**

The school believes in giving every student equal opportunities to demonstrate mastery of all of the academic standards covered in each course. In order to do so grades in all courses are based on two principles;

1. Academic grades in all courses will be directly related to the standards outlined in the course curriculum.
2. All grades will demonstrate meaning by reflecting mastery of standards.

There will be two types of assignments in each course. Practice assignments allow students opportunities to prepare for mastery assignments and will not count towards the final course grade. Mastery assignments allow students to demonstrate to what degree they have mastered a standard being addressed. These assignments will count towards the calculation of a final course grade. All teachers will enter two mastery grades per week in order to keep all stakeholders informed about each student's progress.

One of the benefits of mastery grading is that students have the opportunity to truly display their mastery of content knowledge of skills—even if that does not happen during the initial assignment. Although students have the opportunity to retake mastery assignments, the student must demonstrate adequate preparation for the retake via practice assignments and per confirmation by the teacher. The following policies are in place to outline the process for retaking an assignment/assessment;

1. Students must seek approval via the assessment/assignment retake form to retake an assignment/assessment.
2. Students must complete a retake within a two-week window of the original date of the assignment/assessment.
3. Students wishing to retake an assessment or redo an assignment must adhere to the following guidelines for retaking an assessment or redoing an assignment
  - a. attend teacher office hours on the day and time specified by the teacher
  - b. complete assigned practice work as determined by the teacher
  - c. meet attendance requirements



### **Late Work**

Students are expected to complete work on time and turn in assignments on the original due date. Turning in assignments after the original due date on a consistent basis will be reflected in teacher gradebook comments and citizenship grades, but will not be reflected on the actual assignment grade. For example, if a student turns in an essay late, marking the assignment as a lower grade because it was late can cause confusion in mastery grading. This may indicate that a student is a poorer writer than he/she actually is and does not reflect the student's level of mastery on the assignment. However, when an assignment is graded based on the student's performance related to the standard and a citizenship grade is assigned for the course the student and parent/guardian are appropriately notified.

### **Extra Credit**

Extra credit is not an option under the mastery grading policy, but takes form under retakes and redos. Students have the opportunity to replace poor scores by participating in more practice and by retaking tests or redoing assignments according to the retake/redo policy.

### **Grading Scale**

<b><u>Grade</u></b>	<b><u>Percentage</u></b>
<b>A</b>	100-93
<b>A-</b>	90-92
<b>B+</b>	88-89
<b>B</b>	83-87
<b>B-</b>	80-82
<b>C+</b>	78-79
<b>C</b>	73-77
<b>C-</b>	70-72
<b>D+</b>	68-69
<b>D</b>	63-67
<b>D-</b>	60-62
<b>F</b>	0-59

### **EARLY DISMISSAL**

If your child needs to be excused from school before the regular dismissal time of 3:45 p.m., we ask that the parent or authorized adult submit a request prior to 10:00 a.m. on the day of dismissal. This allows the teacher to plan for the student's absence and prepare work that they may miss.

Our staff can only release your child to an adult (18 years of age or older) whom the parent authorizes on the Student Emergency Contact Card. Please update this information as your family situation changes. All information will be kept confidential in the student's file.

**Early dismissals will not be granted after 3:15 p.m. as it disrupts the dismissal process for the remainder of the students.**

**STUDENT DISMISSAL**

Students are dismissed at 3:45 p.m. It is the responsibility of the parent/guardian to notify both the main office and the teacher of how a student will get home from school.

**Parents/guardians are responsible for making sure that students are picked up on time.**

If a student is not picked up by 4:00, and the school is unable to locate the parents, law enforcement may be called to assist in getting the student home.

If you park your car during student dismissal times you may ONLY park in a sanctioned parking spot. NEVER park in a No Parking Zone, or block the circle drive. If you choose to park in one of these areas, your car will be ticketed or towed.

In order for a student to be released from Emma Donnan to a parent in the car line, the parent (or an adult 18 years of age or older whom the parent authorizes on the Student Emergency Contact Card) must show the Car Line Supervisor the school issued car identification. If they do not have this with them, they must enter the front office, show staff their identification to match the emergency card, and sign the student out of school.

**AFTER-CARE PROGRAM**

Emma Donnan proudly hosts a 21<sup>st</sup> Century Community Learning Center after- school program for any students interested in participating. In order for students to attend this program, parents must register with the Program Coordinator. Specific information about programing, activities, and transportation can be obtained by contacting the Program Coordinator at 317-217-1979.

**Bomb Threats and Fires**

The fire alarm is the signal you will hear in the event of a bomb threat or fire. Upon hearing the alarm, students should follow the instructions previously given by the teacher making sure that all windows are closed. Teachers should follow students from the building. **Students should not stop by their lockers or utilize their cell phones during this time.** The principal or his/her designee will give a signal for students to return to class. The drill or real event should be conducted in an orderly manner. Exits may be blocked from time to time to practice alternative routes.

As a student, you have a responsibility to act appropriately and follow the rules when a serious safety issue occurs. Not listening to your teacher or acting in an unsafe manner could result in school disciplinary action. With your help the school will continue to be a safe and secure environment.

### **Book Bags/Folders/Personal Items**

Book bags, backpacks, string bags, folders or any other personal items must not display patches, entertainment insignias, drawings, obscene words, gang signs or any other item that would be deemed inappropriate, offensive or reflect negatively on the school. **All bags must remain in the locker and are not permitted in the classroom.**

### **Care of School Property**

Students are expected to respect the school buildings and property. Containers are provided throughout the buildings and grounds for proper disposal of waste. **Marking or defacing school property is a serious offense leading to suspension and possible expulsion.** Any student who damages/vandalizes school property will be required to make full restitution for damages. All food must be consumed in the cafeteria or area designated by the administration. With the exception of breakfast/lunch services and drinking from water fountains, no beverages of any kind are to be consumed during the school day.

### **Communication**

Communication with parents/guardians is an integral part of a student's program. A mutually beneficial rapport between home and the school is important to us all. Our front office number is 317-217-1979. Please listen to the voice prompts for your call to be directed properly. Teachers are required to return your phone call within two working days. Parents are encouraged to send a message through Power School or e-mail teachers directly if they do not have access to Power School.

In addition, another source of communication is in place for the school. Power School allows students and parents to access academic information. Parents and students are encouraged to check this system in order to maintain communication and stay abreast of academic progress. A password for students and parents is needed for this system. Please contact your respective school counselor if you have not received a password.

In addition to the forms of communication described above, phone calls may also go home through our automated Parent-Link system. This system informs parents of weather or emergency events, disciplinary actions, or school functions.

### **Dining Area Regulations**

Each student is required to show good manners, courtesy, and consideration of others in the cafeteria. Students are to enter and exit the cafeteria in an orderly fashion. Students are to stand in a single file line while waiting for food. Containers are provided for the disposal of trash and each student is required to dispose of the trash from the top of his/her table and the area

surrounding it before the lunch period is over, or immediately upon the request of supervisory staff. No student is allowed to leave the dining area during the lunch period without a written pass to some other area of the school. **A student is not allowed to leave the school grounds during the lunch period. No student/guardian is allowed to order outside food. No Student is to bring outside food in during school hours. NO FOOD OR BEVERAGE IS TO BE TAKEN OUT OF THE DESIGNATED DINING AREA AT ANYTIME.**

**Dress Code and Universal Code of Appearance**

Our High School’s higher standard of dress encourages greater respect for individual students and others and results in a higher standard of behavior. It also prepares students for the dress code requirements of the workforce. Our dress code guidelines indicate appropriate school dress for normal school days. The school reserves the right to interpret these guidelines and/or make changes during the school year. Students are expected to follow these guidelines. Every student in attendance will wear a school uniform. Failure to wear any part of the school uniform will result in a disciplinary action.

Failure to comply with the above dress code will result in parent contact. Parents will be required to bring appropriate attire within a reasonable amount of time or will be required to pick their student up. Students will not be allowed to return to class until they are in proper uniform attire.

**\*\*Although we tried to be specific to all dress code issues, there may be issues not included in this handbook that are left to the discretion of the faculty and administration of the school.**

<p><b>Bottoms</b></p>	<p><b>Khaki, navy, and black pants. Skirts or Shorts to the knees in the above colors may also be worn. <u>Pants must be worn on waist at ALL times. If they don't stay up WEAR A BELT.</u></b>  <i>No Jeans, yoga pants, leggings, sweats or joggers allowed. Tight fitted pants will be not acceptable.</i></p>	<p>1st Offense: Student will call home and wait in Dean’s office until proper uniform is brought to school          2nd Offense: Detention          3rd Offense: Parent Conference          4<sup>th</sup> Offense: Administrative Action</p>
<p><b>Tops</b></p>	<p>All students must wear a polo shirt with the Emma Donnan logo on it. (No plain polo or any other logos allowed.)          Middle School must wear a</p>	<p>1st Offense: Student will call home and wait in Dean’s office until proper uniform is brought to school          2nd Offense: Detention</p>

	purple or gold Emma Donnan Polo. Shirts must be worn underneath fleeces. No Exceptions. <b><u>Shirts must be tucked in at all times.</u></b>	3rd Offense: Parent Conference 4 <sup>th</sup> Offense: Administrative Action
<b>Shoes</b>	Rubber sole shoes are allowed. No flip flops, house shoes, or high heel shoes are allowed. <b>Shoes must be closed toe.</b>	1st Offense: Student will call home and wait in Dean's office until proper uniform is brought to school 2nd Offense: Detention 3rd Offense: Parent Conference 4 <sup>th</sup> Offense: Administrative Action
<b>Sweater/Jackets</b>	Emma Donnan issued fleeces are permitted with school polo underneath at all times.  <b>No other fleeces or sweaters will be permitted.</b>	1st Offense: Student will call home and wait in Dean's office until proper uniform is brought to school 2nd Offense: Detention 3rd Offense: Parent Conference 4 <sup>th</sup> Offense: Administrative Action
<b>Miscellaneous Items</b>	No Rosary's or chunky necklaces. No hoop or dangly earrings. No facial piercings. No Grills. No hats or bandannas. *Any other items to the Administrations discretion that might be a distraction to the learning environment.	1st Offense: Student will call home and wait in Dean's office until proper uniform is brought to school 2nd Offense: Detention 3rd Offense: Parent Conference 4 <sup>th</sup> Offense: Administrative Action

**Emergency Procedures**

In the event school should be closed or dismissed at an unscheduled time due to an unforeseen emergency, we will follow the school's guide for all emergencies and/or closings. Our Parent-Link phone system will be able to contact each household in order to provide necessary information. To assist the school in the event of an emergency, each parent/guardian must complete the *Emergency School Dismissal* form indicating who can pick up the student.

Students who do not return an Emergency Card will not be permitted to participate in any extracurricular activities, i.e. dances, field trips, etc. Please notify the school immediately of any phone/address changes so that we may update our records.

## **Extra-Curricular Activities**

**Students must attend half of their scheduled classes to be eligible to participate in an activity that day.** Exceptions to this policy may be absences authorized by the Principal/Administration or Athletic Director.

## **Field Trips**

Scheduled field trips will be educational in nature and considered part of the curriculum. The student must assume cost involved for transportation. It is necessary for parental permission to be granted before any student can accompany his/her class on a field trip. Written permission must be on file at the school before a student will be allowed to leave the building. Students must receive permission from their other teachers and/or administrators in order to attend any field trip. At the discretion of the Principal, students with an excessive number of disciplinary infractions in a given marking period may forfeit the opportunity to participate in a field trip. **A student's grades will also be a determinant in regards to a student being permitted to attend any field trip.** Any outstanding financial obligation to the school will also prohibit a student from attending field trips.

## **Gang Symbolism**

Student behavior, dress, signing or symbolism (beads, bandanas, etc.) intended to represent gang affiliation will not be tolerated on school grounds or at school-sponsored events. Violation of this policy will result in suspension or possible expulsion. The school works in conjunction with the Indianapolis Metropolitan Police Department and the Marion County Sheriff's Department to determine what constitutes gang related activities.

## **Halls/Corridors**

Students should be in the hallways only at the beginning and close of the school and while moving from one class to another, unless a teacher, administrator or staff person has issued a hall pass.

## **Lockers**

All students are assigned a locker. **The sharing of assigned lockers or the use of personal locks is prohibited.** Students should not share their combination with anyone. The school is not responsible for theft of personal property. Students enrolled in Physical Education will be assigned a locker during the class period but must provide their own lock or purchase one from the Athletic Department. Rules regarding lockers, as stated above, will apply to Physical Education lockers. **Students are STRONGLY encouraged to not leave any valuables (money, cell phones, electronic equipment, etc.) in their Physical Education lockers.**

**There is no assumption of privacy; the school reserves the right to search lockers as needed.**

## **Medications**

**To enable students to receive their prescribed medications during the school day, a special medication/treatment form must be completed.** This form requires the signature of the doctor prescribing the medication and parent's signature. Parents cannot fax information to the school.

Medications must be properly labeled in the original container from the pharmacy. Please notify the school nurse of any medication changes. A nurse or the principal's designee distributes medication in all circumstances. **Students are not permitted to carry medication. All medication is to be dispensed by the nurse or principal's designee.**

## **Parental Conferences**

Conferences can be set up at the request of the school or the request of the parent. A conference with a teacher or multiple teachers should be set up through the main office at 317-217-1979. Additional methods of communication are available via Power School or email through the official school website. School personnel will contact the parent/guardian and arrange a mutually agreed upon time for the conference. Conferences *requested by the school* will give a specific time and date for the meeting. All parents and visitors must sign-in at the front office upon entering the building for a visitor's pass before going to any classroom. Please be aware that teachers are not available for unscheduled conferences during the day because they are instructing children.

## **Personal Property**

Radios, I-pads, toys, computer games, speakers, large sums of money, etc., are **prohibited** on school grounds. If they are brought to school, and subsequently lost or stolen, the school is **not responsible** for the loss. If items of this nature are discovered, school personnel will turn them into the office, and a parent/guardian must claim items. It is encouraged that parents speak with the School Resource Officer with regards to any theft that occurs on campus.

## **School Safety/Restorative Justice**

Restorative Justice is a set of principles and practices to build culture and respond to student misconduct, with the goals of repairing harm and restoring relationships between those

impacted. This is also an intervention that can help decrease suspensions and expulsions school wide.

As part of the school's commitment to being a premier educational community, we take pride in our ability to provide a safe and secure learning environment. We all play an important role in helping to maintain this positive atmosphere. As a student you can make a difference. Make a personal commitment not to participate in violence or be involved in any verbal altercations in any way. Do not bully, tease, or spread negative gossip about others. Respect others and value differences. Try to broaden your social circle to include others who are different from you.

Learn about ways to resolve arguments and fights without violence. Encourage your friends to do the same. The school also offers alternative dispute resolutions, such as Restorative Justice. Some examples include Peer Circles and Restorative Justice Chats. These methods are designed to assist students in resolving and restoring conflicts amicably. Learn as much as you can about these positive approaches to conflict resolution.

If someone is threatening you and you feel you are in serious danger, do not take matters into your own hands. Find an adult whom you can trust to discuss the situation, or contact school administrators or the police. The school has a School Resource Officer on campus that is willing to assist you with any concerns.

If you know someone is in possession of a weapon or is planning to harm someone else – report him or her. Most of us have learned from an early age that it is wrong to tattle/snitch, but in some instances it is the most courageous thing you can do. Breaking the “code of silence” is the first step in creating a positive school culture. Tell a trusted adult, like a teacher, guidance counselor, member of the school security team, Assistant Principal, Principal, parent or peer counselor. If you are afraid and believe that telling will put you in danger or lead to retaliation, it is also possible to place an anonymous note for our support services or leave an anonymous message at the school or with the police department.

### **Search of Person or Property**

When a student is suspected of being in possession of items considered harmful or dangerous, he/she will be given an opportunity to surrender those items voluntarily. If this does not occur, then he/she will be searched by School Resource Officer and an administrator. He or she will be subject to search as well as all of his/her property on school grounds (including, but not limited to locker, vehicle, and bags). **Lockers will be periodically, randomly searched.**



## Seclusion and Restraint

Senate Bill 345 intends to protect the safety of all students by providing training and guidelines for the safe and rare use of seclusion and restraint with students who pose imminent danger to themselves or others. Every public school corporation, charter school and accredited non-public school is required to have a plan in place by July 1, 2014

Seclusion and restraint plans can be found in the front office

## Student ID Badges

The school issues identification badges. They may be needed for admission to dances and other school activities.

## Technology

Students may not bring any computer applications including games to school for any reason. School workstations may not be altered without direct administrative permission.

Any vandalism, (renaming, trashing, or moving files, illegal copying, etc), intentional copyright violations, or attempted access to authorized data will result in disciplinary action, which may include restitution.

With access to computers and people all over the world, comes the availability of material that may not be considered to be of educational value in the school. Please be aware that questionable materials that are not appropriate for this age may be available to inquisitive searchers. The school firmly believes that the valuable information and interaction available on the Internet far outweighs the possibility that users may procure material that is not consistent with the educational goals of the school.

Students and parents should be aware that as with any school property or activity, the inappropriate use of the Internet connection would subject the student to disciplinary action. **Examples of inappropriate behavior include the accessing, downloading and distributing of inappropriate materials, vandalism, or any other use incompatible with district or individual school policies.** Any violation as related to Internet use will result in disciplinary action, including detention, suspension and/or the withholding of Internet access.

## Telephone Use

Students are not allowed to use the office telephones during school hours unless it is an emergency and has been approved by an administrator or office staff member. Calls originating from the school will be strictly supervised. No student will be called to the office to receive personal calls. An administrator or counselor will deliver emergency messages to the student.

## **Textbooks**

The textbooks issued for student use becomes the responsibility of the student and/or parent, and must be returned at the end of the year in the same condition in which they were issued. Any damaged or lost books must be paid for before another book is issued for home use. Any student who has not paid for a lost book may be restricted from participating in school activities, i.e., Prom, Homecoming, field trips etc.

## **Trespassing**

Students are not to enter or remain on the school campus without proper authorization. Violators may be subject to suspension and/or arrest for criminal trespassing. Students on campus while on suspension and/or expulsion are subject to additional disciplinary action and arrest for criminal trespassing. **There is no supervision before 7:40 AM or after 3:50 PM** unless the student has signed in for an after-school activity or sport. Students that leave the building are not permitted to re-enter after school hours.

## **Visitor/Intruder Information**

If you spot someone in the building who does not have a visitor sticker on their shirt/blouse immediately report the person to the nearest faculty or staff member.

If you see someone outside the building who looks out of place, immediately go to the nearest faculty or staff member and report the person and the location. **Do not, for any reason, open the doors to the school for any individual!** Instruct the individual to report to the main office where they will receive the necessary visitor's pass to proceed to their location within the school.

## **Bullying and Cyberbullying**

### **Indiana's Bullying Legislation**

IC 20-33-8-0.2 "Bullying" Sec. 0.2. As used in this chapter, "bullying" means overt, repeated acts or gestures, including: (1) verbal or written communications transmitted; (2) physical acts committed; or (3) any other behaviors committed; by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.

Bullying is unwanted, purposeful, and repeated written, verbal, nonverbal, electronic, or physical behavior, by a student, group of students or adult. It is severe or pervasive enough to create an

intimidating, hostile, or offensive educational environment; and is often characterized by an imbalance of power.

### Types of Bullying

Cyber-Bullying- often involves posting threatening/harmful messages, sending offensive, rude, or intimidating messages, posting gossip and rumors, or posting material meant to get someone in trouble or make them look bad, pretending to be someone else, and but not limited to posting secrets or embarrassing information about someone.

### CSUSA Bullying Policy

Any type of bullying is punishable by up to a 10 day out-of-school suspension with a possible recommendation for expulsion.

3.29 (HAR) Harassment - Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that 1) places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, 2) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or 3) has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose.

### Confidentiality of Student Information

Laws involving privacy and confidentiality prohibit us from sharing names, addresses and telephone numbers of our students and families to anyone, including other parents.

#### ANNUAL NOTICE OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Our school protects the confidentiality of personally identifiable information regarding its eligible, thought to be eligible, and protected handicapped students (if not protected by IDEA) in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and implementing regulations as well as IDEA and its implementing regulations.

Education records are records that are directly related to the student, including computer media and videotape, which are maintained by an educational agency or by a party acting for the agency. "Educational agency", for purposes of this notice, means EMMA DONNAN. For all students, the educational agency maintains education records that include but are not limited to:

- Personally identifiable information is confidential information that includes but is not limited to the students' name, name of parents and other family members, the address of the student or student's family, and personal information or personal characteristics which would make the student's identity easily traceable.

- Directory information is information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes but is not limited to, the student's name, address, telephone number, electronic mail address, photograph, date and place of birth, major field of study, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, and the most recent previous educational agency or institution attended.

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: Parents have the right to inspect and review a child's education record. EMMA DONNAN will comply with a request to inspect and review education records without unnecessary delay and before any meeting regarding and IEP or any due process hearing, but in no case more than 45 days after the request has been made. Requests should be submitted in writing, indicating the records the parents wish to inspect, to the school Director or other designated school official. Parents have the right to a response from the school to reasonable requests for explanations and interpretations of the records. Parents have the

right to request copies of the records. While EMMA DONNAN cannot charge a fee to search for or to retrieve information, it may charge a copying fee as long as it does not effectively prevent the parents from exercising their right to inspect and review the records. Parents have the right to appoint a representative to inspect and review their child's records. If any education record contains information on more than one child, parents have the right only to inspect and review the information relating to their child.

If parents think information in an education record is inaccurate, misleading or violates the privacy or other rights of their child, they may request amendment of the record. Requests should be in writing and clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. EMMA DONNAN will decide whether to amend the record and will notify the parents in writing of its decision.

If EMMA DONNAN refuses to amend a record, it will notify the parents of their right to a hearing to challenge the disputed information. Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified of the right to a hearing.

EMMA DONNAN will inform parents when personally identifiable information is no longer needed to provide educational services to a child. Such information must be destroyed at the request of the parents. Parents have a right to receive a copy of the material to be destroyed. However, a permanent record of a student's name, address, and telephone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without the limitation. "Destruction" of records means physical destruction or removal of personal identifiers from information so that the information is no longer personally identifiable.

The school will provide, upon request, a listing of the types and locations of education records maintained, the school officials responsible for these records, and the personnel authorized to see personally identifiable information. Such personnel receive training and instruction regarding confidentiality. The school keeps a record of parties obtaining access to education

records, including the name of the party, the date access was given, and the purpose for which the party is authorized to use the records.

Parents have the right to consent or refuse to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

"Consent" means: the parent (s) have been fully informed regarding the activity requiring consent, in their native language or other mode of communication; they understand and agree in writing to the activity; and they understand that consent is voluntary and maybe revoked at any time, information may be disclosed without consent to school officials with legitimate educational interests. A school official is a person employed by the school, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); state agency representative, person or company with whom the school 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. Directory information may be released without parent consent. Parents have the right to refuse to let an agency designate any or all of the above information as directory information.

Upon written request, EMMA DONNAN discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

Parents have a right to file a complaint with the U.S. Department of Education concerning alleged failures by Provost Academy to comply with the requirements of FERPA. Complaints may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

## **Parent and Student Contracts**

The Code of Conduct at our school to protect the rights of all students and adults and to establish a safe well-ordered environment where students and teachers can focus on quality teaching and learning. Mutual respect, good manners, and positive behavior are essential elements of the daily life at the high school level.

Failure to comply with the terms of the Student Contract may result in the following:

- Detention
  - Lunch, afterschool, Friday, Saturday, or detention diversion
- Suspension
  - Out of school, in-school, pending parent conference, or reverse suspension
- Restorative Justice
  - Conflict resolution, restorative chat, peer jury meeting
- Student Code of Conduct Behavioral Contract
- Expulsion Waiver
- Pathways

- Night School
- Recommendation for Expulsion

School authorities will hold students and parents strictly accountable for any action that interferes with the learning process, good order, and/or the day-to-day operations. CSUSA must have proof that every student and parent/guardian has had a chance to read the Code of Student Conduct or to hear it read aloud. Included in each student's registration packet are a Code of Conduct agreement. Students and Parents are required to sign the Code of Conduct agreement indicating their agreement to the terms therein.

If the signed page is not returned by the first day of school, it will be assumed the parent and student have read and agree to the Code of Conduct policies. Failure to sign and return this document will not prevent the school from following the terms and conditions as outlined.

### **Bus Behavior**

Bus behavior is a primary concern due to the safety needs of all students. Riding the bus should be considered a privilege, and any student who cannot conduct himself/herself properly on the bus will have his/her bus privileges suspended and/or revoked.

To ensure the safety and pleasure of all students who ride the bus we:

- Incorporate bus behavior as criteria for special activities (i.e. future field trips).
- Document bus behavior on home notes.
- Implement the following consequences for bus referrals:
  - Parent conference/parent phone call
  - Bus suspension
  - Administrative detention/Saturday detention
  - Bus privileges revoked for the duration of the school year
  - Out of School suspension
  - Expulsion

Bus suspensions will be used if a student's behavior poses a safety violation threatening his/her safety or safety of others, regardless of the number of previous referrals.

Parent/guardian will be notified when a student receives a bus suspension. The parent/guardian will be responsible for transporting the student to and from school during the period of the bus suspension. If a student does not attend school due to a bus suspension, the absence **is considered to be unexcused.**

## **False Alarms**

Pursuant to the 1991 Uniform Fire Code Section 13.203, false alarms shall not be given, signaled or transmitted or caused or permitted to be given, signaled or transmitted in any manner. Under the law, false alarms are misdemeanors subject to a maximum fine of \$250. Such action or involvement by a student will result in the disciplinary action of suspension, expulsion, or arrest. Bomb threats are considered felonies.

## **Misrepresentation**

Misrepresenting oneself by cheating, copying, plagiarizing, counterfeiting, or using false identification is considered a serious offense. The penalty for violation of any of the above mentioned infractions will result in one to three days of out-of-school suspension. Repeated offenses may result in further discipline up to expulsion.

## **Referrals**

Administrators and faculty will use a referral for those students whose actions/behavior disrupts the school community. Examples of referrals to be issued are for infractions such as, but not limited to: profanity, destruction of property, misrepresentation, stealing, disrespect, insubordination, fighting, being under the influence or possession of alcohol or drugs. If a student receives a referral the administration will assign the proper disciplinary consequence. Additionally, criminal charges may be filed at the discretion of the school resource officer.

## **Electronics and Cell Phones**

While we respect the need for students to have a cell phone when traveling to and from school, cell phone use during the school day is strictly prohibited. Should a parent need to reach their student in an emergency while at school, the office will always deliver a message to students. Cell phones need to be away before entering the building, and secured in lockers prior to the start of class. NO EXCEPTIONS.

Violations of this policy will result in confiscation and the device will only be released to the parent/guardian. Progressive discipline will apply for repeated violations. School employees or agents will not be held liable for electronic devices that are lost, stolen, or confiscated.

- First Offense: Confiscation of device and returned to student at the end of the day. Student will be assigned an after school detention and the phone can be picked up following completion of that consequence.
- Second Offense: Confiscation and returned to parent/guardian. Student and parent will sign an electronic devices contract, indicating their understanding that if the phone is confiscated again, the device will be kept until the parent picks it up at the end of the semester.
- Third Offense: Confiscation of device until parent picks the phone up at the end of the semester.

Failure to surrender the item will result in more severe consequences including possible OSS. The school is not responsible for lost or stolen electronic devices.

### **Procedural Guide for Students with Disabilities**

School officials may suspend students with disabilities and cease educational services for a total of up to 10 consecutive or 10 cumulative school days in one school year without providing special education procedural safeguards. Saturday, and before- and after-school detentions do not count toward the 10-day limit. Additionally, as long as students with disabilities are being provided with special education services, in-school suspensions do not count towards the 10-day limit. Directors do not have to suspend students with disabilities for the mandatory periods set forth in this Code for a single offense. The director has discretion to be flexible in the amount of days of suspension given to each special education student with disabilities. Students with disabilities can be suspended in excess of 10 school days in certain circumstances.

1. Provide written notice to the parent/guardian or surrogate parent of the intervention or consequence being considered and the date of an Individualized Education Program (IEP) meeting, which must be held within 10 days of the date of the decision to discipline the student.
2. The IEP team must:
  - a. Determine whether the misconduct is related to the student's disability by reviewing evaluation and diagnostic results, information from the parent/guardian, observations of the student, and the student's IEP and placement. The behavior is not a manifestation of the student's disability if:
    - i. The student was given appropriate special education supplementary aids and intervention strategies; and
    - ii. The disability does not impair the ability to control behavior
  - b. Review and revise, if necessary, the behavior intervention plan or, as necessary, develop a functional behavior assessment and intervention plan to address the misconduct.
  - c. Determine the appropriateness of an interim alternative educational setting, and as indicated, include in the IEP those services and modifications that will enable the student to continue to participate in the general curriculum and address the behavior so that it will not recur.

If the student's behavior is not a manifestation of the disability, school officials may apply the Code of Conduct, taking into consideration the student's special education and disciplinary records. In no event, however, may the student be suspended without providing appropriate educational services for more than 10 consecutive or cumulative school days in a school year.

If transportation is identified in the IEP as a related service, the days of bus suspension(s) are considered as days of out-of-school suspension if, as a result, the student is unable to attend school and therefore, is denied access to a Free Appropriate Public Education (FAPE).

Parents of special education students should consult the school's administrators or special education team for further information about the procedural safeguards for students with disabilities.



## **Discipline Offences and Actions**

### **Class I Offenses**

#### **1.01 Disruption in Class**

Any conduct which is so disruptive as to interfere with the teacher's ability to communicate with the other students or their ability to learn. This would include disrespect toward the teacher, other students or other adults entering the classroom. This would also include minor insubordination toward the classroom teacher.

#### **1.02 Illegal Organization**

Any participation in prohibited secret clubs or societies.

#### **1.03 Disorder Outside of Class**

A student must not be disrespectful towards other students outside of class or participate in disruptive conduct that interferes with maintaining order in areas subject to school authority or the failure to follow directions to cease such conduct. This would include disrespect shown toward other students or adults in all school common areas. (Hallways, Lunch Room, Gymnasium, etc.)

#### **1.06 Use of Abusive, Profane, or Obscene Language or Gestures**

Must not use inappropriate language or gestures.

#### **1.07 Nonconformity to the General Code of Appearance**

#### **1.09 Inappropriate Public Display of Affection**

This would include any forms of close physical contact, such as holding hands, hugging, or kissing.

#### **1.10 Unauthorized Absence from Class**

Skipping, more than 10 minutes late to class, leaving class without permission, etc.

### **Tardy Disciplinary Policy**

A tardy is defined as not being in your designated area after the bell has rung to start class.

### **Consequences or Disciplinary Actions for Tardiness in ONE grading period.**

- 1st – 4th Tardy: Teacher implements classroom tardy policy.
- 5th Tardy: Administrative assigned after school detention and parental contact made.
- 6th Tardy: Administrative assigned Saturday school and parental contact.
- 7th Tardy: More extensive formal disciplinary action as deemed necessary by the administrative staff, including but not limited to suspension.

#### **1.12 Unauthorized use of Personal Electronic Devices**

Electronic devices should not be seen, used, or heard unless authorized by the Principal or designee. Electronic devices should not be seen, used, or heard during the student school day

(7:45 – 3:45). This includes videotaping any activities on school property. School resources will not be utilized to locate personal electronic devices.

- **First Offense:** Confiscation of device and returned to student at the end of the day. Student will be assigned an after school detention and the phone can be picked up following completion of that consequence.
- **Second Offense:** Confiscation and returned to parent/guardian. Student and parent will sign an electronic devices contract, indicating their understanding that if the phone is confiscated again, the device will be kept until the parent picks it up at the end of the semester.
- **Third Offense:** Confiscation of device until parent picks the phone up at the end of the semester.

Failure to surrender the item will result in more severe consequences including OSS. The school is not responsible for lost or stolen electronic devices.

Note: If students possess a cellular telephone or camera, it should be turned off and kept out-of-sight inside their personal secured locker and it may not be used or allowed to emit any ring tone or other noise.

### **1.13 Inappropriate Conduct or Disruption on School Bus**

Any conduct or disruption on the school bus including, but not limited to, the following: eating, drinking, or littering; failure to sit in assigned seat; improper boarding or departing in an orderly manner; failure to keep aisle and step wells clear; failure to utilize required safety equipment (e.g., seatbelts); and failure to present bus permit/student ID if one has been issued and is requested.

#### **Class I Bus Disciplinary Actions**

To ensure the safety and comfort of all students who ride the bus we implement the discipline consequences for Class I bus referrals:

- **First Offense:** Parent conference/parent phone call
- **Second Offense:** After school detention
- **Third Offense:** Bus suspension 1 – 3 days
- **Fourth Offense:** Bus suspension 3 – 5 days
- **Fifth Offense:** Bus suspension 5 – 10 days and a review of the discipline alternatives including possible revocation of bus privileges.

NOTE: A bus suspension is separate from a school suspension and applies only to the loss of riding privileges unless subject to other disciplinary actions such as out-of-school suspensions. Bus suspension does not excuse students from attending school.

#### **Bus Offenses Committed by Students with Disabilities or Section 504 Plans:**

Students with Disabilities or Section 504 Plan may be suspended from the bus for up to three (3) days at one time per incident.

An emergency suspension situation includes one in which a student with disabilities commits an offense which meets the criteria for suspension and the IEP does not include a Positive

Behavior Management Plan. Students whose IEP does not include a Positive Behavior Management Plan may be suspended for up to three (3) days from the bus, provided an IEP meeting is scheduled within seven (7) to ten (10) days to include a Positive Behavior Management Plan.

### **Class I Disciplinary Actions**

- **First Offense:** Conference with the Dean. Discretionary additional discipline from Dean.
- **Second Offense:** Conference with the Dean and phone call to parent to inform them of the offense. Student will serve an after school detention.
- **Third Offense:** Conference with the Dean and parent and teacher to problem solve solution to problem.
- **Fourth Offense:** 1 – 3 Days Suspension from school and parental meeting prior to the Student returning to the classroom and signing of school Discipline Contract.
- **Fifth Offense:** 3 – 5 Days of Suspension and parental meeting prior to the student returning to the classroom.
- **Sixth Offense:** 5 – 10 Days of Suspension and a review of the discipline alternatives including possible expulsion.

### **Class II Offenses**

Students who commit criminal offenses may be referred to the appropriate law enforcement agency, in addition to action taken by the school.

#### **2.01 Failure to Follow Directions Relating to Safety and Order in Class, School, School-Sponsored Activities or on the School Bus**

Any refusal to comply with lawful and directions of a school district employee or agent that relates to the safety of students or school personnel, or to the maintenance of order while a student is under school jurisdiction.

NOTE: Any conduct which significantly disrupts all or portions of campus activities, (greater than one classroom) school sponsored events and school bus transportation may constitute a Class III offense.

Suspension or revocation of school bus privileges applies to all vehicles in the School Sponsor Transportation System. This does not apply to transportation authorized by School Administration for field trips.

#### **2.02 (TBC) Possession, Use, Distribution and/or Sale of Tobacco Products**

Tobacco products shall include, but not be limited to, cigarettes, cigars, pipe tobacco, all smokeless tobacco products, snuff, and chewing tobacco. To safeguard the health and safety of school district employees and students, the use of tobacco products on any School property is prohibited. School property, as used herein, shall mean any building owned or part thereof owned or used by the School Board, and the grounds upon which such building is located.

#### **2.03 Simple Battery Upon Students**

Intentional pushing or striking of another student against the will of the other student. (This would include kicking, slapping, and disruptive hallway behavior including play fighting/horseplay.)

#### **2.04 Dispute**

Lower level confrontations such as mutual pushing and shoving or altercations, which stop upon verbal command and are resolved without injury or need for physical restraint.

#### **2.05 Fighting (Mutual combat, mutual altercation)**

When two or more persons mutually participate in physical violence that requires physical restraint and/or results in injury.

NOTE: Self-defense is described as an action to block an attack by another person or to shield oneself from being hit by another person. Retaliating by hitting a person back is not self-defense and will be considered as fighting. The degree of consequence depends on the information gathered during the investigation. Should a student be injured the consequence will be more severe. The penalty may range from detentions to 5-10 day suspension.

#### **2.06 Vandalism**

Any intentional and deliberate action resulting in injuries or damages by any means of less than \$100 to public property, school district property, or the real estate or personal property belonging to another including, but not limited to, the placement of graffiti thereon or other acts of vandalism.

NOTE: Damage to property valued at \$100 to \$1,000 constitutes a Class III Offense (See 3.07). A student who willfully damages school property, a school bus, or bus equipment shall be properly disciplined. The parent(s) or legal guardian of a minor student (or the student, if he/she is an adult) shall reimburse the owner of the bus for restoration or for replacement of any damaged property in accordance with the true value as determined by the appropriate administrative staff. Students who damage school property, a school bus or bus equipment shall be subject to disciplinary action according to the Code of Student Conduct.

#### **2.07 Stealing or Use of Counterfeit Bills**

Any intentional unlawful taking and/or carrying away of property valued at less than \$100 belonging to, or in the lawful possession or custody of another, including, but not limited to, money, jewelry and personal items located in secured lockers, cars, book bags, clothing, or anywhere else on school property or the use of counterfeit money for procuring school items i.e., lunch, fundraisers, uniforms, etc. (Proof of purchase price required).

NOTE: The taking of property valued at \$100 or more constitutes a Class III Offense.

#### **2.08 Possession of Stolen Property**

If a student is caught in possession of a stolen item, their role and subsequent consequence is equal to that of the person committing the theft.

#### **2.09 Threats/Intimidation/Ridicule**

Verbal, written or printed communication that maliciously threatens injury to a person, property, or reputation of another, or other conduct that demeans or ridicules another. This would include any communications via social network that disrupt the normal school day's procedures.

NOTE: Completion of the threat, either by the victim complying with the demands, or the carrying out of threats against the victim, constitutes a Class III Offense.

### **2.10 (TRS) Trespassing**

Willfully entering or remaining in any structure, conveyance, or school property without being authorized, licensed, or invited; or having been authorized, licensed, or invited, is warned by an authorized person to depart and refuses to do so. If a student has been suspended and asked to leave school grounds, parent contact will be made and it is the responsibility of the parent/guardian to pick their child up in a timely manner. The failure to do so will result in making contact with Child Protective Services. A student who has been suspended or expelled from school or school bus and returns to any School property without being authorized to do so is considered to be trespassing and is subject to arrest.

NOTE: Suspension or revocation of school bus privileges applies to all vehicles in the School Sponsor Transportation System. This does not apply to transportation authorized by School Administration for field trips.

### **2.14 Sexual Harassment**

Any unwelcome sexual advances, requests for sexual favors, and/or other inappropriate verbal, written, electronic, or physical contact of a sexual nature when submitting to or rejecting the conduct affects or unreasonably interferes with the learning environment or creates an intimidating, hostile, or offensive educational environment. It includes, but is not limited to, sexually-oriented jokes, verbal/physical advances, touching, pinching, patting, sexually-oriented kidding, teasing, using language that has a double meaning and is sexually suggestive.

There is no requirement in School policies that specific body parts must be touched (e.g., sexual organs), or that sexual harassment, in any form, must be shown to have occurred repeatedly, over a long period of time, and/or be severe.

NOTE: Violation of the School's sexual harassment policy may be grounds for in-school suspension, out-of-school suspension, expulsion, or the imposition of other disciplinary action by the school, and may also result in criminal charges by State or local units of government. In addition, severe and/or repeated inappropriate or unwelcome conduct or speech that is sexual in nature may constitute a Class III offense.

### **2.16 Directing Obscene, Profane, or Offensive Language or Gestures to a School District Employee or Agent**

Any behavior offensive to common propriety or decency directed to a school district employee or agent including, but not limited to, any verbal, written, electronic, or physical conduct such as threats, bullying, slurs, innuendos, or harassment, which has the purpose or the effect of creating an intimidating, hostile, or offensive educational environment.

### **2.17 Leaving School Grounds or the Site of Any School Activity Without Permission**

Once students arrive on school property, they are not permitted to leave school property. If students do return after leaving school property unauthorized, consequences will follow and they will not be allowed to return to the general public. Aiding a student to return to school property will result in consequences at the discretion of the school. This includes, but is not limited to opening a side door and/or window.

### **2.18 Simple Assault on School Employee or Agent**

An intentional threat by word or act to do violence to the person of another, a school district employee or agent, coupled with the apparent ability to do so, and doing some act, which creates fear in that person.

### **2.20 False Information**

Students must always tell the truth. Intentionally providing false information to a school district employee or agent including giving false student information, data, and concealment of information directly relating to school business. This includes, but is not limited to, failure to provide correct name, correct phone number or other pertinent data, forgery of school notes, re-admit slips, tardy slips, report cards, hall passes, field trip forms, notes to or from parents/guardians, or any other related materials.

NOTE: A student is responsible for ensuring that parents receive any materials sent home by the school and for ensuring that school personnel receive any materials sent to school by the parent.

### **2.21 Possession of Firearm Facsimiles**

Possession, sale, or discharge of any facsimile or toy-type replica of a firearm or other item resembling a firearm that is not included under 3.10 or 4.08.

### **2.25 Gambling**

Any participation in games of chance for money and/or other things of value.

### **2.27 Failure to Adhere to Safety Considerations on School Bus**

Failure to adhere to expected school bus safety considerations include, but is not limited to, failure to remain seated, spitting out of the bus window, boarding or attempting to board a school bus other than the one to which the student is assigned, boarding or departing a school bus at a location other than assigned pick-up or drop-off bus stop without prior school administration permission, yelling out of the bus and making any gesture to others outside of the bus that may be considered offensive to decency or common propriety.

A student who boards or attempts to board a school bus other than the one to which the student is assigned or who boards or departs a school bus at a location other than assigned pick-up or drop-off bus stop without prior school administration permission is considered to be a 2.27 Code of Student Conduct offense and subject to formal disciplinary action.

### **Class II Bus Code Offenses Disciplinary Actions**

- **First Offense:** Call to parent and after school detention.
- **Second Offense:** Suspension of bus privileges for up to 3 days.
- **Third Offense:** Suspension of bus privileges for up to 5 days

- **Fourth Offense:** Suspension of bus privileges for up to 10 days
- **Fifth Offense:** Suspension of bus privileges for up to 15 days and a review of the discipline alternatives including possible revocation of bus privileges.

Suspension or revocation of school bus privileges applies to all vehicles in the School Sponsor Transportation System. This does not apply to transportation authorized by School Administration for field trips.

NOTE: A student may be suspended or expelled from riding the bus at any point in the discipline process.

A student who has been suspended or expelled from the school bus that boards, rides, or attempts to ride a school bus, without being authorized to do so, is considered to be trespassing and is subject to arrest. A student who repeatedly displays inappropriate behavior on a bus will be referred to the appropriate individuals for possible revocation of bus privileges. A bus suspension is separate from a school suspension and applies only to the loss of bus riding privileges unless subject to other disciplinary actions, such as out-of-school suspension.

Students are required to attend school. Bus suspension does not affect or excuse school attendance.

### **2.28 Cheating and/or Copying the Work of Others**

Intentionally copying or using another's work to receive credit or improve grades. Examples would include, but are not limited to, plagiarizing, giving or receiving answers during testing. Teachers may issue additional consequences in addition to the consequences below:

### **2.29 Possession, and/or Use, Distribution of a Facsimile of a Drug, Alcohol, Tobacco Product or Any Substance with a Potential for Abuse.**

### **2.31 Simple Assault on a Student**

An intentional threat, by word or act, to do violence to a student, coupled with the apparent ability to do so, and doing some act, which creates fear in that person.

### **2.33 Extortion**

A student may not obtain money or property from an unwilling person by force, threat of force, or other means of coercion.

### **2.34 Use of Cameras**

Students shall not use cameras (digital, video, cell phone cameras, etc.) to capture images or videos on school property or at a school-sponsored event, except under the following conditions:

1. A student may possess and use the camera at the direction of and with direct supervision by a classroom teacher as part of classroom activities.
2. A student may use a camera if that student receives prior permission from the school principal or designee for a specific purpose. At no time will permission be granted for non-essential purposes, or if the use will violate another individual's privacy.

3. A student may use a camera while attending an event held on school grounds, after school hours, and open to the general public, as long as the possession and use are neither disruptive or in any way unlawful.

### **Class II Disciplinary Actions**

- **First Offense:** 1-3 day suspension and parental meeting prior to the student returning to the classroom and a Behavior Contract will be put in place for the student.
- **Second Offense:** 3-5 day suspension and parental meeting prior to the student returning to the classroom.
- **Third Offense:** 5-10 day suspension pending expulsion and parental meeting prior to the student returning to the classroom should it be determined that the student will be allowed to return to the classroom.

### **Class III Offenses**

Commission of a Class III offense will necessitate a disciplinary conference with the principal/designee and the parent/guardian

NOTE: A student who has been suspended or expelled from school and returns to any School property without being authorized to do so is considered to be trespassing and is subject to arrest.

Missed work shall be made up for all absences, which include suspension. It is the student's and/or parent's responsibility to request assignments during the suspension period. Two days of make-up work shall be allowed for each day of absence, when appropriate. Each student shall receive full credit for such work.

#### **Criminal Offenses:**

Students who commit criminal offenses will be referred to the appropriate law enforcement agency in addition to action taken by the school.

#### **Definition of Class III Offenses:**

##### **3.01 Possession of Fireworks, Firecrackers, Smoke Bombs, Lighters, Matches, or Flammable Materials.**

##### **3.02 (TRE) Threat/Intimidation**

Any premeditated or repeated threat to cause physical harm to another person with or without the use of a weapon, whether made verbally, in writing, electronically, or by conduct or action, to kill another person or do any act of violence which may cause death and creates reasonable fear or apprehension in that person that such violence is a serious expression of an intent to cause a present or future harm along with the individual having the capability to actually carry out the threat.

##### **3.03 (BAT) Simple Battery Upon School District Employee or Agent**

Intentionally touching or striking another person against the will of another; or intentionally causing bodily harm to another or throwing of an object at a school district employee or agent.

##### **3.04 (ROB) Robbery (using force to take something from another)**



The taking or attempted taking of anything of value that is owned by another person or organization, under the confrontational circumstances of force, or threat of force or violence, and/or by putting the victim in fear.

### **3.05 (STL) Stealing/Larceny/Theft**

Any intentional unlawful taking, carrying, riding away, or concealing the property of another valued at \$100 or more belonging to, or in the lawful possession or custody of, another without threat of violence or bodily harm. This offense also includes the theft of credit cards, debit cards, checks, school keys, and motor vehicles (Proof of purchase price required).

### **3.06 (BRK) Burglary of School Property**

Breaking, entering, or remaining in a dwelling, structure or conveyance without justification with the intent to commit an offense therein, unless the premises are at the time open to the public or the individual is licensed or invited to enter or remain.

### **3.07 Criminal Mischief/Vandalism**

Any intentional and deliberate action resulting in damages of \$100 to \$500 to school district property, public property or the real or personal property of another not limited to the placement of graffiti thereon or other acts of vandalism.

NOTE: Damage to property valued more than \$500 constitutes a Class IV offense (See 4.20).

### **3.10 Possession of Prohibited Substance or Objects**

Possession of syringes, over-the-counter drugs, drug paraphernalia, inhalants, pepper spray, or any other object or substance that may bring harm to a person.

### **3.11 Lewd, Indecent, or Offensive Behavior**

Any behavior offensive to common propriety or decency, including, but not limited to, “mooning,” sexting, offensive touching, indecent exposure, possession, distribution, or display of obscene or “hate” material, possession/display of electronic images or text, or similar behavior.

### **3.12 (SXH) Sexual Harassment**

Unwanted and repeated verbal or physical behavior with sexual connotations by a student that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment, cause discomfort or humiliation or unreasonably interfere with the individual’s school performance or participation. An incident when one person demands a sexual favor from another under the threat of physical harm or adverse consequence).

There is no requirement in School policies that specific body parts must be touched (i.e., sexual organs), or that sexual harassment, in any form, must be shown to have occurred repeatedly, over a long period of time, and/or be severe.

### **3.13 (SXO) Sexual Offenses**

Law enforcement must be notified to investigate other sexual contact, including intercourse, without force or threat of force, or subjecting an individual to lewd, sexual gestures, sexual activities, or exposing private body parts in a lewd manner. (Law enforcement must be notified to investigate and a report must be provided for this offense from the police department.)

### **3.14 (BAT) Battery upon Student Resulting in Bodily Harm**

Intentional striking of another student against the will of the other student which causes bodily harm that requires medical treatment. Requires medical documentation.

### **3.15 (DOC) Inciting or Participating in Major Student Disorder**

Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others (disruption of all or significant portion of campus activities, school-sponsored events, or school bus transportation).

### **3.16 (DOC) Unjustified Activation of a Fire Alarm System**

This includes deliberately activating, pulling the fire alarm, tampering with the fire extinguisher, or calling in a false alarm.

### **3.18 Igniting Fireworks, Firecrackers, or Flammable Materials**

### **3.19 (DOC) Unjustified Activation of Bus Emergency Systems**

Any unjustified activation of bus emergency doors, emergency windows, or other systems unless directed by the bus operator/attendant, or other authorized school district employee or agent in an emergency or in the case of an evacuation drill.

### **3.20 (ZZZ) Failure to Adhere to Safety Procedures on School Bus**

Failure to adhere to school bus safety considerations which may or may not cause injury to persons or damage to property, including, but not limited to, placing head, arms, legs, or objects outside of the window or door of the bus, throwing objects, substances, or material in or out of the window or door of the bus, throwing objects at a bus, or any other act considered offensive to decency or common propriety.

#### **Bus Code Offenses Class III Disciplinary Actions:**

- **First Bus Offense** – Class III: Commission of a Class III offense on a bus will result in the suspension of bus privileges for a minimum of twenty (20) school days.
- **Second Bus Offense** – Class III: Commission of a subsequent offense on the school bus will result in the suspension of bus privileges for a minimum of forty (40) school days. If a student repeatedly displays inappropriate behavior on a bus, the student will be referred to the appropriate individual for possible suspension from the bus for the remainder of the year.

NOTE: A student who has been suspended or expelled from the school bus that boards, rides, or attempts to ride a school bus without being authorized to do so, is considered trespassing and subject to arrest.

### **3.21 (DOC) Fighting or Battery on a School Bus**

Students will face school level discipline as well as consequences as indicated for school bus class III discipline as listed in 3.20.

### **3.22 Defamation of Character**

A knowingly false communication, either oral or written, that is harmful or injurious to a school board employee or agent's reputation and/or exposes that person to contempt, scorn or ridicule and jeopardizes the school board employee or agent's employment with the District.

### **3.23 Stalking**

Engaging in a pattern of behavior or activity that involves willful, malicious, and repeated following, harassing, or cyber-stalking.

### **3.24 Unauthorized Use of Instructional Technology**

Abuse/misuse of technology to purposely access, create, produce or distribute pornography and subsequent misuse of technology. Use of another users account to bypass restrictions placed on their own account. Intentionally utilizing a teacher or staff member's account to access district resources that are not intended for student use. Knowingly making unauthorized changes to grades, test scores, or student data on internal or externally hosted systems. Production and/or distribution of pornography or making pornography available on a system or server that is accessible by other users.

### **3.26 (DOC) Major Dispute or Altercation**

The willful act of participating in a disruption involving physical contact, with two or more participants in a major dispute or altercation as determined by the principal.

### **3.27 Simple Assault Upon School District Employee or Agent**

Repeated intentional threats by word or acts to do violence to the person of another, coupled with an apparent ability to do so; and after having been disciplined in accordance with 2.18 of the Code for a first violation, doing a second (or repeated) act(s) which create(s) a well-founded fear in such other person that such violence is imminent, when the person committing the offense knows or has reason to know the identity or position or employment of the victim.

### **3.28 (BUL) Bullying**

Systematically and chronically, inflicting physical hurt or psychological distress, on one or more students or employees that is severe or pervasive enough to an intimidating, hostile or offensive environment, or unreasonably interfere with the individual's school performance or participation. Requires compliance with the schools Anti-Bullying Policy as well as compliance with the school's Anti-Bullying Procedures. The required bullying investigation must be completed and the required documentation placed in the student's disciplinary folder).

### **3.29 (HAR) Harassment**

Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that 1) places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, 2) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or 3) has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose.

NOTE: A bus suspension is separate from a school suspension and applies only to the loss of bus riding privileges unless subject to other disciplinary actions such as out-of-school suspensions.

### **Class III Disciplinary Action**

Commission of a Class III offense will necessitate a disciplinary conference the dean/designee and the parent/guardian

- **First Offense:** 5 – 7 day suspension and parental meeting prior to student returning. Additionally, student must complete five hours of community service.
- **Second Offense:** 10 days of suspension pending expulsion.

Missed work shall be made up for all absences, which include suspension. It is the student's and/or parent's responsibility to request assignments during the suspension period. Two days of make-up work shall be allowed for each day of absence, when appropriate. Each student shall receive full credit for such work.

Criminal Offenses: Students who commit criminal offenses will be referred to the appropriate law enforcement agency in addition to action taken by the school.

### **Class IV Offenses**

ALL Actions listed under class IV Offense will be reported to School Resource Officer and appropriate charges will be pursued.

#### **Class IV Offenses**

##### **4.00 (ALC) Alcohol**

Any possession of an alcoholic beverage with the intent to use themselves, sell, give away, or otherwise distribute to another person.

NOTE: It is illegal to possess or use alcoholic beverages if under the age of 21.

##### **4.01 (DRD) Drugs**

Any possession of a drug with the intent to use themselves, sell, or give away, or otherwise distribute to another person including any substance alleged to be a drug, regardless of its content.

NOTE: The possession or use of illicit drugs is illegal and harmful.

##### **4.02 (ARS) Arson**

Any willful and malicious burning of any part of a building or conveyance, whether occupied or not, or its contents.

##### **4.03 (BAT) Aggravated Battery upon a School Employee or Agent**

Intentionally causing bodily harm resulting in disability or permanent disfigurement to a school district employee or agent.

#### **4.04 (ROB) Armed Robbery**

The taking of money or other property from the person or custody of another by use of a weapon, or in the course of the taking, putting another in fear of the use of a weapon, force, or violence.

#### **4.05 (WPO) Weapon**

Possession of any dirk (dagger), knife (i.e., switchblade, razor, box cutter, X-Acto knife, sword), metallic knuckles, slingshot, billie, tear gas gun, chemical weapon or device, BB guns, paint guns, air strike guns, or other deadly weapon including a firearm, a common pocketknife, plastic knife, martial arts weapons, bullets, or blunt-bladed table knife, that can inflict serious harm on another or that can place a person in reasonable fear of serious harm.

#### **4.08 (WPO) Possession of a Firearm**

Possession, discharge, use, or sale of any firearm or destructive device on school property, school-sponsored transportation, or during a school-sponsored activity. A firearm is any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of such a weapon; any firearm muffler or firearm silencer, any destructive device, or any machine gun. A “destructive device” means any bomb, grenade, mine, rocket, missile, pipe bomb, or similar device containing an explosive, incendiary, or poison gas and includes any frangible (breakable) container filled with an explosive, incendiary, explosive gas, or expanding gas, which is designed or so constructed as to explode by such filler and is capable of causing bodily harm or property damage.

NOTE: Under the Gun-Free School Act, any student who is determined to have brought a firearm, as defined in 18 U.S.C. 921, to school, any school function, or on any school-sponsored transportation will be expelled, with or without continuing educational services, from the student’s regular school for a period of not less than one (1) full year. (The expulsion requirement is subject to modification, on a case-by-case basis, as allowed by law.) A student who is determined to have brought a firearm to school will be referred for criminal prosecution.

#### **4.09 (WPO) Use of a Deadly Weapon**

Possession of any deadly weapon, other than a firearm, which is used in a threatening manner and is perceived by the individual being threatened as capable of inflicting physical harm.

NOTE: The possession of a firearm, knife, other type of weapon, or any item that can be used as a weapon by any student while the student is on school property or in attendance at a school function, is grounds for disciplinary action and may also result in criminal prosecution.

#### **4.10 (WPO) Use of a Prohibited Object or Substance**

Use of any prohibited object or substance (See 3.10) to strike or to threaten in a manner, which is perceived by the individual being threatened as capable of inflicting physical harm

#### **Class IV Disciplinary Actions:**

- **First Offense:** Ten-day suspension pending expulsion.

## Code of Conduct Agreement

I, \_\_\_\_\_ have read the Emma Donnan Code of Conduct and agree to abide by all regulations within the handbook. Choosing not to follow the regulations will result in consequences as outlined in the Code of Conduct.

Student: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix

### GENERAL INFORMATION

SCHOOL HOURS: 8:00 am – 3:45 pm

As with all handbooks it is important to try to list every possible situation that might arise in a school. We have attempted to cover as many areas of concern as we could. Please read this handbook very carefully. Please note that students/parents are responsible to abide by the codes of conduct for Emma Donnan.

### DAILY SCHEDULE

<b>Breakfast</b>	<b>7:45 – 7:55 a.m.</b>
<b>School Begins</b>	<b>8:00 a.m.</b>
<b>School Ends</b>	<b>3:45 p.m.</b>

Breakfast for the Middle School begins at 7:45 a.m. and ends at 7:55 a.m. Students will NOT be allowed on school grounds until 7:40 a.m. Families who arrive to Emma Donnan prior to 7:40 will be required to wait in their cars with their children. Students must arrive to school on time in order to eat breakfast.

**All enrolled students of Emma Donnan Middle School are eligible to receive a healthy breakfast and lunch at school at no charge to your household each day of the 2017-2018 school year! No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit an application.** If a student wishes to bring a bag lunch from home, a carton of milk or juice can be purchased separately. Lunch menus can be found in the monthly newsletter.

### STUDENT ARRIVAL

Emma Donnan assumes the supervision of all students at 7:45 a.m. and instruction begins promptly at 8:00 a.m. Unsupervised students are not allowed on campus grounds prior to 7:40 a.m.

Parents who drive their students to school will drive up the circle drive. Emma Donnan staff members will be stationed in front of the school, at the front door, and throughout the building to ensure that students make their way to their class.

Parents or older siblings, who choose to park and walk their students to the entrance, will be asked to release their students to a staff member prior to entering the building. To protect the integrity of the teaching happening in each classroom, we ask that parents not accompany their children to classrooms.

If you park your car during student arrival times you may ONLY park in a sanctioned parking spot. NEVER park in front of a No Parking Zone or blocking the circle driveway. If you choose to park in one of these areas, your car may be ticketed or towed.

### **Description of Emma Donnan Restorative Justice Practices:**

#### **Detention Diversion**

Detention Diversions can be assigned to students as a result of behavior problems in the classroom. EMMA DONNAN culture staff and administration can assign a student an after school detention diversion to be served with a specific teacher in order to make up time and work that has been missed as a result of discipline problems. During this time, students are required to complete a behavior reflection and complete assignments from the teacher. Students must serve the diversion within one week and must submit the paper work to the discipline office.

#### **Restorative Chat**

Students can participate in restorative chats that can be facilitated by a member of the Emma Donnan culture team or school administration. These restorative chats are meant to help the student identify their inappropriate actions, the harm that these actions caused, and how they can remedy their wrong-doing.

#### **Conflict Resolution/Mediation**

Students can participate in conflict resolution discussions in order to help issues. Conflict resolutions can be facilitated by members of the EMMA DONNAN culture team or school administration. These discussions allow each party to share their perspective and give a structure to work together to find a mutual resolution.



### **Peer Jury Meeting**

Students may be called to attend a peer jury meeting as a result of their actions. The peer jury is a group of students that are trained in conflict resolution, peer mediation and restorative justice practices. The peer jury will listen to all sides of the story and help to find a resolution or develop an appropriate consequence to remedy the situation.

### **Student Behavior Contracts and Behavior Tracking**

Students with multiple offenses can be placed on behavior contracts. The behavior contracts are developed and signed with the consent of a parent/guardian. Once a student is placed on a behavior contract, they participate in weekly behavior tracking to monitor progress. Progress will be communicated with parents and rewards will be determined.

### **In School Suspension (ISS)**

Students placed in ISS will be held in the Manual Alternative Learning Lab (MALL) located in the discipline office. The period of time that students are in ISS will be determined by an administrator or member of the EMMA DONNAN culture team. ISS is considered an unexcused absence. Parents will be notified if their student is placed in ISS.

### **Suspension Pending Parent Conference**

Students will receive a suspension pending parent conference if the administrator or member of the Emma Donnan culture team deems the respective behavior appropriate for a parent conference. When a student is suspended pending parent conference, they are allowed to return at the start of the next school day if they are accompanied by a parent/guardian for a re-admit conference.

### **Reverse Suspension**

Students will receive a reverse suspension if they continuously demonstrate inappropriate behavior. A reverse suspension results in a parent or guardian attending classes with that student to observe their behavior for a specific amount of time. The reverse suspension can range from one period to a day of parent attendance at school with the student.

### **Out of School Suspension (OSS)**

Students will receive OSS if the respective Administrator deems the respective behavior as appropriate for OSS. OSS is considered an unexcused absence. Students will not be allowed to return following an out of school suspension unless accompanied by a parent or guardian for

a re-admit conference. The scheduled times for re-admit conferences will be included in the student's suspension paper work.

### **Project S.A.V.E.**

Students with multiple suspensions and violations of the handbook can be assigned to the Pathways room for instruction. Students who are moved into Project S.A.V.E. participate in an alternative learning plan that involves character development and online classes.

### **Expulsion**

Students who have committed multiple violations of the handbook or have committed Class III or IV violations can be put up for expulsion. Once a student is expelled, they may not attend school until the end of their expulsion period.

## **ADDENDUM TO THE EMMA DONNAN STUDENT AND PARENT HANDBOOK**

### **INFORMAL COMPLAINT PROCEDURE**

Emma Donnan encourages the reporting of all perceived incidents of discrimination, harassment, sexual violence or retaliation; as well as, failure to comply with state or federal law in basic education, consolidated categorical aid programs, vocational education, child nutrition programs and special education programs regardless of the offender's identity or position. Early reporting and rapid reporting is encouraged so that immediate corrective action can be taken. If any employee of Emma Donnan sees or hears of untoward acts of a student focused on others, they are required to immediately report these acts in writing to the Principal. The information received may be founded on the employee's own observations, on information from a student, a student's parent, or a third party. All complaints will be investigated.

As an initial step an individual who believes they have been subject to discrimination or harassment or any other wrong, is encouraged to promptly advise the alleged offender that their behavior is unwelcome and request that it be discontinued, as long as they feel comfortable doing so. In some cases, an offender may not realize their behavior is offensive and being perceived as harassment. This action alone may sometimes resolve the problem.

Emma Donnan recognizes that an individual may prefer to pursue the matter through informal or formal complaint procedures. If for any reason an individual does not wish to address the offender directly, or if addressing the offender does not successfully end the offensive conduct, the individual should notify, orally or in writing, the Principal or Vice Principal/Director of Curriculum. All reports will be filed with the Principal who will either facilitate an informal resolution or appoint another individual to facilitate an informal resolution.

An informal resolution may involve meeting with the alleged offender to discuss the unwelcome nature of the behavior or if both parties agree, facilitating a meeting between the complainant and the alleged offender to work out a mutual resolution.

The informal complaint procedure is not intended for victim of sexual violence. Victims of sexual violence should NOT approach the offender under any circumstances in an attempt to resolve the matter, and should file a police report as soon as possible after the attack has occurred. An individual who is a victim of sexual violence and has filed a police report may file a complaint under Emma Donnan's formal complaint procedures.

### **FORMAL COMPLAINT PROCEDURE**

If a complaint is not resolved through the informal complaint procedure, or if an individual elect to file a formal complaint initially, the following formal procedures will be followed.

An individual who believes they have been subject to discrimination, harassment, sexual violence or retaliation or other wrong doing, may file a formal complaint orally or in writing with the Principal. If a report is made to any other employee of Emma Donnan, orally or in writing, about any complaint, the employee must immediately report that information to the Principal. Complaint forms can be found in the Principal's office.

All allegations of harassment, discrimination, sexual violence or retaliation will be investigated promptly. Members of the school's Leadership team are responsible for investigating complaints.

Investigations will be launched immediately upon the filing of a complaint, and will be completed promptly. Typically, the investigation will begin with an interview of the alleged victim to obtain information regarding the identity(ies) of the alleged offender(s), the offensive conduct, the potential witnesses, and the desired resolution. The alleged victim will be offered an opportunity to submit any evidence that they believe relevant to the investigation within 5 school days.

Within 5 school days of receiving the initial complaint, the alleged offender will be informed of the allegations and will be offered an opportunity to submit a written response to the allegations. The alleged offender's response and any supporting materials must be submitted within 3 school days. The investigator will then review the relevant documents and conduct additional interviews as necessary to determine whether there has been a violation of this policy. For example, the investigator may conduct interviews with the alleged offender, the parent(s) or legal guardian(s) of the parties, and/or other individual who may have observed the alleged conduct or may have other relevant knowledge. During the investigation, the investigator will keep both parties apprised of the status of the investigation, to the extent permitted under the Family Education Rights and Privacy Act. The investigator will not require the alleged victim to appear in the same room as the accused.

Upon receiving a complaint, the investigator will consider whether any interim measures should be taken during the investigatory phase of the complaint process to protect the alleged victim from further harassment, sexual violence, or retaliation. For instance, the investigator in conjunction with the Principal and other members of the leadership team, may determine that it is necessary to place the alleged perpetrator in interim suspension or alternative setting, change schedules, or assign a hall monitor to have visual contact with the perpetrator at all times.

While many case investigations may be resolved quickly, some require extensive time to complete. Within 7 school days of the completion of the investigation, the investigator will prepare a report that summarizes the evidence gathered, states whether or not there was a policy violation, and provides recommendations for closure. In determining whether there has been a violation of policy, an investigator will consider a variety of factors, including but not limited to:

the nature of the conduct, the age and maturity of the parties, the frequency of the conduct, the relationship between the parties, and whether the conduct adversely affected the victim's education or environment. The determination will be based on the totality of the circumstances and will be based on the "preponderance of the evidence" (e.g., it is more likely than not that a policy violation occurred). The determination will not take into account any "past relationships" of the alleged victim. The investigator's recommendations may include discipline of the alleged offender up to and including suspension or expulsion (if a student) or suspension or termination of employment (if an employee).

Both parties will then be provided written notice of the outcome of the investigation. If either party is dissatisfied with the outcome, they may appeal to the Principal by filing a written notice of appeal within 5 school days of the date of the written notice of the outcome of the investigation. Within 10 school days of receiving the notice of the appeal, the Principal will review the report prepared by the investigator, the investigator's file, and any other documents or materials provided by the parties and affirm, reverse, or revise the determination and recommendations of the investigator. To the extent the Principal determines the parties should

be heard, the alleged victim will not be required to appear in the same hearing room as the accused.

Where there has been a policy violation, Emma Donnan will make every reasonable effort to stop any conduct in violation of these policies and prevent recurrence. Where appropriate, Emma Donnan will also take steps to remedy the effects of any violation. Some examples of such remedial measures include: the provision of counseling and/or academic support to the victim or recalculating certain course grades. Any appropriate remedial measures will be determined on a case-by-case individualized basis.

### **CONFIDENTIALITY AND RECORD KEEPING**

Emma Donnan will make all reasonable efforts to protect the privacy of all parties involved in an investigation and to keep the complaint and investigation confidential; however, confidentiality cannot be guaranteed. Some details or identities may need to be revealed in order to fully investigate the complaint.

Emma Donnan will maintain records of all complaints of discrimination, harassment, sexual violence or retaliation for a period of no less than 5 years.

### **FALSE CLAIMS**

Emma Donnan reserves the right to discipline students who have falsely accused another of harassment sexual violence, retaliation, discrimination and/or other wrong doing. Complaints will not be considered “false” solely because it cannot be corroborated. Disciplinary action for making false claims may include suspension or expulsion.

### **CONCLUSION**

Emma Donnan has developed this policy to ensure that all its students have the opportunity to learn in an environment free from harassment, discrimination and retaliation. Emma Donnan will make every reasonable effort to ensure that all necessary persons are familiar with these policies and aware that any complaint in violation of such policies will be investigated and resolved appropriately. All complaints may be submitted to any members of the Emma Donnan's Leadership team.