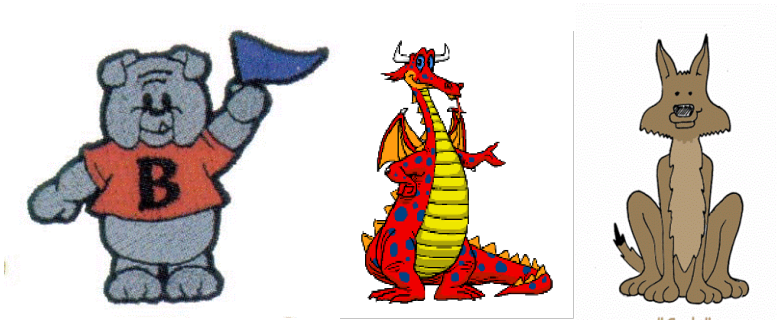
SOUTHERN HANCOCK ELEMENTARY SCHOOLS

Brandywine Elementary
New Palestine Elementary
Sugar Creek Elementary

2015-2016 PARENT/STUDENT HANDBOOK



“Achieving Our Personal Best In Pursuit Of Excellence”

Southern Hancock Elementary Schools
Parent/Student Handbook

While this *Student Handbook* is intended to be a fair summary of certain matters of interest to students, its readers should be aware that (1) it is not a complete statement of all procedures, policies, rules and regulations of The Community School Corporation of Southern Hancock County; (2) the School Corporation reserves the right to change without prior notice any procedures, policies, programs, and so on, which appear in the *Student Handbook;* and (3) the various departments and teachers may have their own procedures and policies that apply to students.

Our School Corporation is committed to the principle of equal opportunity. "The Board does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities." (Policy 2260)

New Palestine High School
P.O. Box 448
4485 Victory Drive
New Palestine, IN 46163
Telephone: 317-861-4417 Fax: 317-861-2125

Doe Creek Middle School
P.O. Box 478
5613 W. 200 South
New Palestine, IN 46163
Telephone: 317-861-4487 Fax: 317-861-2136

Brandywine Elementary School
413 E. 400 South
Greenfield, IN 46140
Telephone: 317-462-7396 Fax: 317-467-0174

New Palestine Elementary School
P.O. Box 538
4801 S. 500 West
New Palestine, IN 46163
Telephone: 317-861-5287 Fax: 317-861-2146

Sugar Creek Elementary School
P.O. Box 558
2337 S. 600 West
New Palestine, IN 46163
Telephone: 317-861-6747 Fax: 317-861-2656

Web Address: corp.newpal.kl2.in.us

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GENERAL INFORMATION

2015-2016
SCHOOL YEAR CALENDAR

July 31…….……..…… Teacher Preparation Day
August 3……..... First Day For Students
September 4 …….. First Mid-Term Period Ends
September 7…….…….. Labor Day, No School
October 2……... First Nine-Weeks Grading Period Ends
October 7..……..… Parent/Teacher Conferences, No School For Students
October 12-16…… Fall Intersession, No School
October 19……. School Resumes After Fall Intersession
November 20 …… Second Mid-Term Period Ends
November 23-27……...……. Thanksgiving Break, No School
December 18…… Second Nine-Weeks Grading Period Ends
First Semester Ends
December 22-January 1…..……... Winter Intersession, No School
January 4…… School Resumes After Winter Intersession
January 18……. Martin Luther King Jr. Day, No School
February 5 …… Third Mid-Term Period Ends
February 15…… Presidents' Day, No School
TBD…….……. ISTEP+ Applied Skills Testing Window Grades 3-8
March 11…..…….. Third Nine-Weeks Grading Period Ends
March 21 – April 1…… Spring Intersession, No School
April 4…… School Resumes After Spring Intersession
April 29……. Fourth Mid-Term Period Ends
TBD…….…….. ISTEP+ Multiple-Choice Testing Window Grades 3-8
May 26……Fourth Nine-Weeks Grading Period Ends
Second Semester Ends
May 27 ..……....Teacher Work Day
May 30……Memorial Day, No School
Last Day of School (Full Student Day)
May 31…….. Snow Make-Up Day, If Needed
June 6-24……Summer School M-Th

Where Do I Go For Help?

Brandywine Elementary School		
Name	**Title**	**Extension**
Mark A. Kern	Principal	103
Mary Kirk	Secretary/Treasurer	101
Tamara Vannarsdall	Clinic Assistant	102
Deanna Hobbs	Social Worker	117

New Palestine Elementary School		
Name	**Title**	**Extension**
Katy Eastes	Principal	172
Brenda Sellers	Secretary/Treasurer	175
Staci Wilson	Secretary/Receptionist	100
Stephanie Gohmann/Sonya Whiteside	Clinic Assistants	171
Courtney Merz	Social Worker	104

Sugar Creek Elementary School		
Name	**Title**	**Extension**
Kari Shelton	Principal	1001
Tonya Wood	Social Worker	1004
TBD	Secretary/Treasurer	1002
Amber Rush	Secretary/Receptionist	1000
Erica Faubion	Clinic Assistant	1006

Board of School Trustees	
Name	**Title**
Craig Wagoner, Sr.	President
Brian McKinney	Vice-President
Barb Snyder	Secretary
Bill Niemier	Board Member
Tom Tucker	Board Member

Administrative Staff	
Dr. Lisa Lantrip	Superintendent
Robert Yoder	Assistant Superintendent
Dr. Rhonda Peterson	Director of Curriculum and Technology
Marcia Piercy	Associate Director of Special Education
Charissa Igo	Aramark Director of Food Services
Steve Satterly	Director of Transportation and School Safety
Don Perdue	Director of Buildings and Grounds
Keith Fessler	Principal, New Palestine High School
Miles Hercamp	Assistant Principal, New Palestine High School
Allen Cooper	Director of Athletics, New Palestine H.S
Adam Barton	Dean of Students, New Palestine H.S.
Jim Voelz	Principal, Doe Creek Middle School
Craig Moore	Dean of Students/Athletic Director Doe Creek M.S.
Mark A. Kern	Principal, Brandywine Elementary School
Katy Eastes	Principal, New Palestine Elementary School
Kari Shelton	Principal, Sugar Creek Elementary School

CSCSHC MISSION/VISION/GUIDING PRINCIPLES

Mission Statement

"Through collaboration, we provide an environment in which knowledge and skills are developed so every student will achieve their personal best." (Policy 2105)

Vision Statement

"Achieving our personal best in pursuit of excellence." (Policy 2105)

Guiding Principles

"Students, parents, patrons, community, Board, and staff all collaborate toward the success of our Vision, mastery of the Indiana Academic Standards and achievement of the "Expected Results of a Southern Hancock Education" through the maximization of the time and quality of instruction. We will provide the best possible environment. We will develop meaningful and appropriate policies."
(Policy 2105)

CSCSHC EDUCATIONAL BELIEFS

"The purpose of schools is to develop in each student the capacity to think and reason and use one's mind well, and to ensure that each student develops those understandings, skills, and habits of mind that make it possible to participate fully in the life of a multi-ethnic, multi-cultural society operating in the context of an information based global economy.

We Believe:

A. Every student can and will learn when presented with the right opportunity and given sufficient time to do so. Schools serve their purpose when students are partners in developing learning opportunities and when schools invent opportunities for students that ensure that each day students experience success* in meaningful and significant school work.

B. Learning opportunities are determined by the nature of the work students are assigned or are encouraged to undertake. It is the responsibility of teachers and administrators to ensure that students are provided with those forms of school work at which they are most likely to experience success and from which they learn those things of most value to them, to the community, and to the society at large. Students should have the opportunity to provide input into the work they are counseled to undertake.

C. It is the responsibility of the family and/or the community to guarantee each child the support s/he needs to be successful in pursuing substantial, intellectually demanding tasks and activities and to provide the support essential for developing into productive, participating citizens.

D. The primary activity of school is to create opportunities for students to use knowledge to solve problems, produce products, extract meaning and produce useful outcomes (knowledge work). If schools are to service society well, then schools must become knowledge-work organizations; they must be organized to encourage children to use knowledge to solve problems rather than passively absorb information to be used at some other time.

E. Students, and the work students are expected to do, should be the focus of all school activity. Schools should not, therefore, be organized around the work of teachers and administrators or the particular interests of School Boards, political factions, and interest groups.

F. The rules, roles and relationships that govern behavior in school should be such that: Teachers are empowered to design work and lead students in doing that work; principals are leaders of leaders with the responsibility of ensuring the quality control of work provided for students.

G. The primary role of the Superintendent is to educate the community about education, to communicate a compelling vision focused on the growth of all students, to ensure that a plan is in place for continuously and systematically assessing students needs and outcomes, to develop leadership capacity at all levels of the system, and to ensure that outcomes, rather than programs, dominate the attention of all.

H. The primary role of the Board of Education is to develop policies and long range plans for facilities, curriculum, and human resources that support innovation, excellence and the District vision. The Board of Education links the schools with the community, educating and gaining commitment to the District's purpose and vision.

I. Commitments to innovation and continuous improvement should be expected of all people and programs supported by School District resources. All programs should be systematically evaluated and the School District resources should be allocated with purpose and flexibility to ensure that programs which support the District's beliefs and vision be given the highest funding priority.

*Success is not defined as always getting correct responses or right answers; students success is the feeling of power over his/her own learning; the "belief" that learning outcomes are within grasp." (Policy 2110)

CSCSHC EXPECTED EDUCATIONAL RESULTS

"The Board believes that the mission of the Corporation is being accomplished when there is valid evidence that its educational programs are making it possible for students to achieve the following educational results, commensurate with their ability and potential:

A. A mastery of skills necessary to gather and process information and to effectively communicate information and ideas.
   1. The Southern Hancock graduate speaks and writes fluently.
   2. The Southern Hancock graduate reads and comprehends information effectively.
   3. The Southern Hancock graduate listens and responds appropriately.
   4. The Southern Hancock graduate demonstrates a practical knowledge of word processing and other technology tools to communicate.

B. The ability to acquire and apply content of core subjects (math, science, language arts, and social studies) as a vehicle for development of the creative and critical thinking necessary for making informed decisions and for continued learning.
   1. The Southern Hancock graduate uses research and problem solving in a variety of contexts to make informed decisions.
   2. The Southern Hancock graduate applies mathematical principles and operations in a variety of situations to solve problems.
   3. The Southern Hancock graduate applies skills and scientific concepts to analyze world problems and offer solutions.
   4. The Southern Hancock graduate reads and evaluates written information.
   5. The Southern Hancock graduate displays creativity in various settings.

C. Knowledge of their own and other cultures needed for them to become involved and responsible citizens of their community, state, and world.
   1. The Southern Hancock graduate uses knowledge of the past to analyze the present and anticipates the future.
   2. The Southern Hancock graduate demonstrates an understanding and appreciation of world cultures.
   3. The Southern Hancock graduate exhibits an understanding for the operations and relationships of his/her own local, state, and national government.

D. Develop values that are common and expected in society and the workplace, i.e.: honesty, dependability, responsibility, cooperation, courtesy, and the desire to learn.
   1. The Southern Hancock graduate interacts well and works cooperatively with others.
   2. The Southern Hancock graduate exhibits ethical conduct.
   3. The Southern Hancock graduate implements a plan for good physical and mental health.

E. Develop a knowledge and appreciation of the fine arts.
   1. The Southern Hancock graduate displays an appreciation for aesthetics and the fine arts.
   2. The Southern Hancock graduate participates in the visual, musical, or other fine arts.

F. Acquire the skills necessary to be successful in their chosen life roles and to function as life-long learners.
   1. The Southern Hancock graduate investigates career opportunities.
   2. The Southern Hancock graduate demonstrates an awareness of environmental issues.
   3. The Southern Hancock graduate uses and displays an understanding of economics applied to everyday living.
   4. The Southern Hancock graduate participates in school, community, and world programs to improve the quality of life.
   5. The Southern Hancock graduate maintains an interest in a wide variety of areas including academics, athletics, fine arts, and service programs.
   6. The Southern Hancock graduate displays a practical knowledge of technology."
      (Policy 2131) I.C. 20-33-89-4, 20-26-5-1

Mission Statements

Brandywine Elementary:

Caring, Learning, and Growing Together to Build a Better Future One Child at a Time. *(Revised, 2008)*

New Palestine Elementary:

The New Palestine Elementary school community is committed to providing challenging learning experiences that give our youth an excellent foundation to become resourceful and responsible contributors to society.
(Revised, 2005)

Sugar Creek Elementary:

Our mission is to build a strong academic foundation for students that will empower them to make critical decisions and foster a passion for life-long learning.

We work to inspire students to develop high expectations for themselves and to develop mutual respect for others.
(2000)

CSCSHC Skills For Success

The Southern Hancock Schools have identified the following SKILLS FOR SUCCESS to help promote a positive school climate:

MOTIVATION:	**wanting to do a task**
BEST EFFORT:	**being willing to work hard to do your best**
HONESTY:	**telling the truth**
RESPECT:	**valuing people and their property**
RESPONSIBILITY:	**doing what's right and being accountable**
INITIATIVE:	**moving into action when something needs to be done**
CARING:	**showing and feeling concern for others**
CITIZENSHIP:	**respecting the government, laws, and symbols of the United States of America**
ACCEPTANCE:	**respecting the differences in everyone and their right to have their own views and beliefs**
SELF DISCIPLINE:	**living in a peaceable society and settling disputes without violence**

Birthday Celebrations

We recognize your child's birthday at school. Birthday treats are certainly not mandatory. But, if you choose to do so, the Department of Health requires store-packaged treats which are served in a sanitary manner. **We do ask that private birthday invitations NOT be sent to school.** Teachers work very diligently with students to form a learning community. Situations at school that include only a part of our learners may cause damage to the class climate.

P.T.O.

Each elementary school has a Parent-Teacher Organization (P.T.O.) that supports the schools in many ways. Through the P.T.O., funds are raised through special events like Market Day, school carnivals, skating parties, etc. The P.T.O. is also very active in classroom parties, class volunteers, and many other activities. All parents and teachers are members of the P.T.O. You can become as involved in P.T.O. as you would like. Officers are elected each spring for service the following school year. In addition, the P.T.O. Board is made of committee chairpersons and their assistants. Whether you are an officer, a Board member, or not, you are encouraged to be an active P.T.O. member. Regular meetings are held throughout the year. All parents are encouraged to attend.

ATTENDANCE

"The Board, as an agency of the State, is required to enforce regular attendance of students. The Board recognizes that the presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel.

Attendance shall mean to be physically present in a school or at another location where the school's educational program is being conducted during regular school hours on a day in which the educational program in which the student is enrolled is being offered."
(Policy 5200)

Parent/Student Responsibilities

1. IC 20-33-2 requires parents to ensure that their children attend school as required by compulsory attendance laws.
2. Southern Hancock Elementary Schools require telephone calls from parents by 10:00 am on each day a student is absent.
3. Parents are expected to keep the school informed during a pupil's prolonged illness by contacting the school office every third day.

When your child is going to be absent due to illness or is arriving late because of a doctor's appointment, etc., please report the absence to your child's school **no later than 9:00 a.m.** using the procedure listed below.

Brandywine Elementary—Call the school; when you reach the directory push "1" for attendance mailbox.
New Palestine Elementary—Call the school and access your child's teacher's voicemail box. (Voicemail boxes are listed in the staff directory).
Sugar Creek Elementary— Call the school; when you reach the directory push "3" for the attendance mailbox.

Attendance Procedures

All students are expected to attend school regularly and to be on time for classes in order to derive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. It has been shown that students who have good attendance records generally achieve higher grades, enjoy school more, and are much more employable after graduating from high school. Likewise, there is a direct relationship between poor attendance and class failure.

Make-Up of Missed Work Procedure Students with excused absences for any reason are expected to make up work. Assignments given by the classroom teacher to students present in the classroom are due on the due date. If the student is absent on the day the previously given assignment is due, then the student is responsible for the assignment the first day he/she returns to school. When assignments are made while a student is absent from school, the student will be allowed to make up the assignment. It is recommended that one class day be allowed for each class day absent. When an extended illness (three class days or more) occurs, the length of make-up time should be arranged with the teacher, student, and administration. If your child is absent for **more than one day,** you may request homework be sent with a sibling, friend, neighbor, or make arrangements to pick it up at school. Vacations during school time are

discouraged, but if necessary, should be pre-arranged with the teacher and principal. Children should expect to make up their class work **after** returning from vacation. We do not send assignments ahead of time.

Attendance Marking Procedure

Tardy:	Arrival after 8:45 tardy bell, but before 12:00 noon
1/2 day absence:	Arrive after 12:00 noon or leave before 12:00 noon

Student Excessive Absences Consequences

The Principal, or the Principal's designee, will maintain a record for each student's attendance. Repeated, unreported, or patterned absences will be referred to the school administration. Incidents of extreme number of repeated, unreported, or patterned absences may result in the absences being reported to the Hancock County Prosecutor's Office as educational neglect.

Parents will be contacted daily by the Alert Now system for any student absence that is unverified by a phone call or email.

1. Absences one through six will be documented by the school administration.
2. After seven (7) absences have been accumulated over a semester, the parent/guardian will be notified of the date of each absence via a letter issued by the school administration.
3. After ten (10) absences have been accumulated over a semester, the parent/guardian will be notified of the date of each absence via a letter issued by the school administration. The parent/guardian will also be contacted by phone.
4. After twelve (12) absences have been accumulated over a semester, a conference will be held with the parent/guardian, student, and administrator and an attendance contract will be developed. The contract may include, but is not limited to, any or all of the following: required doctors certificate for each absence thereafter, additional parent conferences, and loss of credit.
5. If a student accumulates 15 absences over a semester, the Probation Office will be notified and a letter, signed by the Probation Officer, Sheriff's Department designee, and Prosecutor, will be sent to the student's parent/guardian.
6. If a student accumulates 16 or more absences over a semester, the Probation Officer will be informed of each absence. From this point, the Probation Officer will decide what consequences will be enforced.

Tardiness Consequences

Repeated, unreported, or patterned tardiness will be referred to the school social worker and to the principal. Incidents of extreme numbers of repeated, unreported, or patterned tardiness may result in the tardiness being reported to the Hancock County Prosecutor's Office as educational neglect with the same possible consequences as listed above.

(Exceptions to the above policies and procedures due to extended illness, hospitalization, or other extenuating circumstances shall be determined by the principal or his/her designee).

Students Leaving School During the School Day

Any student leaving school during the day must get permission from the office and parent, and sign out in the office according to the following guidelines prior to leaving:

1. Parents need to report to the school office to sign students out.
2. All students leaving school during the regular school day for any reason must be signed out by a parent or approved person over 18 years of age.
3. Students will be called to the office to meet their parents.
4. No staff member shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge of the student's parents.
5. No student will be released to any government agency without proper authorization or written permission except in the event of emergency as determined by the principal.

Excused Absence

"Exceptions to compulsory attendance that shall be recognized by the school corporation as provided by state statute are:

A. service as a page or honoree of the general assembly (I.C. 20-33-2-14)

B. service on a precinct election board or helper to a political candidate on the date of an election (I.C. 20-33-2-15)

C. subpoena to appear in court as a witness in a judicial proceeding (I.C. 20-33-2-16)

D. service in active duty with the National Guard for not more than ten (10) days (I.C. 20-33-2-17)

E. participating as a member of the Indiana wing of the civil air patrol for not more than five (5) days (I.C. 20-33-2-17.2)

F. participating in an educationally related non-classroom activity which is consistent with and promotes educational philosophy and goals of the school corporation, facilitates the attainment of specific educational objectives, is part of the goals and objectives of an approved course or curriculum, represents a unique educational opportunity, cannot reasonably occur without interrupting the school day, and is approved in advance by the school principal (I.C. 20-33-2-17.5)

For any of these exceptions a student shall not be recorded as absent from school. The Board considers the following factors for excused absences:

A. illness verified by parent communication

B. recovery from accident

C. required court attendance

D. professional appointments – Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc.

E. death in the immediate family

F. observation or celebration of a bona fide religious holiday

G. military connected families' absences related to deployment and return

H. such other good cause as is stipulated in the student handbooks or permitted by law" (Policy 5200)

"If a student or a member of the student's household is in good academic standing, and has an exhibit at the Indiana State Fair for educational purposes, that student may receive up to five (5) excused absences." (Policy 5200)

Student Vacations During the School Year

Students are discouraged from taking vacation during the school year. Whenever a proposed absence-for-vacation is requested, parents must discuss it with the principal. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence.

The Board will only recognize a student's absence for a vacation as an absence when the student is in the company of

1. the student's own parent(s) (parents or relatives of other students are not sufficient)
2. the student's parent(s), grandparent(s), or an aunt or uncle

unless there are extenuating circumstances approved by the principal or dean of students. If a student is absent for any other type of vacation, the absence will be unexcused.

A student may be given approximate assignments and materials for completion during an excused absence. Assignments will not be given or graded for credit for unexcused absence. Separate daily assignments may be given.
Work completed during an unexcused absence for a vacation and submitted to a teacher on the day of the student's return may be counted at the discretion of the teacher. Each teacher shall have a consistently applied policy with respect to credit for make-up work after a student returns from an absence for vacation.

Unexcused Absences

Any absence from school for any reason not included as an excused absence or a prearranged absence is an unexcused absence.

Unverified Absences

Definition - An Unverified Absence is any absence about which the school receives no contact from the student's parent or guardian.

Truancy

Truancy is an absence without consent of a parent and/or knowledge of school officials. Students may not make up loss of classroom work resulting from truancy. When a student is considered to be a truancy problem, he/she will be reported to the proper legal authorities. "Habitual truancy" (absent without consent of parent or the school) is defined as the accumulation of 10 unexcused absences from school during one school year. If a student of at least 13 years of age is a habitual truant, the student's name will be reported to the bureau of Motor Vehicles in accordance with state law (IC 20-8.1-3-17.2) in addition to the penalties set out in this policy. Students who are truant from class period(s) will receive disciplinary consequences for their actions. Possible consequences are detention, attendance contract, in-school suspension, out-of-school suspension, and expulsion.

- No credit will be recorded for work missed as a result of truancy.
- A record of the truancy will be entered in the student's record file.
- A parent conference may be held if the parent/guardian is willing and able to be an effective participant in addressing the truancy.
    - Appropriate county agencies may be contacted.

Student Arrival and Departure

NPE and SCE		**BRANDYWINE**	
Building Open	8:30	Building Open	8:30
Breakfast Serving Begins	8:30	Breakfast Serving Begins	8:30
Buses Unload	8:35	Buses Unload	8:40
Classes Begin	8:45	Classes Begin	8:50
Classes Dismissed	3:30	Classes Dismissed	3:35

Preschool Times

NPE AM	8:20-11:20	M-TH
NPE PM	12:15-3:15	M-TH

No supervision is available prior to 8:30 a.m. Therefore, no students are to be left unattended at school before 8:30 a.m. Students will not be allowed into classrooms until designated time. YMCA Before/After School services are offered for students needing earlier supervision.

Determination of Legal Settlement and Eligibility of Enrollment of Students without Legal Settlement in the Corporation

"The Board establishes the following policy for determining student eligibility to attend the schools of this Corporation.

A. The Board will educate, tuition free, students who have legal settlement in the Corporation, and students enrolled according to the requirements of I.C. 20-26-11.

B. Where the legal settlement of a student cannot reasonably be determined by reference to the residence of the student's parent or legal guardian and the student is being supported by and living with a person whose residence is within the Corporation, the student may be enrolled without payment of tuition. If the parents are able to support the student and have placed the student in the home of another person primarily for the purpose of attending school in this Corporation without establishing legal guardianship as required by Indiana law, tuition **may be charged according to Board Policy 6150**.

C. A child who is placed in foster care by a court of competent jurisdiction shall be admitted tuition free, without regard to residency, to a school within the Corporation, as selected by the State Department of Human Services or the child-placing agency responsible for placement of that child.

D. Foreign students participating in a foreign-exchange program approved by the Indiana State Board of Education and living with a resident host family will be admitted tuition free.

E. The Corporation will provide a free education to those students who are considered by Federal law to be illegal aliens, if the student's parent or legal guardian has legal settlement within the Corporation, or considered to be homeless by criteria established by the State (see Policy 5111.01 and AG 5111.01 - Homeless Students).

F. Students who have completed the eleventh grade and have changed legal settlement to another school corporation may complete the twelfth grade in this Corporation.

G. A married student living with a spouse or a married or unmarried emancipated minor is eligible to attend school without payment of tuition if the student resides in the Corporation.

H. Children of Divorced Parents

Children of divorced parents may attend school in this Corporation without the payment of tuition if one (1) parent resides in this Corporation and a timely election is made utilizing the "Custodial Statement and Agreement: Divorce, Separation, or Abandonment" form provided by the Indiana State Board of Education.

Not later than fourteen (14) days before the first student day of the school year for which the parent seeks enrollment, the parent with physical custody of the child must notify the Superintendent of the school corporation in which the parents seek to have the student enrolled of their election to enroll the child in the Corporation. The election may be for no less than one (1) school year.

Students whose parents do not have legal settlement within the Corporation but who present written evidence that they will move into the Corporation within a short period of time may enroll in the schools of this Corporation.

Students who do not have legal settlement may/will be enrolled in the special education program of this Corporation pursuant to the provisions of a Cooperative agreement.

Nonresident students in grades 9-12 may be accepted into the Summer School Program provided by this Corporation if space is available and the student is in good standing at their current school.

Transfer Students

In addition to students with legal settlement in the Corporation, students without legal settlement in the Corporation (hereafter referred to as “transfer students”) will be enrolled in compliance with I.C. 20-26-11-32 and the following procedure:

A. Annually the Board will establish the number of transfer students that can be accepted in each building and grade level.

B. The Board will establish a date by which requests to enroll a transfer student must be submitted to the Superintendent. This date shall be submitted to the Indiana Department of Education and published on the Corporation Internet website.

C. Requests to enroll a student without legal settlement in the Corporation shall not be denied if the student to be transferred:

1. has been enrolled in the Corporation in the prior school year;

2. is a member of a household in which any other member of the household is a student in the transferee school; or

3. has a parent who is an employee of the Corporation.

D. If the number of requests to enroll in each building and grade level exceeds the number established by the Board reduced by the number of transfers that may not be denied as described in paragraph (C) above, the students to be enrolled in each building and grade level shall be determined by random selection in which each application submitted on or before the date established by the Board pursuant to paragraph (A) above has an equal chance of being selected.

Pursuant to State law, a student's application to transfer to the Corporation may be denied if the student has been suspended for ten (10) or more school days, or suspended or expelled for possession of a firearm, deadly weapon, or a destructive device, causing physical injury to a person, or a violation of the Corporation's drug or alcohol rules during the twelve (12) months preceding the student's request to transfer.

For purposes of computing the number of days of suspension of the student requesting enrollment, student discipline received from a teacher pursuant to I.C. 20-33-8-25(b)(7) and I.C. 20-26-11-32(j) shall be included in the calculation of the number of school days that a student has been suspended.

Transportation will not be provided by the School Corporation for transfer students accepted for enrollment.

No transfer student shall be accepted for enrollment for athletic reasons.

Transfer students may be charged transfer tuition according to Board Policy 6150."
(Policy 5111)

Withdrawal From School

In order for all necessary records to be completed, parents should contact the school office, either in writing or by telephone, as soon as a withdrawal date is established. Early notification will ease the transition for the student from Southern Hancock Schools to the new school. This procedure will also assist the school in providing the parents and/or receiving school with the appropriate school records. All fees must be paid before the withdrawal process is complete.

Students are required to turn in all books to their teacher on their last day of attendance.

ACADEMICS

Curriculum

The Southern Hancock Schools curriculum is developed by staff for use at all schools, and is aligned with the Indiana Academic Standards. Curriculum documents are developed prior to the selection of appropriate texts and materials. Each grade level subject area has specific goals; activities are then planned so that each student has an opportunity to achieve these goals. Specific information can be gained from curriculum documents, parent nights, weekly newsletters, and most certainly, teachers or principal.

The Southern Hancock School Corporation is a member of the Hancock Madison Shelby Educational Services. The Interlocal was formed for the purpose of providing services for children needing special attention because of some physical, mental, emotional, speech, language, or learning disability.

There are four nine-week grading periods during the school year. Mid-term reports will be issued during each grading period in grades 1-12. Report cards will be issued at the end of each grading period in grades 1-12.

Textbooks

Students are responsible for the textbooks issued to them. Any damage or misuse will result in the student paying for this on a prorated basis, on the replacement price or the repair of the book. Lost books must be paid in full. All books should have the student's name written in the space provided. If a student receives a book that he/she feels is badly marked or damaged, the student should report the condition at once so that he/she will not be held responsible when the book is returned.

Indiana Code 20-1.1-19 authorizes financial assistance for book rental to families who meet eligibility requirements. Information and forms will be available at each school and may be picked up at registration or throughout the school year, as may be needed.

Homework

"The Board acknowledges the educational validity of out-of-school assignments as adjuncts to and extensions of the instructional program of the school.

'Homework' shall refer to those assignments to be completed outside of the school by the student or independently while in attendance at school." (Policy 2330)

All homework assignments should have a specific purpose related to the learning objectives of a program or course.

Homework assignments should be appropriate to the grade level and the abilities of the students involved.

Field Trips

Students in the Southern Hancock Schools have many opportunities for first-hand learning experiences including field trips. Field trips are planned to support all curricular areas. Many lessons for students cannot be duplicated with media materials or textbooks. Teachers plan at-school activities to prepare students for what they will experience as well as follow-up lessons.

Generally, primary children visit community sites which relate to their themes. Intermediate students visit state office buildings, museums, and other sites, to support their study of the government and environment. The Unified Arts staff may plan field trips to expose students to fine arts experiences as well as physical activities to begin a life-long interest in physical activity and wellness.

Teachers appreciate your support in these educational opportunities by both chaperoning and providing for the added expenses of field experiences. The school board and administration support educational field trips by providing transportation. This is an example of how well our total school community functions for students.

Use of Chaperones/School Volunteers

We sincerely appreciate parental support of field trips. However, we must ask your cooperation with the following guidelines for chaperones:

1. One of the goals of Southern Hancock Schools is to provide the safest environment possible for all students. At the same time, we recognize the value of volunteers in the daily operations of the school system. In keeping with this goal, **we will be obtaining criminal history background checks on all field trip volunteers. A form for this purpose is available in each of the school offices and must be completed and returned to the building principal at least one week prior to going on any field trip.** This information will be valid for the current school year.

2. There are many field trip opportunities within the school year. We will schedule as many parents as is appropriate to help at each trip. Our destinations often have restrictions or requirements as to the number of participants, and our arrangements are made well ahead of the trip. It is necessary to schedule your participation to ensure a successful outing. Our goal is to provide the best possible educational experience for our students.

3. If you are able to attend a field trip with us, we are counting on you to help us with the supervision of students. Since this is our primary goal, we need your undivided attention with our students. Therefore, we must ask **that you do not bring preschoolers along.**

4. Chaperones are expected to set an example of correct school behavior at all times, therefore **smoking is prohibited on field trips at all times.**

Grades

Report cards are issued during the week following the end of the school grading period. Accomplishment in a subject area is the basis of giving marks. Each student enters the class with a grade of "0." The grade accumulates during the grading period.

Grade	Average
A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	0-59

The mark "INC" (Incomplete), should be given only to a student who has been unavoidably absent from class during the marking period and whose record, while present, was definitely passing. When the missed work is made up within the time limit set by teacher, the INC may be changed to reflect the quality of work for that grading period.

Unified Arts

Unified Arts consists of the curricular areas of Art, Music, Physical Education, and Media Science. Student work is often planned in a unit format so that student learning is optimized. Some units correspond with classroom work, while others involve only Unified Arts curricular areas. Parents are encouraged to visit and participate in Unified Arts with their child. These classes meet every three days in a block format.

All students are required to participate in Physical Education if they do not have a medical problem that would prohibit their safe participation.

Students must have a note from a parent if they are unable to participate in Physical Education due to illness or injury. **A doctor's note will be required if an extended illness or injury will cause them to miss more than two consecutive Physical Education classes.**

Recess

A recess time is a part of the routine at the Southern Hancock Elementary Schools. Weather permitting; students will go outside for recess. Students should be dressed appropriately for outside recess. Students are expected to follow safety procedures and playground rules, and will be under the supervision of either teachers or instructional assistants.

TECHNOLOGY

TECHNOLOGY MISSION STATEMENT

The Community School Corporation of Southern Hancock County will prepare students to meet the challenges of tomorrow, to become productive members of our society, to utilize current technologies and to adapt future technologies as tools for lifelong learning.

We believe the primary goals of schools are to create opportunities for students to use knowledge to solve problems, extract meaning, produce products and communicate globally. If schools are to serve society well, schools must become knowledge-work organizations; they must be organized to encourage students to use technology to locate information worldwide in order to solve problems rather that passively absorb information to be used at some other time. For our schools to meet this goal, technology must become a partner in creating the knowledge base necessary to make us a knowledge-work organization.

SOFTWARE/COPYRIGHT POLICY

CSCSHC will abide by all state and national copyright policies in regard to computers and related material.

STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY

"Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board provides Education Technology so that students can acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The Corporation's Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of the Corporation's personal communication devices (that is, according to Board Policy 5136, computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), network, and Internet connection and online educational services ("Education Technology" or "Ed-Tech").

The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

First, and foremost, the Corporation may not be able to technologically limit access, to services through its Education Technology, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection

criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Education Technology, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or the Director of Curriculum may temporarily or permanently unblock access to websites or online education services containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents/Guardians are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications

B. the dangers inherent with the online disclosure of personally identifiable information

C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", etc.), cyberbullying, and other unlawful or inappropriate activities by students online

D. unauthorized disclosure, use, and dissemination of personal information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Ed-Tech users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of Education Technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. All Ed-Tech users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the Corporation with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students and staff members are responsible for good behavior on the Corporation's computers/network and Educational Technology just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on Education Technology are often public in nature. General school rules for behavior and communication apply. The Corporation does not sanction any use of Education Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the Corporation’s network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Corporation's Education Technology are personally responsible and liable both civilly and criminally, for uses of Education Technology not authorized by this Corporation Policy and its accompanying guidelines.

The Board designates the Superintendent and the Director of Curriculum as the administrator(s) responsible for initiating, implementing, and enforcing this Policy and its accompanying guidelines as they apply to students' use of the Corporation's Education Technology.”
(Policy 7540.03)

USE OF DISTRICT COMPUTERS

No person (employee, substitute, student, or visitor,) is to use any computer and/or related equipment without proper authorization.

In order to become authorized to use the districts building level or district-wide computer network, a person must qualify in at least one (1) of the following categories:

1. Be an employee of the district with an assigned user code / password.

2. Be a student in the district with an assigned user code / password.
3. Be a maintenance person from the computer manufacturer providing the district with a maintenance contract.
4. Be a temporary user approved by the principal or designee.

RESPONSIBILITY OF COMPUTER USER

1. Be polite. Do not be abusive in your communications.
2. Use suitable language. Do not use profanity, vulgarities, sexually-oriented, or other inappropriate language.
3. Do not reveal any personal information (home address, phone number, email address, etc) or that of others without proper authorization.
4. Remember that electronic mail messages are not guaranteed to be private. Those who operate the various online services have access to all messages and can report to the authorities messages that support illegal activities.
5. Do not knowingly degrade the performance of the network.
6. Honor all rules of copyright and personal property. Ownership of text, music, software and other media is protected to the fullest extent of the law and must be protected. Use of data/information from the Internet may be done only within the realm of copyright laws, policies and crediting sources.
7. Do not knowingly spread computer viruses. Immediately notify the technology support in your building if you suspect you have a computer virus. This includes, but is not limited to attachments of type .exe, .bat, .scr, .zip, .vbs. If there are any questions, you should ask your tech support staff.
8. Never share your password or account with anyone. Each user has the responsibility for the appropriate use of his/her account and will be held responsible for any policy violations that are traced to that account.
9. Use of network for commercially or privately-owned business or for any illegal activity is prohibited.
10. Each workstation should be shut down properly and turned off every night.
11. Promptly report any hardware or software problems to the technology representative in your building.

INTERNET ACCESS CONTRACT

Acceptable use of the Internet includes, but is not limited to, the following:

1. To facilitate research;
2. To facilitate distance - learning activities;
3. To develop district approved web pages;

4. To develop skills pursuant to job orientation;
5. To encourage and support connectivity with all appropriate agencies;
6. To improve communications in the school district;
7. To improve communication within the community;
8. To improve school/business partnerships within the community;
9. To accommodate adult education;
10. To gain access to technical support for hardware and software;

This is an access contract for anyone using Internet connections from the facilities of, or associated with Southern Hancock Schools. This is a basic contract that simply states:

1. I have read and understand the Southern Hancock Schools Technology Handbook.
2. Any Internet connection must be under the direction of a staff member of Southern Hancock Schools.
3. Southern Hancock Schools does not authorize use of the modem or any communication device for any reason other than educational purposes.
4. Southern Hancock Schools releases itself from liability for any inappropriate and/or illegal action on the network and any other communication devices used in the district.

DUE PROCESS AND DISCIPLINE IN THE CSCSHC TECHNOLOGY PROGRAM

The entire foundation and success of public school education, depends on the basic concept of self-discipline that will allow all individuals to exist in a world of change and with the individual rights afforded them by our federal and state constitutions. Certain standards of conduct are necessary to assure that people seeking to express their own individual rights do not at the same time infringe upon the rights of others.

Recognizing that some users may misuse or abuse the technology of the school district, school administration may find it necessary to remove a user from the districts technology program. In this event, due process procedures according to the present code of conduct, technology handbook procedures, and the standing district policies will be followed as appropriate.

Intentional actions that are harmful or potentially harmful to computer and/or laptop case (i.e. throwing laptop or case on the floor or desk or defacing them in any way)

- 1st referral- loss of laptop for five days and cost of damages. Parent contacted.
- 2nd referral- loss of laptop until the end of the grading period or up to 30 days and cost of damages. Parent conference.
- 3rd referral- loss of laptop as designated by administrator and cost of damages. Parent conference.

TECHNOLOGY DEVICE MISUSE

Inappropriate Use

Includes but is not limited to:

- Inappropriate use of websites, iChat, iTunes, Photo Booth, or any software
- Searching or attempting to search inappropriate topics
- Taking pictures and videoing on school property when not related to an assignment
- Video chatting, emailing, or online chatting during class time (when not related to an assignment)

- Profanity

Consequences

- 1st referral- Parent contact and automatic Discipline Detention
- 2nd referral- Parent contact and 2 Hour Friday School
- 3rd referral- Parent contact and loss of computer for 5 days

*Additional referrals will result in loss of laptop use and parent conference.

Unacceptable Use

Includes but not limited to:

- Pornography (real life or cartoon)- Pornography can be a felony offense and if so will be turned over to the authorities. This includes: possession, manufacturing (using the camera to create pictures/movies), and distributing (sending to someone via email, iChat, flash drive, etc.).
- Inappropriate use of images of weapons- these will be turned over to authorities and will be taken seriously. Weapon referral will result in an automatic counseling referral.
- Gang related files
- Creating bootleg movies or music
- Logging into a computer application using someone else's login information
- Cheating
- Using computer to plan a fight
- Profanity directed at faculty or staff
- Threats and/or cyber bullying
- Hacking the laptop and/ or the network
- **Consequences**
- 1st referral- Parent contact, loss of laptop for number of days to be determined by administrator, Internet loss not to exceed 30 days, up to 3 days at the School Suspension Program at NPHS
- 2nd referral- Parent contact, loss of laptop for number of days to be determined by administrator, Internet loss not to exceed 30 days, up to 5 days of Out of School Suspension
- 3rd referral- Parent conference, loss of laptop as designated by the administrator, Internet loss for the remainder of the grading period or at least 30 days, and up to 5 days of OSS

PLEASE REMEMBER: Administration reserves the right to take computers at any time if they suspect misuse. Teachers may also suspend use of computers during their class times if they suspect misuse. Computers will be monitored to determine Internet violations and misuse. **Serious and/or habitual offenses may result in more severe consequences as the situation warrants.**

STUDENT INFORMATION

Food Services

The Southern Hancock Food Service Department offers a variety of meal choices with one goal in mind: To provide outstanding service and high quality "kid-friendly" meals that meets or exceeds the latest federal and state requirements. The Food Service staff is looking forward to serving students nutritious, great-tasting meals that support their achievements in school and promote healthy lifestyles.

You can find detailed information on the Food Service webpage on the corporation website under the information tab for the following subjects:

- Account deposit information including how to deposit money into your students food service account utilizing www.sendmoneytoschool.com
- Menus and Nutrition
- Meal assistance information for Free and Reduced priced breakfast and lunch meals
- National School Lunch Program and National School Breakfast Program Facts
- Nutrition Education including Healthy For Life material that can also be found in your school cafeteria

When sending money to school, please place your students name in the memo portion of the check and send cash or check in an envelope labeled with your students first and last name.

Free and Reduced Meal Applications are available online and included in your registration packet. Please apply for free and reduced meals at the start of each school year or if you have had a change in household size or income.

Our Mission Statement:
To provide outstanding service and high quality meals that meets or exceeds the federal and state requirements in an informative environment that enriches and nourishes students lives.

Food Service Account Charges

Adjoining counties, as well as other school corporations in Hancock County do not allow charging of meals. It is important to keep your students food service account current to eliminate disruption to their daily meal selection. We realize with busy schedules it is easy to forget to send money. To eliminate a potential disruption with your child having a choice in offerings, we encourage you to sign up for a free notification via email when your student's meal account reaches a certain threshold. You may sign up for notifications online at www.sendmoneytoschool.com. Setting up an account is fast and easy and additional information can be found on the food service website. As a reminder, if you have had a change in income you may fill out a meal assistance form at any time.

Should you need further assistance or have additional questions not answered on the website please call the Director of Food Service at (317) 861-4463, ext. 115.

Lunch Room Behavior Guidelines:

Students will wait patiently in line and not "cut" in front of other students. Students are responsible for

1. Depositing all litter in the wastebaskets provided,
2. Staying at their seat until dismissed, and
3. Leaving the table and floor area around their place in clean condition for others.

Students are to remain in the cafeteria during the lunch period. They are not to be in the academic areas or at their lockers without permission. There is to be no open food or drinks taken from the cafeteria.

Students may not leave during the lunch period.

Wellness

As required by law, the Board of Education establishes the following wellness policy for the Community School Corporation of Southern Hancock County.

"The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the Corporation's students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

The Board, however, believes this effort to support the students' development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits." (Policy 8510)

Guidance Counseling/Social Services

Each elementary school in the district employs a social worker or guidance counselor. They provide a variety of services to students, parents, and faculty. These services include, but are not limited to, educational and classroom support, individual and group counseling, and character education. At times, the social workers and counselors act as a liaison between parents and teachers, and can link parents to additional community and professional resources for needs that cannot be met in the school setting. Parents are encouraged to contact the social workers and counselors with behavioral and family concerns.

Child Abuse

All public employees are required to report suspected child physical and/or sexual abuse to an agency authorized to investigate such. This will be reported by the school district in accordance with the statutes of the State of Indiana.
(I.C. 31-33-1 et. seq.)

Extended Assistance Agencies

(Information provided by First Steps/Step Ahead)

Hopeless, depressed, suicidal, feeling alone, CALL 317-468-6200, Hancock Counseling
Crisis and Suicide Intervention, CALL 317-251-7575
Drug and alcohol problems or overdose, CALL 317-318-7100, Gallahue Mental Health Services
Alcohol and Drug Addiction Treatment, CALL 1800-225-4673, Fairbanks
Physically, sexually, or emotionally abused, CALL 1-800-800-5556, Department of Child Services
Sexually transmitted diseases and pregnancy, CALL 317-899-4731, Planned Parenthood
Domestic Violence, CALL 317-462-8777, Alternatives Incorporated
National Runaway Switchboard, CALL 1-800-786-2929 1-800-RUNAWAY www.1800runaway.org
Hancock County Mental Health, CALL 317-462-2877
Hancock County Suicide Hotline, CALL 317-462-8777
For further information and referral, see your guidance counselor.

Hearing Screening Administration

The speech pathologist conducts hearing screening annually (traditionally at the beginning of the school year) for all students in kindergarten, first, fourth, seventh, and tenth grades. Also tested are all who were identified as having a hearing problem the previous year and all students newly enrolled in the school system. Students may also be referred for hearing testing by a parent or teacher at any time during the school year.

Indiana Criteria for Waiving Hearing Screening Requirement: No student shall be required to submit to a hearing test if written objection by the parent or guardian is submitted to the school principal prior to testing. (This must be submitted annually).

Any student who fails the hearing test will be rechecked within three weeks. Failures upon re-screening will be referred to the Educational Audiologist for a complete evaluation. When a referral to the Educational Audiologist is warranted, parental permission will be obtained for this additional testing.

SPEECH THERAPY SERVICES

The speech pathologist screens the speech of all students in grade one, all students who were identified the previous year as needing follow-up, and all students referred by parents or teachers.

If the screening indicates further diagnostic testing should be conducted, the speech and language pathologist will obtain parental permission. After parental consent is obtained, the speech pathologist will conduct a diagnostic evaluation to help assess the needs of children in one or more of the following areas:

Language (vocabulary, grammar, sentence structure, auditory processing);
Articulation (pronunciation of speech sounds/words);
Fluency (stuttering or abnormal rate of speech);
Voice (voice quality, pitch, loudness)

A case conference will be conducted after testing is completed. At the conference, the speech pathologist interprets the results of the evaluation to the family. Eligibility for speech therapy services is determined by this Case Conference Committee, based upon the evaluation conducted by the speech pathologist, the input of all the Case Conference Committee members, and the eligibility criteria established by the state.

PRESCHOOL SPEECH/LANGUAGE SCREENING
Free preschool speech/language screenings are available for children ages 3 thru school age. If you have concerns regarding your child's speech or language development, please contact your school office.

Health Services

A school nurse or clinic assistant is available each day.

If a student becomes ill during school hours and wishes to be excused from class, he/she will report to the office. At the middle and high school level, a student must request a pass to report to the clinic. A student should not stop by the clinic between classes unless he/she is very ill and/or injured. Our health policy has been developed with the primary concern for the well being of your child in mind. We realize a sick child can place a hardship on work schedules, however, parents should plan accordingly in case of illness. Parents will be notified to pick up their child when he/she exhibits any of the following:

Severe stomachache
Vomiting
Severe earache
Fever*—Temperature of 100 degrees or more, 99.6 or more with other symptoms. A child may not return to school until the temperature has remained normal for 24 hours.*
Chicken pox*—Your child cannot return to school until the Chicken pox sores have completely scabbed over.*
Conjunctivitis (pink eye)—*Your child cannot return to school until 24 hours after beginning antibiotic treatment.*
Skin lesions --*Impetigo or ringworm should be seen by a doctor in order to begin treatment. The area needs to be covered while in school.*
Presence of lice in child's hair*—Child and home environment will need to be treated. The child will be rechecked upon returning to school after treatment.*
Injury*—Which requires a visit to the doctor.*

Parents are to arrange to pick up ill students and keep them at home until they are fully recovered. We also ask parents to please notify us upon learning their child has a contagious illness.

Hearing, and vision screening of students in grades 1, 3, 5, and 8 will be conducted yearly in accordance to Indiana State Law. Parents will be notified of any physical problems discovered by school personnel that should receive further attention.

Indiana State Law requires every child who is admitted to public school, have evidence of immunizations. The school nurse will contact parents if these records need to be updated. Parent cooperation is important in providing a healthy school climate. Students who are noncompliant with immunizations, may be excluded from attendance.

Medication: The following statements define the medication guidelines for all Southern Hancock students K-12.

1. All prescription and non-prescription medication for students K-8 must be delivered to and picked up from the school nurse or school office personnel by a parent or other responsible adult age 18 or over. **NO** medication is to be transported by students. This would include cough drops in accordance with state guidelines. **ALL** medication must be in the original container, and all prescription medication must have the pharmacy label. At the high school level, students may

bring the medication to the nurse in the office. Parents must transport to and from school any controlled substance prescription drugs (Ritalin, Adderall, Dexadrine, Tylenol #3, Darvocet)

2. No medication shall be administered to a student without the written and dated consent of the student's parent. All medication must be accompanied by written permission from a parent or guardian. The instruction from parents must contain the date, name of student, name of medication, dosage, time to be given, and must be signed by the parent/guardian. The consent of the parent shall be valid only for the period specified on the form and in no case longer than the current school or program year.
3. All prescription medicine, including injectable medicine, and all blood glucose tests by finger prick to be administered to a student, must be accompanied by a physician's prescription note, a copy of the original prescription, or the pharmacy label. The written consent of the parent and the written order of the physician shall be kept on file.
4. Medication shall be administered only by a school nurse, clinic assistant, or other employee(s) designated in writing by the Corporation Nurse. All administration of medicine shall be documented in writing. Any designated employee, who is responsible for giving injectable insulin or blood glucose test by finger prick, shall receive proper training, which will be documented by the Corporation Nurse. The parent must complete Form 5330F1, page 1—authorization for prescription medication and treatment and submit it to the school clinic for documentation and filing in the student's health file. Such medication must be kept in the school clinic unless there is a proper document signed by a doctor allowing a student to have an inhaler or blood glucose monitoring equipment with him/her. The school form, "permission to administer medication", will be filled out by and signed by the parent for over-the-counter medication.
5. All medication will be kept in a locked area in the school clinic. Students are not allowed to keep medication in their possession at school. However, such items as asthma inhalers and blood glucose monitoring kits may be kept in the possession of the student provided a physician's statement of necessity is on file with the school nurse. If a student is found with a medication in his/her possession, his/her record should be checked to determine if the proper authorization is on file. If not, the matter is to be reported to the principal for appropriate action. The purpose of any appropriate action on this matter should be to make it clear to all students and parents that, because of its policy on drug use, the school cannot allow possession or use of any form of unauthorized drug or medication at any time.
6. If medication is to be discontinued, instruction/consent from the parent must be presented to the school nurse/school office personnel in writing. In an emergency situation, medication will be discontinued upon a phone authorization from a parent/guardian. However, this must be followed up by a written authorization. At the K-8 level, all unused medication must be picked up by a parent/guardian. The school nurse will properly dispose of all medication not picked up within 2 weeks of discontinuation. Medication not picked up, or sent home with student at the high school level, by the last day of school, will be appropriately disposed of unless prior arrangements have been made.

DISTRIBUTION OF ASPIRIN PRODUCTS: We **DO NOT** distribute aspirin products to students due to the risk of Reye's syndrome unless there is written permission from a physician documenting its necessity.

STUDENT ACCIDENTS: All accidents in the school building, on the school grounds, at practices, or at any event sponsored by the school, must be reported immediately to the individual in charge. During the school day, the teacher will send the child to the school nurse, or the clinic assistant. Parents will be notified of serious accidents as soon as possible. In the event that parents cannot be reached, the student will be discharged to the person designated as the "medical emergency contact" on the enrollment form.

PLEASE NOTE: Please report the contact information of a relative, neighbor, or friend who may be called if parents are not available in emergencies (not pager numbers). This information should be included on the registration form which is filled out at the beginning of the school year.

Medical Insurance

The Community School Corporation of Southern Hancock County does not carry insurance to cover student accidents or injuries.

Bus Passes

Anytime a child is to ride home on a different bus or is getting off their bus somewhere other than their normal stop, **written permission or notification on our bus pass voicemail (by the 2:00 p.m. deadline)** is required from parents. Please provide your child's destination, including address, and what bus number they are to ride. A bus pass will then be issued to the child from the school office. Students **MUST HAVE A BUS PASS**, or they will not be allowed to board a bus other than their own. The same notification is also required for **student pick-up.** For specific information on pick-up procedures contact the school office.

We also need a note for occasional users of the YMCA Before/After Care Program, for children who have Scout meetings, or for children who are to be picked up at school rather than ride their usual bus home. **Failure to comply with this policy will result in your child riding their regular bus home.**

Our goals are to know the whereabouts of every student in our building and to assure that each student arrives home safely. Your help is needed to achieve this goal.

Lockers

Lockers are the property of the CSCSHC and are a permanent part of the building. Each student is assigned a locker for the storage of books and equipment as a convenience during the period of his enrollment as a student. The principal or their representative shall possess the authority to examine the contents of the locker located on school premises when he has reason to believe that the contents of the locker may include elements which:

1. Present an immediate threat to the health, safety and welfare of the student(s).
2. Are illegal to possess.
3. Would contribute to the disruption of the normal program.
4. Have been reported lost or stolen.

Students are to use only those lockers that have been assigned them.

Telephone

The telephones in the Main Office are used to conduct daily business. Students will be permitted to use the phone in cases of emergency or when there has been a change of schedule imposed by the school. (Example: Cancellation of student activities due to weather.) When using the telephone, students must be courteous and brief. The office staff will monitor telephone usage in the front office. Under no circumstance can the use of the phone be an excuse for being late to class. Students need to have a pass signed by a teacher to be excused from class to use the telephone.

Student Visitors

School visitation by students other than those enrolled in the school cannot be facilitated between the hours of 8:35 a.m. and 3:30 PM. Special requests must be approved by the principal.

Student Deliveries

Students occasionally receive flowers, balloons, or other items on their birthdays or other special days. All deliveries will be made to the Main Office. The items will then be distributed to the students in a manner that does not adversely impact instructional time, typically at the end of the school day. Students expecting school supplies (books, materials, clothes) need to check in the office for these items between classes.

Teacher Contacts/Parent Conferences

We have parent conferences scheduled on one full day at the end of the first grading period. Other conferences may be necessary from time to time and can be initiated by families or school personnel. Due to daily schedules, teachers are not always available by phone, but will return calls as quickly as possible.

We believe that the best schools work together with families in the educational experience.

Home/School Communication

School newsletters are created each week and are available electronically (via website or e-mail upon request) Paper copies can be provided upon parent request.. This communiqué will have announcements, the menu, and often articles of interest to Southern Hancock Elementary Schools and our community.

PARENT MEETINGS

A series of parent meetings are held each fall. Teachers will share grade level curriculum, special projects, and goals for the upcoming year. See your school calendar and building newsletters for appropriate dates.

Guidelines For Parents Visiting Classrooms

"In order to protect the educational program of the schools from undue disturbance, the following rules and procedures for visitors have been established:

A. Persons wishing to visit a school are to make arrangements in advance through the school office.

B. Every visitor to a school must register at the school office. Sign-in lists showing name, time, person visiting, and time departing shall be maintained by the office. Any person who does not register with the school office is on school property illegally, and should be asked to identify himself/herself properly or leave the school grounds. If the visitor refuses to leave the school grounds or creates any disturbance, the building principal should request aid from the local law enforcement.

C. No visitor may see a student in school unless it is with the specific approval of the principal. If an emergency situation requires that a student be called to the office to meet with a visitor, a member of the administrative staff must be present during the conference. A student is never to be permitted to leave the school with anyone who is not clearly identified as his/her parent or an appropriately authorized person.

D. Students may not bring guests to school, unless permission to do so has been granted by the principal.

E. Parents, other than those who have been asked by a teacher to be in the classroom, who wish to observe learning activities taking place in their child's classroom are to confer, in advance, with the principal and the teacher and state the purpose of the visitation.

It is important that each parent understands that because classroom visitations can be distractive to the students, the following guidelines have been established:

1. Visitations will not be allowed during examinations and independent study periods.

2. Parents are to be silent observers and are not to create any type of disturbance or disruption to the learning process.

3. Copies of instructional materials being used by the students or teacher may not always be immediately available during the visitation.

4. Any comments made by individual students are to be maintained in confidence by the visitor to the activity.

5. Use of audio or visual equipment to record classroom activities must be approved by the principal and the teacher. No visitor shall be allowed to videotape students in the classroom, as it violates the privacy rights of students unrelated to the visitor.

6. If the nature and instructional purpose of any activity calls for students to be segregated by gender, only visitors of the appropriate gender may observe those groups.

7. If a parent or other visitor wishes to tape record a conversation with a teacher or the principal, he/she should request permission from the teacher or principal although the person is not obligated to do so. If the teacher or principal wishes to record a conversation with a parent or other visitor, he/she is to inform that person that the conversation is being recorded before the conversation begins.

8. Any comments or concerns are to be discussed with the teacher before or after the school day when students are not present.

A copy of these guidelines is to be given to each classroom non-staff visitor.

Visitors are to be encouraged to meet with the principal and teacher during non-instructional hours to discuss the observation and to obtain answers to their questions. If a parent has a concern about what may be transpiring in his/her child's classroom, he/she should follow the Board's Policy **9130** which states that the parent is to address the matter first with the teacher and, if not rectified, to then meet with the principal.

F. No staff member is to transact business with a visitor who has not duly registered at the school office and received authorization to be present for the purpose of conducting business.

If a disabled person should visit a school and has not requested accommodation in advance, the principal should ask the person to allow the school adequate time to arrange for the accommodation, providing such accommodation meets the requirements of ADA." (AG 9150)

Lost and Found

Each year we give box loads of hats, gloves, jackets, sweatshirts, scarves, book bags, etc. to a charitable organization. These are the items that go unclaimed in our office lost and found. Students and parents are invited to check the lost and found for such items. Students who find items should turn them in whenever their teacher gives them permission.

Procedures For Student Use of the Media Center

Students must check out and return at the proper time materials that are taken from the Media Center. Failure to do so is a violation of school policy and could be regarded as a theft of school property. Books may be checked out for two weeks. Magazines and reference books are checked out overnight. If the material is not returned when due, the student will have two additional weeks to return the materials to the Media Center. If the material is still not returned after the two additional weeks, the parents will be notified of the missing materials and the replacement costs.

Bulletins & Announcements

Special notices and daily announcements may be posted on the school website, school signs, classroom monitors, or given to each teacher every morning. All posters must advertise school-sponsored events and must be approved by the administration.

Student Code of Conduct

Rights, Responsibilities, & Regulations Concerning School Behavior for Students

The responsibility for the development and maintenance of an orderly learning environment falls to a combined effort of students, parents, teachers, administrators, and to our community. Regulations for management of school behavior must be outlined by those responsible for the operation of the schools. The County has the legal responsibility for the school in which you are enrolled. The Board, in turn, sets policies and appoints administrative officers to carry them out. Authority for such Board responsibility is included in the School Powers Act and Student Due Process Code of the Indiana General Assembly, in the Policy Manual of the Community School Corporation of Southern Hancock County and in the various teacher and student handbooks.

A breach of conduct may result in a variety of disciplinary strategies including a reprimand, loss of privileges, referral to special school personnel, parent conferences, behavior contracts, detentions, Friday/Saturday school, suspension, or expulsion or attendance at alternative school.

Due Process

Due process is guaranteed individuals by the Fourteenth Amendment to the Constitution. Due process in education implies that rules and regulations of schools are published and distributed; that students know and understand these rules and regulations; that when a student is believed to have violated a rule or regulation, he or she is confronted with this belief and given the opportunity to respond to the accusation; that when rules or regulations are violated, certain consequences may occur.

The Student Due Process Code, enacted and amended by the General Assembly of Indiana, outlines in detail the procedures to be followed when a student is disciplined by expulsion or suspension. So that the rights of the student concerned are protected, a copy of this law is on file in the office of each principal, as well as the Superintendent's office, and is available to students upon request.

Students with Disabilities

All students with disabilities will be expected to follow the rules, policies, and procedures contained in this handbook unless otherwise stated on their Individualized Educational Plan. This includes all behavior, conduct, substance abuse, and discipline rules.

School Bus Conduct & Safety Rules

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

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

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

To promote a safe, orderly, efficient, and enjoyable bus ride to and from school, be cool. Follow the rules:

At the bus stop

1. Be on time. Do not run to or from the bus. Board and leave the bus only at your regularly assigned stop, unless you have received a bus pass in advance.
2. Stay back and away from the bus until it has come to a complete stop.

On the bus

1. Always obey the driver.
2. Observe classroom conduct.
3. Stay in your seat.
4. Be courteous and use no profane language.
5. Never push, shove, or fight; that is always unacceptable and are serious safety hazards.
6. The use of tobacco products is prohibited.
7. Keep your head, hands, feet, inside the bus and to yourself.
8. Never throw objects inside or outside the bus.
9. Do not eat or drink on the bus.
10. Never damage the bus.
11. Keep the bus clean.

Leaving the bus

1. Remain seated until bus comes to a complete stop.
2. Once off, clear the area immediately. Wait for the driver's signal before crossing in front of the bus.
3. Always cross at least 10 feet in front of the bus.

Thank you for doing your part for safety's sake.

When you obey the rules, you keep the privilege of riding the bus and it is a safer ride for everyone. When you disobey the rules, you could cause an accident, you could have an assigned seat, or you could be denied the use of the school bus to get to and from school.

Student Dress

The appearance and dress of any student is the primary responsibility of both the student and the parent. CSCSHC students are expected to maintain an appearance that is appropriate for school and conducive to the educational atmosphere. Whenever a school official considers a student's appearance to be inappropriate, immodest or distracting to the educational environment, the student will be expected to make the necessary accommodations.

Each aspect of the educational program seeks to create a learning environment which is safe and focuses on high academic achievement for all students. A student dress code is one aspect which supports the educational program. Therefore the dress code will seek to accomplish the following:

- Maintain a safe and secure environment.
- Focus students on their academic achievement.
- Help students develop appropriate social and occupational dress and appearance skills.
- Help students develop a positive and healthy self-esteem.
- Create school pride.

The school principal will make decisions concerning the appropriateness of any new styles in dress.

General Expectations

1. Clothing or accessories displaying messages not appropriate for school, will not be tolerated. Examples include messages containing profanity, sexual innuendo, racial or ethnic slurs, and references to drugs, alcoholic beverages, tobacco products, violent or illegal acts, weapons, secret organizations, or gangs.
2. Hats or any type of head covering are not to be worn anywhere inside the building during the school day, except for a designated hat day. This includes hoods on sweatshirts.
3. Non-prescription sunglasses are not to be worn inside the school building.
4. Overcoats, topcoats, or jackets designed primarily for outside wear may not be worn anywhere inside the building during the school day.
5. No loungewear may be worn to school.
6. Clothing which reveals undergarments or the lack of undergarments is considered inappropriate.
7. Students on a school sponsored field trip should dress in an appropriate manner.
8. Special dress days and colorful attire are ways of promoting school spirit. The Southern Hancock Elementary Schools encourage support for its clubs and performing groups. Good sportsmanship and positive spirit are our goals. This can be accomplished in very creative and enthusiastic ways, and still be within the proper dress guidelines.

Tops and Shirts

1. No bare midriffs / stomachs or see-through tops are permitted at any time.
2. Shirt length should fall past the waistband of the pants, skirt, or shorts when sitting or standing. Shirts should not be oversized and fall to the knees.
3. Halter-tops, backless shirts, or apparel with cut-outs may not be worn.

Pants and Skirts

1. "Sagging" pants will not be tolerated. Pants will be worn at the waistline, regardless of the length of the student's shirt.
2. The hemline of shorts and skirts may not come higher than three inches above the knee.

Shoes

1. Appropriate shoes must be worn at all times. Open-toed shoes should not be worn in P.E. Class and other instances when the foot needs to be covered for safety reasons.
2. House slippers shall not be worn, except on designated slipper spirit days.
3. Skates or "skate shoes" shall not be worn.

Attire required by a student's recognized religion will be deemed appropriate for school.

Care of the Building

Students are to cooperate with the custodians in keeping the building and the grounds clean and orderly. Large containers have been placed in corridors to receive waste paper. Be proud of your school. Help keep it clean.

Students who fail to exercise appropriate care of school property, are subject to disciplinary action by school officials appropriate to their misbehavior. This could include detention, in or out of school suspension, payment for damages, or assigned to clean-up duty.

"The Board authorizes the recovery of costs related to the loss, damage, or destruction of school equipment, apparatus, musical instruments, library materials, textbooks, and for damage to school buildings. In addition, such persons will be responsible for reimbursing any reward offered to the resolution of the issue."

"The Board reserves the right to file a civil action in a court of competent authority against parents of a student who willfully destroys Corporation property." (Policy 5513)

Hall Regulations

The following regulations are in effect during passage through school halls:

1. No yelling or excessive loudness in the halls.
2. Refrain from stopping to talk to friends in the halls. This leads to bottlenecks in the orderly flow of traffic. The result of such obstruction is that some students are forced to be late to class.
3. Keep to the right as much as possible when moving through the halls.
4. There is to be no running in the halls at any time.
5. When your school day is finished, leave the building immediately unless you are under the direct supervision of a teacher/coach/sponsor.

Cafeteria Rules

1. Use student ID to purchase lunch.
2. Dispose of all trash in the containers provided.
3. No disruptive behavior is permitted. Such behavior includes, but is not limited to, sitting or standing on tables, yelling, horseplay, throwing anything, running, making a mess or bothering others.
4. All food and drink must be consumed in the cafeteria.
5. Stealing is strictly prohibited. Eating food before paying for it is considered stealing.
6. Large oversize coats, backpacks, and bags are not allowed in the food court.
7. Backpacks should not be brought into the cafeteria.

Public Affection

Students are expected to maintain a hands-off policy. Any student that violates this policy will be first warned and then disciplined by the principal or assistant principal.

Personal Communication Devices

"Students may use personal communication devices (PCDs) before and after school, and during after school activities as determined by the coach or school sponsor (e.g. extra curricular activities). High school students may be permitted to use cell phones during their assigned lunch period, which is considered to begin and end when the student enters and leaves the cafeteria. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off and stored out of sight. In addition, students are prohibited from the use of cell phones during a crisis situation, unless there is no adult available or they have been specifically authorized by school staff to use phones to communicate with parents or guardians.

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.), telephone paging devices (e.g., beepers or pagers)), and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other vehicle provided by the Board or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

The requirement that PCDs must be powered completely off will not apply if the student is using the PCD for an educational or instructional purpose (e.g. taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person shall have their PCD confiscated. If the violation involves potentially illegal activity the confiscated-PCD may be turned-over to law enforcement.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where possession of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves a suspected illegal activity (e.g. child pornography, sexting). Discipline will be imposed ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and

held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in Corporation custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student in possession of or using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office." (Policy 5136)

Consequences for Using Personal Communication Devices

First Offense – The device will be confiscated and returned to the student at the end of the day.

Second Offense – The device will be confiscated and returned to the student's parent or guardian after school hours, and a detention will be assigned.

Third Offense – The device will be confiscated and returned to the student's parent or guardian after school hours, and a Friday School or detention will be assigned.

Fourth Offense - The device will be confiscated and returned to the student's parent or guardian after school hours and the student will be assigned a suspension.

Fifth Offense - The device will be confiscated and returned to the student's parent or guardian after school hours and the student will be assigned a suspension and/or expelled.

Cheating

Cheating is forbidden. All students are responsible for following their individual teachers' policies and procedures concerning cheating. The minimum penalty for a student caught cheating will be a zero (0) for the assignment. Repeated violations will result in failure for the nine weeks and/or the semester. The following is a definition of cheating:

CHEATING: The use of unauthorized aid to complete any classroom assignment.

a. "Unauthorized aid" covers any means expressly forbidden by the teacher.

b. "Classroom assignment" includes homework, laboratory work, compositions, quizzes, and tests, and computer media.

c. Allowing others to cheat by taking tests or other materials and passing them on to other students.

d. Plagiarism - The act of taking the literary composition of another author, or excerpts, ideas, or passages therefrom, and passing the material off as one's own creation. Theft of another person's writings or ideas. Generally, it occurs when someone steals expressions from another author's composition and makes them appear to be his own work. At its simplest and most extreme, plagiarism involves putting one's own name on someone else's work; this is commonly seen in schools when a student submits a paper that someone else has written.

Insubordination

All students are expected to conduct themselves as young ladies and young gentlemen. Students will be expected to be courteous and respectful to faculty, staff members, and other students at all times. If a student feels that a request is unreasonable, he/she must first of all comply with the request, and later he/she may appeal the case to the principal.

Any teacher or staff member has the same authority and responsibility as the principal to discipline and correct a student at any time regardless of whether the teacher/staff member does or does not have the student in class.

Threats

A threat consists of spoken or written words, the meaning of which a reasonable person would conclude carried the threat of imminent bodily harm to oneself or to another or to property, and the means to inflict it. When a threat is given, it will be assessed for its seriousness. This assessment may involve law enforcement if the threat is considered serious enough by school administration.

Vandalism

Acts of vandalism are punishable by state law. Any student who destroys school property will be turned over to the proper law enforcement officials.

Fighting

Fighting or provoking a fight will not be tolerated. The penalty for fighting or contributing to a fight will be severe. Do not jeopardize your record by getting into this type of behavior. Fighting, including spitting, is considered battery.

Bullying

"The Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse as provided herein. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Engaging in bullying behavior through the use of data or computer software that is accessed through a computer, computer system or computer network also is prohibited. This policy applies when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or, using property or equipment provided by the school. Additionally, this policy applies regardless of the physical location when:

A. the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the Corporation; and

B. the bullying behavior results in a substantial interference with school discipline or an unreasonable threat to the rights of others to a safe and peaceful learning environment.

Bullying as defined in State law means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted, in any manner (including digital or electronically) physical acts committed, aggression, or any other behaviors committed by a student or group of students

against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student and create for the targeted student an objectively hostile school environment that:

A. places the targeted student in reasonable fear of harm to the targeted student's person or property;

B. has a substantially detrimental effect on the targeted student's physical or mental health;

C. has the effect of substantially interfering with the targeted student's academic performance; or

D. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It includes, but is not limited to, such behaviors as stalking, intimidation, menacing behavior, coercion, name-calling, taunting, making threats, and hazing. It also includes the use of digital or electronic communications to engage in such behaviors.
However, Indiana law exempts the following from the definition of "bullying":

A. Participating in a religious event.

B. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial

danger.

C. Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.

D. Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one or more adults.

E. Participating in an activity undertaken at the prior written direction of the student's parent.

F. Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

Any student who believes s/he has been or is currently the victim of bullying should immediately report the situation to the building principal or assistant principal or the Superintendent. The student also may report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. This report may be made anonymously. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President. A parent may file a complaint on behalf of a student in the same manner.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above. Staff members who fail to report bullying or who fail to conduct an investigation when assigned that duty are subject to disciplinary action, up to and including discharge.

All complaints about bullying behavior that may violate this policy shall be promptly investigated according to the timeline established by the Superintendent's administrative guidelines.

If, during an investigation of reported acts of bullying and/or harassment, the investigator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on sex, race, color, national origin, religion, or disability, the investigator will report the act of bullying and/or harassment to one (1) of the Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

If the investigator finds an instance of bullying behavior has occurred, prompt and appropriate action or responses shall be taken to address the bullying behavior wherever it occurs including, as appropriate, disciplinary action, up to and including expulsion for students, discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Bullying acts shall be reported to law enforcement officials immediately upon determining that a report to law enforcement is necessary.

The parents of the targeted student and the reported bully shall be notified of the alleged bullying incident in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of bullying, and whether consequences were imposed or services provided to address the bullying incident if the evidence of bullying was substantiated. This information is to be provided in an expedited manner.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and making intentionally false reports may result in disciplinary action as indicated above.

For a definition of and instances that could possibly be construed as hazing, consult Policy 5516.

Confidentiality

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

Safe School Committee

In accordance with State law, there shall be a *Safe School Committee* in each school within this Corporation (see Policy 8400 - School Safety).

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed." (Policy 5517.01)

I.C. 5-2-10.1, 20-20-8-8, 20-30-5-5.5, 20-33-8-0.2, 20-33-8-13.5, 20-34-6-1

Hazing

"Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing, shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the Corporation shall be alert particularly to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, the students involved shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy, may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law." (Policy 5516) I.C. 35-42-2-2

This form of harassment will not be tolerated and may receive severe discipline, including suspension / expulsion.

Accessory

Any student who acts as a "lookout" or otherwise aids in or accompanies those participating in violation of school rules, will be viewed as a violator.

Use of Tobacco/Electronic Smoking Devices

Student use of tobacco, as defined by IC 35-46-1-1.7, or electronic smoking devices violates several sound principles that the CSCSHC supports. First, it is against school and corporation policies and a violation of IC 35-46-1-10.5. Second, smoking in the school building violates state and local fire ordinances. Third, the use of tobacco is contrary to health and safety practices taught in the classroom.

Students caught using and/or being in possession of any tobacco products, or electronic smoking devices will be subject to the following penalties:

First Offense: One (1) day out-of-school suspension and a court citation will be issued to any student under the age of eighteen (18) requiring appearance before a judge for violation of IC 35-46-1-10.5.

Second Offense: Three (3) day out-of-school suspension and a court citation will be issued to any student under the age of eighteen (18) requiring appearance before a judge for violation of IC 35-46-1-10.5. (Alternative to suspension: attendance at approved smoking cessation classes)
Third Offense: Five (5) day out-of-school suspension and a court citation will be issued to any student under the age of eighteen (18) requiring appearance before a judge for violation of IC 35-46-1-105.

This policy applies to students who are caught on school property before, during, or after school, and at any school-sponsored activities on or off school property.

Controlled Drug Substances

The Board of School Trustees hereby reaffirms its knowledge, understanding and support of the Student Due Process Code in all of its implications.

The Board takes special note and strongly endorses those portions of the code which provide for expulsion of students for possessing, using, transmitting, or being affected by any controlled substance,

prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances (1) on school grounds immediately before, during, and immediately after school hours, and at any other time when the school is being used by a school group (including summer school), (2) off school grounds at a school activity, function, or event, (3) traveling to or from school or a school activity, function, or event. Also prohibited, is the consumption of any of the stated substances immediately before attending school or a school function or event.

Breathalyzers, alcohol screen tests and other tests may be given to students for detecting alcohol and other drugs if there is reasonable cause to suspect use. Students' vehicles, lockers, and personal possessions may be searched as part of the screening process. Students who are suspected of alcohol or drug use and who refuse to participate in the screening process, will be considered guilty of the charge when sufficient facts support the charge. In these cases, law enforcement officials may be contacted.

Drug and Alcohol Disciplinary Procedures

The following applies to all students as noted above. Due process will be followed. The disposition of each offense listed, may be imposed at the discretion of the building principal. Proper legal authorities will be notified per IC 20-33-9-5.

First Offense

The student will be subject to a ten (10) day suspension accompanied by a recommendation to the Superintendent for his/her expulsion from school for the remainder of the current semester and the next regular school semester. If offense occurs within the last four weeks of a semester or while enrolled in summer school, the recommendation for expulsion may extend through the next two semesters if credit is awarded for the current semester.

Upon review of the student's discipline record and the circumstances of the violation, the principal may at his/her discretion, recommend to the Superintendent that the student involved be given the option to enroll in an approved educational or counseling program of at least 10 hours in duration and complete a drug assessment, which includes a laboratory analysis. Where fees for service are involved, parents must accept responsibility for payment.

The service provider must be approved by the school district and both the program and the assignment must be shared with the school upon the student's satisfactory completion. Failure to satisfactorily complete the designated program within a specific time frame established by the principal, will result in the continuation of the expulsion from school during the second semester.

The principal may authorize the student's probationary return to school after no less than the completion of the semester providing negative drug assessment results are presented, and satisfactory evidence of completing an educational or counseling program is presented.

The student's expulsion will be held in abeyance while he/she is participating in the probationary program.

Parental Responsibility

The parents or guardian must be impressed with the need to seek professional help for the student who is involved with drugs or alcohol. In the case of any student who appears to be a user and who has been or appears likely to be expelled or excluded in connection with such use, the parent or guardian will be informed that the school will be extremely reluctant to readmit the student without evidence of

professional help or medical treatment. The school will look favorably upon any progress reports from professionals who indicate that the student is ready to adjust to and resume a normal role in the educational process. Any final decision on readmission, however, will be based upon the entire body of available evidence.

Second offense
The violation will result in expulsion.

Counterfeit Drugs
No student may possess, use, or transmit any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.

Students are prohibited from possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products. Students are also prohibited from possessing, using, distributing, purchasing, or selling tobacco products of any kind or in any form.

Any substance for which a student has a prescription or written permission from a parent allowing use must be brought to the school nurse or designee in the health clinic and administered or taken there.

Firearms

Possession of a handgun or firearm on school property by students or on a school bus is a felony; a violation of this law will be reported to law enforcement officers. The penalty for possession of a firearm, destructive device, or ammunition is expulsion from school (I.C. 20-33-8-16).

Rights, Responsibilities, & Regulations Concerning Searches of Lockers & Autos

All lockers, coat closets, desks and other storage contrivances, are the property of the school corporation and are furnished to students for storing school supplies, equipment and personal items necessary for use at school. The school reserves the right to inspect these storage spaces and their contents, to insure that their use is consistent with their intended purpose, to eliminate fire and safety hazards, to maintain sanitary conditions, and to attempt to locate lost or stolen materials. Inspections may also be used to locate suspected weapons, illegal drugs or alcohol.

Individual locker inspections will normally be conducted in the presence of those using the locker. However, inspection of lockers and other storage areas may be conducted without the knowledge of the user, if the inspection is necessary for the immediate health and safety of people present.

General searches may be conducted whenever the principal or superintendent reasonably believes that it is necessary to prevent an interference with normal school functions, prevent injury or illness, prevent damage to property, or determine whether a violation of law or a school rule has occurred. Law enforcement officers may be involved in any individual or general storage search.

Students' clothing, purses, and other possessions may also be subject to search for the same reasons as are lockers and other storage contrivances.

Automobiles brought on to school property during school hours or to any school sponsored activity are also subject to search by school officials and/or law enforcement officers for the same reasons.

Evidence seized as a result of any search, may be used against the parties involved in matters of suspension, expulsion, and other disciplinary actions.

Maintenance workers may also be required to open certain storage areas for cleaning and repair without the knowledge of the user. Therefore, only combinations and locks issued by the school may be used to secure any storage area. All others shall be removed without notice and destroyed.

Student Discipline

Students are expected to make continuous progress and maintain good attendance.

The rules which govern student behavior are found primarily in the School Policy Handbook and in the Indiana Legal Code on Student Due Process. When a student violates these rules and the principal or designee feels the particular facts and circumstances merit any substantial discipline, the student may be suspended or expelled from school, subject, of course, to the legal requirements of due process.

The school recognizes that student discipline may be dealt with by means other than an outright suspension or expulsion. Despite this, even small offenses which have been treated differently are serious when they occur repeatedly or when they become part of a series of general misconduct. In order to deal with the problem of student discipline, the principal, designee, or both will consider the particular facts and circumstances surrounding each offense and will make the final decision as to how the specific situation will be handled.

The principal or designee is also authorized to impose probationary restrictions on students, including removing students from extra-curricular activities, assigning students detention, and using other appropriate measures.

Disciplinary Consequences

Conferences, detentions, Alternative School placement, and Friday/Saturday School and suspensions will be used, when appropriate, to reinforce the need for student behavioral changes. Students who are assigned conferences due to violation of school and classroom rules will report to the conference, when assigned by the teacher, on the date and time assigned. Students are to bring school work with them to detentions and be prepared for up to one hour of supervised, silent study. Unexcused absences from assigned conferences or detentions may result in Friday/Saturday School or suspension from school.

<u>After School Detention</u>

Students and parents will be notified of the days detention will be held. You are to have school-related materials for study.

<u>In School Suspensions</u>

Students and parents will be notified of the days in-school suspension will be held. Students shall report to the office prepared to complete all classroom work and any other work assigned during the period of ISS.

<u>Out of School Suspension</u>

Students may be assigned Out of School Suspension or to a suspension center In the event the student is assigned to a suspension center necessary information will be provided. Students and parents will be provided a timeline for the student's return to school.

Connections Alternative School
The Connections Alternative School is located in Fortville, IN. Placement in the school is directed by the school principal/designee. The curriculum and schedule are developed by the Alternative School staff.

Seclusion and Restraint

"A student will not be subject to seclusion or restraint unless the student's behavior poses an imminent risk of injury to the student or others. However, significant violations of the law, including assaults on students and staff, will be reported to the police. As soon as possible after any use of seclusion or restraint, the student's parent or guardian will be informed and provided with a detailed account of the incident, including the circumstances that led to the use of seclusion or restraint." (Policy 5630.01)

Community School Corporation of Southern Hancock County
Discipline Rules

School officials may find it necessary to discipline students when their behavior interferes with school purposes, or educational functions of the school corporation. In accordance with the provisions of IC 20-33-8-9 and 20-33-8-10, administrators and staff members may take the following actions:

1. REMOVAL FROM CLASS OR ACTIVITY - TEACHER: An elementary teacher may remove a student from the teacher's class or activity for a period of up to 1 school day, if the student is assigned regular or additional work to be completed in another school setting.
2. "The Board authorizes removal of a student from class in the event of a serious classroom disruption which would be grounds for suspension or expulsion. A teacher who removes a student must provide class work for the duration of the removal.

   A meeting—consisting of the teacher, student, parent and an administrator—must be held within three school days of the removal. This meeting may take place in person or by telephone. The student removal shall remain in effect , with the student placed in an alternative setting, until this meeting is held. If no suitable alternative setting exists with the school, the student is to be suspended utilizing the Hancock County Day Reporting Program.

   Teachers may still send student to the office for lesser violations of school and classroom rules however; these minor violations shall not be considered grounds for removal under this policy."
   (Policy 5610.01)
2. SUSPENSION FROM SCHOOL - PRINCIPAL: A school principal (or designee) may deny a student the right to attend school or take part in any school function, for a period of up to 10 school days.
3. EXPULSION: A student may be expelled from school for a period no longer than the remainder of the current semester, plus the following semester. In cases where the student is being expelled for possession of a firearm, a destructive device, or a deadly weapon, the maximum length of the expulsion period is listed under the Grounds for Suspension and Expulsion, Section B.

GROUNDS FOR SUSPENSION OR EXPULSION:

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

a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group (including summer school);
b. Off school grounds at a school activity, function, or event; or
c. Traveling to or from school or a school activity, function, or event. IC 20-33-8-14 b

A. Student Misconduct and/or Substantial Disobedience

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
   a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
   b. Blocking the entrance or exits of any school building or corridor or room or bus therein with intent to deprive others of lawful access to or from, or use of the building, corridor, bus, or room.
   c. Setting fire to or damaging any school building or property.
   d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
   e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person, to conduct or participate in an educational function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury, committing battery or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person, is not a violation of this rule.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
8. Threatening (whether specific or general in nature), damage or injury to persons or property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited, is the consumption of any of the stated substances immediately before attending school or a school function or event.
    - Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written

authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:

a. That the student has an acute or chronic disease or medical condition, for which the physician has prescribed medication.

b. The nature of the disease or medical condition requires emergency administration of the prescribed medication.

c. The student has been instructed in how to self-administer the prescribed medication.

d. The student is authorized to possess and self-administer the prescribed medication.

12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.

13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
14. Possessing, using, distributing, purchasing, or selling tobacco products of any kind or in any form including electronic smoking devices.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters, including potential violations of the student conduct rules or state or federal law.
18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, or conspiring with, another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. Taking or displaying pictures (digital or otherwise) without the consent of the student or staff member, in a situation not related to a school purpose or educational function.
23. Engaging in pranks that could result in harm to another person.
24. Use or possession of gunpowder, ammunition, or an inflammable substance.
25. Violating any rules that are reasonably necessary in carrying out school purposes, or an educational function, including, but not limited to:
    a. engaging in sexual behavior on school property;
    b. engaging in sexual harassment of a student or staff member;
    c. disobedience of administrative authority;
    d. willful absence or tardiness of students;
    e. engaging in speech or conduct, including clothing, jewelry, accessories, or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes;
    f. violation of the school corporation's acceptable use of technology policy or rules;
    g. violation of the school corporation's administration of medication policy or rules;
    h. possessing or using a laser pointer or similar device.
26. Using on school grounds during school hours, an electronic device, a cellular telephone, or any other telecommunication device in a situation not related to a school purpose or educational function.

27. Violating any student conduct rule the school building principal establishes and gives publication of to all students and parents in the principal's school building.

B. Possessing A Firearm or a Destructive Device

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
   - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
   - the frame or receiver of any weapon described above, any firearm muffler or firearm silencer
   - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
   - any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
   - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
   - an antique firearm
   - a rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes
3. For purposes of this rule, a destructive device is
   - an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
   - a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel, that has a bore diameter of more than one-half inch, or
   - a combination of parts designed or intended for use in the conversion of a device into a destructive device.
   - a destructive device is NOT a pistol, rifle, shotgun, or weapon suitable for sporting or personal safety purposes or ammunition, a device that is neither designed nor redesigned for use as a weapon, a device that, although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device, or a surplus military ordnance sold, loaned, or given by authority of the appropriate official of the United States Department of Defense.

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

C. Possessing A Deadly Weapon

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons as defined in IC 35-41-1-8:
   - a loaded or unloaded firearm.
   - a destructive device, weapon, taser (as defined in IC 35-47-8-3), or electronic stun weapon (AS DEFINED IN IC 35-47-8-1), equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.

- an animal (as defined in IC 35-47-8-1) that is readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.

3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
4. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.
5. IC 35-47-5-2.5 makes possessing a knife on school property or on a school bus a Class B misdemeanor; makes the offense a Class A misdemeanor if the offender has a previous unrelated conviction; and a Class D felony if the offense results in bodily injury or serious bodily injury to another person. It also adds battery against, and the harassment of, a school employee to the list of offenses that must be reported to a local law enforcement agency

D. Unlawful Activity

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

E. Legal Settlement

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

Right To Appeal

"The Board will not hear any student appeals." (Policy 5610)

Suspension and Expulsion Procedures

SUSPENSION PROCEDURE

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

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

EXPULSION PROCEDURE

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

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

"The Board will not hear any student appeals." (Policy 5610)

Student Activities

There are many activities for students at Brandywine, New Palestine, and Sugar Creek Elementary Schools which compliment the curriculum of the school. Some of these "extra" student opportunities are *Math Club, Young Hoosier Book Award Program, VISIONS program, M.A.T.H. Bowl, Spell Bowl, Student Council, and Kids Caring and Sharing program.*

Each elementary school may also have other opportunities that are specific to their individual school.

Violations and Recommended Disciplinary Action for Extra-Curricular Participants

Students participating in extra-curricular activities must represent themselves, their school, and their community in a positive fashion. Students must also be prepared physically and mentally to participate at their maximum level of ability. Therefore, rules are essential. Students in extra-curricular activities are to be good citizens and follow the guidelines related to the avoidance of tobacco and substance abuse throughout the school year.

In the event of violations providing cause for action, the following disciplinary guidelines shall apply:

POOR CITIZENSHIP: Is defined as violations such as, but not limited to, the displaying of disruptive or inappropriate conduct, vandalism, stealing, extortion, forgery, possession of a dangerous weapon on school property or at school functions, felonies, misdemeanors, or any other violation which could warrant a criminal investigation. Any offense which results in an agreement to withhold prosecution is a violation of this code.

Penalty: Suspension from extra-curricular activities for the remainder of the school year. Repeated Violations: Penalty is suspension from extra-curricular activities for one school year.

DISRUPTIVE AND INAPPROPRIATE BEHAVIOR: Is defined as any behavior which impedes the normal activities of the event, is contrary to normal school rules or may create a safety or security concern.

Penalty: First Offense - Suspension from extra-curricular activities for three months.
Repeated Violations - Suspension from extra-curricular activities for one year.

SUBSTANCE ABUSE: Is defined as the abuse or misuse of, the possession of, the consumption of, and/or being under the influence of, the sale of, the distribution of, or providing another person with any substance which is or contains: alcohol, marijuana, a stimulant, an intoxicant, a narcotic, a depressant, or hallucinogen whether prescription or sold over the counter (without prescription) or any substance represented by the provider to be any of the listed substances is prohibited. Being assigned to an Alcohol and Drug Program by the courts or school is also a violation of this rule.

Penalty: During school year - First offense - expulsion from extra-curricular activities for the remainder of the school year.

USE OF TOBACCO: Defined as the use of, possession of, or consumption of any tobacco products.
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Penalty: During school year - First offense - expulsion from extra-curricular activities for the remainder of the semester.

Annual Notices to Parents and Students

Nondiscrimination and Access to Equal Educational Opportunity

"Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship, and/or personal sense of self- worth. As such, the Board does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities.

The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind. Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this Corporation. Educational programs shall be designed to meet the varying needs of all students." (Policy 2260)

Civil Rights Coordinator, Title IX Coordinator:
Mr. Robert Yoder
Assistant Superintendent, CSCSHC
4711 South 500 West
PO BOX 508
New Palestine, IN 46163
(317) 861-4463

Section 504 Coordinator, Americans with Disabilities Coordinator
Dr. Marcia Piercy
Associate Director of Special Education
4711 South 500 West
PO BOX 508
New Palestine, IN 46163
(317) 861-4463

Corporation Compliance Officer:
Dr. Lisa Lantrip
Superintendent, CSCSHC
4711 South 500 West
PO BOX 508
New Palestine, IN 46163
(317) 861-4463

The individual may also, at any time, contact the U.S. Department of Education, Office of Civil Rights, Citigroup Center, 500 West Madison Street, Suite 1475, Chicago, Illinois 60661; Telephone: (312) 730-1530; Fax: (312)730-1576; TDD: 877-521-2172; E-MAIL: OCR.Chicago@ed.gov
Web:http://www.ed.gov/ocr.

COMPLAINT PROCEDURES FOR NONDISCRIMINATION AND EQUAL EDUCATIONAL OPPORTUNITY/ACCESS

"If a person believes that s/he has been discriminated against or denied equal opportunity or access to the Corporation's programs, activities, or services, the person may utilize the following complaint procedures as a means of reaching at the lowest possible administrative level, a prompt and equitable resolution of the matter.

Internal Complaint Procedures

A person, who believes s/he has a valid basis for a complaint, may discuss the matter informally and on an oral basis with the Corporation's Civil Rights Coordinator, who will investigate the complaint and reply with an answer to the complainant. If the informal procedures do not resolve the matter to the complainant's satisfaction or s/he skips the informal process, s/he may initiate formal procedures according to the following steps:

Step 1

Investigation by the Corporation Civil Rights Coordinator: A person may initiate a formal investigation by filing a written complaint with the Corporation Civil Rights Coordinator. The complaint must contain the name and address of the individual or representative filing the complaint, be signed by the complainant or someone authorized to sign for the complainant, and describe the alleged discriminatory action in sufficient detail to inform the Civil Rights Coordinator of the nature and date of the alleged violation, and propose a resolution. The complaint must be filed within thirty (30) calendar days of the circumstances or event giving rise to the complaint, unless the time for filing is extended by the Civil Rights Coordinator for good cause. The Civil Rights Coordinator will conduct an impartial investigation of the complaint. As part of the investigation, the Civil Rights Coordinator shall permit the complainant to present witnesses and other evidence in support of his/her complaint. The investigation shall be completed within fifteen (15) business days of the written complaint being filed. The Civil Rights Coordinator will notify the complainant in writing of his/her decision and will maintain the Corporation's files and records relating to the complaint.

Step 2

Appeal to the Superintendent: If the complainant is not satisfied with the Civil Rights Coordinator's Step 1 decision, s/he may submit, in writing, a signed statement of appeal to the Superintendent of Schools within five (5) school days after receipt of the Coordinator's response. The Superintendent will review the case, may conduct an informal hearing, and will notify the complainant in writing of his/her decision within ten (10) school days of receiving the written appeal.

Step 3

Appeal to the Board: If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the Board within five (5) school days of his/her receipt of the Superintendent's response in Step 2. In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

The complainant may be represented, at his/her own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a Complaint with the Office for Civil Rights or the filing of a court case in the appropriate Federal District Court. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

The Civil Rights Coordinator will provide a copy of the Corporation's complaint procedure to any person who files a complaint and will investigate all complaints in accordance with this procedure. A copy of each of the Acts and the regulations, on which this notice is based, may be found in the Civil Rights Coordinator's office.

PROHIBITION AGAINST RETALIATION
The Board will not discriminate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by any Federal civil rights law, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws." (AG 2260B)

Anti-Harassment

"It is the policy of the Board to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the School Corporation community as well as third parties who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School Corporation community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School Corporation property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School Corporation community at school-related events/activities (whether on or off School Corporation property).

Reports and Complaints of Harassing Conduct

Members of the School Corporation community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School Corporation official so that the Board may address the conduct before it becomes severe, pervasive, or persistent.

Members of the School Corporation community or third parties who believe they have been unlawfully harassed by another member of the School Corporation community or a third party are entitled to utilize the Board's informal and/or formal investigation and complaint process. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's participation in educational

or extra-curricular programs. Individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

Informal Process for Addressing Complaints of Harassment

The administrative guidelines will include an informal complaint process to provide members of the School Corporation community or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Members of the School Corporation community or third parties who believe that they have been unlawfully harassed may initiate their complaint through this informal complaint process, but are not required to do so. The administrative guidelines will include as a requirement the prerequisite that the informal process is only available in those circumstances where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in the informal process. Those members of the School Corporation community or third parties who believe that they have been unlawfully harassed may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process. However, all complaints of harassment involving a Corporation employee or any other adult member of the School Corporation community against a student will be formally investigated.

Formal Process for Addressing Complaints of Harassment

The administrative guidelines will also include a formal complaint process. While the formal complaint process may serve as the first step to resolution of a charge of unlawful harassment, it is also available in those circumstances when the informal complaint process fails to satisfactorily resolve a concern. Because of the need for flexibility, no specific time lines are established for initiating the formal complaint process; however, once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within thirty-one (31) calendar days of the complaint being received).

Members of the School Corporation community or third parties who feel they have been unlawfully harassed should file a formal written complaint with the principal of their school building or with one (1) of the Complaint Coordinators identified in the Administrative Guidelines. Oral complaints of harassment will be reduced to writing by the individual receiving the complaint and the Complainant will be asked to verify the accuracy of the reported charge by signing the document. Complaints received by a school building principal will be immediately reported to the appropriate Complaint Coordinator identified in the Administrative Guidelines.

After a complaint is filed, the Complaint Coordinator or designee shall conduct a prompt and timely investigation. The investigation may include interviews of the complainant, the individual accused of engaging in harassing behavior, and any other witness who may reasonably be expected to have information relevant to the situation. All interviewed parties and witnesses will be provided an opportunity to present any evidence that they reasonably believe to be relevant to the situation.

At the conclusion of the investigation the Complaint Coordinator or designee will prepare and deliver to the Superintendent a written report summarizing the evidence gathered during the investigation and providing his/her recommendations regarding whether or not the complaint of unlawful harassment has been substantiated. The written report must be based on the totality of the circumstances involved in the complaint, the nature of the alleged conduct, the context in which the alleged conduct occurred, and the ages and maturity of the individuals involved.

A copy of the written report will also be delivered to the member of the School Corporation community or third party making the complaint and the individual accused of the harassing conduct.

Upon review of the written report the Superintendent will either issue a final decision regarding whether or not the complaint of unlawful harassment was substantiated, or request that further investigation be conducted. A copy of Superintendent's action will be delivered to both the Complainant and the individual accused of the harassing conduct.

A Complainant who is dissatisfied with the Superintendent's decision may appeal it to the Board by submitting written notice to the Superintendent within ten (10) days of the date of the Superintendent's decision. Upon receipt of a notice of appeal, the Board shall meet in executive session at its next regularly scheduled meeting, which is scheduled to occur at least ten (10) days after the Superintendent's receipt of the appeal notice, to review the complaint and the summary of the investigation. Following the meeting, the Board will issue a decision either affirming, modifying, or rejecting the Superintendent's decision. The decision of the Board shall be final.

The Complaint process set forth in the policy and in the administrative guidelines is not intended to interfere with the rights of a member of the School Corporation community or a third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights, the Indiana Civil Rights Commission, or the Equal Employment Opportunity Commission.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the member of the School Corporation community or third party alleging the harassment pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy and administrative guidelines or in such other manner as deemed appropriate by the Board or its designee." (Policy 5517)

The following individuals shall serve as "Anti-Harassment Complaint Coordinators" for the School Corporation, hereinafter referred to as the "Complaint Coordinators".

Mr. Robert Yoder
Assistant Superintendent
317-861-4463
P.O. Box 508, 4711 S. 500 W.
New Palestine, IN 46163

Dr. Marcia Piercy
Associate Director of Special Education
317-861-4463
P.O. Box 508, 4711 S. 500 W.
New Palestine, IN 46163

Parent's and Student's Rights Concerning Educational Records

"In order to provide appropriate educational services and programming, the Board must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard student's privacy and restrict access to student's personally identifiable information.

Student "personally identifiable information" ("PII") includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow

a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the Corporation reasonably believes knows the identity of the student to whom the education record relates.

A social security number of a student contained in the records of the Corporation may be disclosed if the record is specifically required by a State or a Federal Statute or is ordered by a court under the rules of discovery.

Personally identifiable information concerning students shall be protected against theft, unauthorized access, alteration, disclosure, misuse, or invasion of privacy. Unless specifically authorized by the Superintendent or produced pursuant to a request under the Indiana Access to Public Records Act, personally identifiable information concerning students shall not be left unprotected, shared or transferred from Corporation records to any place not within the control of the Corporation. This includes any laptop computer or portable storage medium.

The Board is responsible for maintaining records of all students attending schools in this Corporation. In addition to records mandated by the Federal Government, the State of Indiana requires that the Corporation record or include in the official high school transcript for each high school student the following information:

A. attendance records;

B. the students' latest ISTEP/GQE test results;

C. any secondary level and postsecondary level certificates of achievement earned by the student;

D. immunization information from the student’s immunization record.

The Board also authorizes the collection of other student information including, but not limited to:

A. observations and ratings of individual students by professional staff members acting within their sphere of competency

B. samples of student work

C. information obtained from professionally acceptable standard instruments of measurement such as

1. interest inventories and aptitude tests,

2. vocational preference inventories,

3. achievement tests,

4. standardized intelligence tests

D. verified reports of serious or recurrent behavior patterns

E. rank in class and academic honors earned

F. psychological tests

G. custodial arrangements

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials and designated school personnel, who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

The term “parents” includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term “eligible student” includes any student who is eighteen (18) years of age or older, or who is enrolled in a postsecondary institution regardless of his/her age.

In situations in which a student has both a custodial and a noncustodial parent, both shall have access to the student's educational records unless stated otherwise by court order. In the case of an eligible student, that is a student who is (eighteen (18) years of age or older), parents will be allowed access to the records without the student's consent, provided the student is considered a dependent under Section 152 of the Internal Revenue Code.

A "school official" is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), school psychologist, therapist, or support staff member (including health or medical staff and law enforcement unit personnel); and a person serving on the Board. The Board further designates the following individuals and entities as "school officials" for purposes of FERPA:

A. persons or companies with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, or medical consultant)

B. school psychologists, whether employed by a special education cooperative, joint services organization, or an outside contractor, for purposes of the referral, evaluation and identification of students suspected to have a disability

C. contractors, consultants, volunteers or other parties to whom the Board has outsourced a service or function otherwise performed by Board employees (e.g. a therapist, authorized information technology (IT) staff, and approved online educational service providers)

The above-identified the outside parties must (a) perform institutional services or functions for which the Board would otherwise use its employees, (b) be under the direct control of the Board with respect to the use and maintenance of education records, and (c) be subject to the requirements of 34 C.F.R. 99.33(a) governing the use and re-disclosure of PII from education records.

Finally, a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers) is also considered a "school official" for purposes of FERPA provided s/he meets the above-referenced criteria applicable to other outside parties. "Designated school personnel" could include, but not be limited to agents of an insurance carrier providing a defense to the Corporation or its employees or agents.

"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the Corporation" or if the record is necessary in order for the designated school personnel official to perform an administrative, supervisory or instructional task for the Corporation or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

The Board authorizes the administration to:

A. forward student records including disciplinary records with respect to suspensions and expulsions upon request to a private or public school or school corporation in which a student of this Corporation seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that:

   1. a reasonable attempt is made to notify the student's parent or eligible student of the transfer (unless the disclosure is initiated by the parent or eligible student);

   2. the parent or eligible student, upon request, receives a copy of the record; and

   3. the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record;

B. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;

C. request each person or party requesting access to a student's record to abide by the Federal regulations concerning the disclosure of information to a third party;

D. report a crime committed by a child to appropriate authorities, and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;

E. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the Corporation for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representative(s) of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the Corporation will enter into a written agreement with the recipient organization that specifies the purpose of the study. Further, the following personally identifiable information will not be disclosed to any entity: a student or his/her family member's social security number(s); religion; political party affiliation; voting history; or biometric information.

While the disclosure of personally identifiable information (other than social security numbers, religion, political party affiliation, voting record, or biometric information) is allowed under this exception, it is recommended that de-identified information be used whenever possible. This reduces the risk of unauthorized disclosure.

F. disclose personally identifiable information from education records without consent, to authorized representatives of the Comptroller General, the Attorney General, and the Secretary of Education, as well as state and local educational authorities. The disclosed records must be used to audit or evaluate a federal or state supported education program, or to enforce or comply with federal requirements related to those education programs. A written agreement between the parties is required under this exception.

The Corporation will verify that the authorized representative complies with FERPA regulations.

G. disclose or report educational records to a State or local juvenile agency when the disclosure or reporting relates to the ability of the juvenile justice system to serve, before adjudication, the student whose records are being released; and the juvenile justice agency receiving the information certifies, in writing, that the agency or individual receiving the information has agreed not to disclose it to a third party, other than other juvenile justice agency, without the consent of the child's parent, guardian, or custodian.

A disclosure or reporting of educational records concerning a child who has been adjudicated as a delinquent child shall be treated as related to the ability of the juvenile justice system to serve the child before adjudication if the agency provides documentation to the Corporation that the agency seeks the information in order to identify and intervene with the child as a juvenile at risk of delinquency rather than to obtain information solely related to the supervision of the child as an adjudicated delinquent child.

The juvenile court may grant a school access to all or a portion of the juvenile court records of a child who is a student at the school if the Superintendent submits a written request establishing that the juvenile court records are necessary for the school to serve the educational needs of the child whose records are requested or to protect the safety or health of a student, an employee, or a volunteer at the school.

The school shall keep the records confidential. However, the confidentiality order does not prohibit the school from forwarding the juvenile records to another school or a person if a parent, guardian, or custodian of the child consents to the release of the juvenile court records to the person.

The Corporation will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The Corporation shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is an eligible student, the written consent of the student, except those persons or parties stipulated by the Corporation's policy and administrative guidelines and/or those specified in the law.

DIRECTORY INFORMATION

Each year the Superintendent shall provide public notice to students and their parents that the Corporation may release categories of personally identifiable student information designated as “directory information” to Corporation-Support Organizations (as defined in Policy 9211) for the benefit and educational purposes of the schools or individual students. The Board designates as student "directory information": a student's name; address; telephone number, if it is a listed number; date of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; listing on an honor roll; or scholarships.

The Board designates school-assigned email accounts as "directory information" for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes. School assigned email accounts shall not be released as directory information beyond this limited purpose and to any person or entity but the specific online educational service provider.

Parents and eligible students may refuse to allow the Corporation to disclose any or all of such “directory information" by submitting written notification of refusal to the Corporation. This refusal shall be placed in the student file and will remain in effect until changed by the parent or eligible student.

Photographs of athletic events or other student performances which are open to the public, and group photographs (two (2) or more students) of a general nature, may be used for public relations, media press releases, and web page display; however, individual photographs require a written approval from the parent prior to use.

Directory information shall not be provided to any organization for profit-making purposes. The Superintendent may allow access to a school campus or give students' directory information to organizations that make students aware of educational or occupational options.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces". The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

The Corporation shall notify parents and students that they may request that the information not be released by the Corporation to the military recruiting representatives. This notification is to include the process necessary to request that the student not be identified to a military recruiter.

The parent or student must make the request in writing at the end of the student's sophomore year in high school. This is a one-time opt-out opportunity. If the student opts-out in his/her sophomore year and later changes his/her mind a revocation may be made.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of directory information, either parent may provide such consent unless specifically stated otherwise by court order.

The Corporation may disclose "directory information" on former students without consent of the parent(s)/eligible student, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

Disclosure of Lists of Students for Political or Commercial Purposes

It is the policy of the Board to not release the lists of students for commercial or political purposes. This policy shall be equally applied to similarly situated organizations and persons. (I.C. 5-14-3-3(f))

Inspection of Information Collection Instrument

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible student must submit a written request to the building principal at least two (2) business days before the scheduled date of the activity. The instrument will be provided to the parent or eligible student within one (1) business day of the principal receiving the request.

This section does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

A. college or other postsecondary education recruitment, or military recruitment

B. book clubs, magazine, and programs providing access to low-cost literary products

C. curriculum and instructional materials used by elementary and secondary schools

D. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments

E. the sale by students of products or services to raise funds for school-related or education-related activities

F. student recognition programs

The Superintendent shall prepare procedures to ensure that students and parents are adequately informed each year regarding their rights to:

A. inspect and review the student's education records;

B. request amendments if the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights;

C. consent to disclosures of personally-identifiable information contained in the student's education records, except disclosures allowed without parental consent;

D. challenge Board noncompliance with a parent’s request to amend the records through a hearing;

E. file a complaint of Corporation noncompliance with the United States Department of Education;

F. obtain a copy of the Corporation's policy and administrative guidelines on student records.

The Superintendent shall also develop procedural guidelines for:

A. the proper storage and retention of records including a list of the type and location of record;

B. informing Corporation employees of the Federal and State laws concerning student records.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this Corporation specifically as a consequence of permitting access or furnishing students' records in accordance with this policy and administrative guidelines.

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation, or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the time frame for the activity has ended, as specified in its written agreement with the Board.

Violation of this policy

As provided for by State law, an employee or agent of the Board:

A. who knowingly or intentionally discloses information classified as confidential by this policy commits a Class A infraction;

B. who intentionally, knowingly, or recklessly discloses or fails to protect information classified as confidential by this policy may be disciplined or terminated.

Additionally, State law provides that a person who recklessly, knowingly, or intentionally destroys or damages any public record commits a Level 6 felony unless the destruction is pursuant to a record retention scheduled adopted by the County Public Records Commission."
(Policy 8330)

I.C. 5-14-3-3(f),
I.C. 5-14-3-4(a)(12)
I.C.5-14-3-4(c)
I.C.5-14-3-10
I.C.5-15-6-8
I.C. 20-33-2-13
I.C. 20-33-7-1et seq.
I.C. 20-33-10-2
I.C. 31-39-2-13.8
511 I.A.C. 7-38-1 et seq.
26 U.S.C. 152
The Family Educational Rights and Privacy Act of 1974 93-380
Individuals with Disabilities Education Improvement Act, 20 U.S.C. 1400 et seq.

20U.S.C.7165(b)
20U.S.C.7908
34 C.F.R. Part 99
Revised 9/13/07
Revised 1/11/10
Revised 3/14/11
Revised 10/1/12
Revised 5/12/14

Student Privacy and Parental Access to Information

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

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

The Superintendent shall establish procedures whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

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

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

The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose)." (Policy 2416)

Notice of Parental Rights/Section 504

The following rights are those afforded to the parent/guardian of a student who is believed to be disabled under Section 504 of the Rehabilitation Act of 1973:

1. Your child will be evaluated before any decision is made regarding the initial placement or a subsequent significant change in placement in a regular or special education program. You have the right to an independent evaluation at your expense.
2. Any placement decision will be made by a group of persons who are knowledgeable about your child, the meaning of the evaluation data, and the placement options within the school corporation.
3. In addition to any evaluation data, the group will consider such other information as aptitude and achievement tests, teacher recommendations, physical condition, social or cultural background, and adaptive behavior when making any placement decision.
4. Any placement of the student will be with persons who are not disabled to the maximum extent appropriate to the needs of your student.
5. You have the right to examine your child's education records and to exercise all other rights granted to you in The Family Educational Rights and Privacy Act (FERPA).
6. You have the right to request a hearing regarding any decision made by the school corporation with respect to the identification, evaluation, or educational placement of your child.
7. Upon receipt of a request for a hearing, the school corporation will appoint an impartial hearing officer (one who is knowledgeable about Section 504 and who is not an employee of the school corporation). The hearing officer will advise you within a reasonable period of time of the date, time, and place for the hearing. You have the right to be represented by legal counsel or any other representative at this hearing.

A copy of the Section 504 regulations will be given to you along with this notice. Any questions regarding your rights should be directed to the assistant superintendent of this school corporation.

Suspension: for students with disabilities, a temporary cessation (pause) of educational or related services constitutes a suspension. Before a student can be suspended, the student must be afforded an informal hearing, wherein the student is entitled to a written or oral statement of the charges against him/her; if requested, a summary of the evidence against him/her; and an opportunity to explain his/her conduct. This informal hearing shall precede the suspension of a student unless the nature of the misconduct requires immediate removal of the student. For students with disabilities, suspensions shall not exceed five (5) consecutive instructional days or ten (10) cumulative instructional days in a school year.

Expulsion: Before a student can be expelled from school, the student's parent shall be afforded the opportunity for a hearing before an appointed hearing examiner. For a student with disabilities, the hearing must be preceded by a case conference committee meeting. At such meeting, the case conference committee shall review the student's behavior and determine whether the behavior is caused by, or is a manifestation of, the student's disability. If the committee determines there is such a causal relationship between the student's behavior and the student's disability, the student may not be expelled. If, however, the committee determines there is no causal relationship between the student's behavior and the student's disability, the expulsion hearing may be initiated. In the event of the expulsion of a student with disabilities, educational and related services shall not cease. The case conference committee shall determine the educational services that will be provided during the expulsion period.

Parent Participation

A parent (including a guardian and custodian) of a dependent student shall be required to participate in any disciplinary action authorized under the Student Due Process Code, I.C.20-8.1-5.1, as well as the student discipline handbook of this school corporation, at the discretion of and upon notice by a school official.

Parent participation includes, but is not limited to, meetings, conferences, hearings, supervising after-school-home-study-time, reviewing homework, and assuring regular school attendance and attendance after school if necessary.

When a school official deems it necessary to require parent participation to resolve behavioral problems of a student, the parent shall be notified in the following manner: Written or telephone contact by a school official in advance of the meeting, conference, or hearing, followed by a letter of confirmation.

Upon receipt of proper notice, any parent, guardian, or custodian who fails to comply with the requirements of a school official to participate in the resolution of behavioral problems of a student whose conduct is repeatedly or seriously disruptive to the student's own educational progress or to the progress of others may be referred to the Hancock County Office of Family and Children and the child may be considered to be a "child in need of services" in accordance with I.C.31-6-4-3(s)(7).

Students/Parents Pesticide Application Notice

Periodically throughout the year, it may be necessary that pesticides will be applied to external or internal areas of the school building and grounds. Whenever possible, pesticides will be applied during non-instructional time or school vacation periods when students and staff members are not present.

For more information concerning the kinds of pesticides used, the procedures for application, and/or an application schedule, please contact the Director of Buildings and Grounds at 317-861-2129.

Indoor Air Quality

"Each school facility is to meet indoor air quality criteria established by the Indiana State Department of Health (ISDH). During inspections by the ISDH, the inspector will investigate any condition that is or could be contributing to poor air quality including, but not limited to the following: carbon dioxide levels, humidity, evidence of mold or water damage, and excess dust. The Superintendent shall appoint a person to serve as the Indoor Air Quality (IAQ) Coordinator for the school corporation. The IAQ Coordinator shall serve as the lead contact person for matters related to indoor air quality in the facilities operated by the school Corporation." (Policy 8405)

The following individual shall serve as Indoor Air Quality Coordinator:

Stephen Satterly

Corporation Safety Officer

4949 S. 500 W

New Palestine, IN 46163

(317) 861-4654

Animals In The Classroom

"Live animals shall be allowed in the classroom for educational purposes with the prior approval of the principal.

Animals brought into a classroom must be humanely and properly housed in cages or leashed. Animals brought into the classroom must be known to be in good health. Animals that are poisonous, venomous, or dangerous will not be allowed in the classroom.

When bringing an animal into the classroom, considerations must be given to students or staff who may be allergic to the animal. In advance of the animal being brought to school, a notification will be sent home with the students in that class informing parents of the type of animal that will be coming into the classroom. Parents will have an opportunity to notify the teacher or the principal if their child is allergic to the animal. If a parent responds about a concern regarding a possible allergic reaction to the animal, the principal and teacher shall discuss options that may be considered. The name of the student with the allergy shall remain confidential.

If after an animal is brought to class and school officials become aware that an individual did have an allergic reaction, the school shall resolve the issue and provide the necessary cleaning of all surfaces in the classroom to remove the allergen.

The care of an animal is the responsibility of the teacher. Cages and aquariums shall be cleaned by the teacher, not a student. Animal waste and materials from the cages shall be bagged and disposed of in a proper manner in a proper outside trash container. Waste water from an aquarium may be disposed of by flushing it down a toilet or any sink where food is not prepared. For animals staying in the classroom for longer than that day, it is the teacher's responsibility to provide care over the weekends and during vacations.

Under the teacher's supervision, students may handle the animal in the classroom after being given instruction on proper handling techniques for handling the animal, as well as proper hand washing techniques after handling the animal. When appropriate, students may feed the animal under the supervision of the teacher.

Live animal presentations and assemblies under the supervision and control of a trained professional may at times have more unique animals and may not be allowed in the classrooms. These presentations are allowed in accordance with the provisions of this policy.

Exceptions to this policy are service animals and fish in an aquarium provided the fish are of a reasonable size and quantity.

Owners of pets (see AG 8405A) and service animals (see AG 9160B) brought on school property are liable for any harm or injury caused by the animal to other students, staff, visitors, and/or property." (Policy 8405)

Idling School Buses and Other Vehicle on School Property

"Community School Corporation of Southern Hancock County seeks to limit vehicle emissions that might be brought into school corporation buildings to reduce exposure to these emissions and to improve indoor air quality for students, staff, and visitors. This policy applies to all public and private vehicles on any school property and to school buses while transporting students at any time. The school shall post signs in areas where idling is prohibited. Drivers of vehicles are to turn off the engine if the vehicle is to be stopped for more than five (5) minutes." (Policy 8615)

Change of Address

If at any time during the school year a student moves to a different address, the change should be reported to the school, as soon as possible. A changed telephone number should also be reported.

Leaving Messages For Students

There are rare occasions when it is critical for a student to be contacted during the school day. The office staff will support parents in these situations by delivering the message as promptly as possible to the student. Please utilize this service only when it is absolutely necessary the student be contacted during the school day.

Non-Custodial Parent Information

One goal of Southern Hancock Elementary Schools is to keep the parents well informed of their child's progress and events at the school. In some instances, the student does not live with both parents. In these situations, we would like to provide the non-custodial parent with the school newsletter and additional information about the elementary schools.

Visitation of Non-Custodial Parents

If a non-custodial parent is not to visit his child due to legal circumstances, the custodial parent must notify the school, and provide appropriate legal documentation.

Personal Property

Students are discouraged from bringing toys, card collections, electronic devices, etc. to school. Neither the school nor school personnel will be responsible for individual student's personal property.

Valuables: We ask that students **not** bring valuable items or large amounts of money to school. If there is an occasion when this must occur, the child should leave the item or money with the teacher or principal for safekeeping during the day. Valuables should not under any circumstances be carried around by a child or left in a desk.

Gum and Candy: Children should **not** bring gum or candy to school. Nothing should be eaten in classrooms unless approved by the teacher. It is very difficult to remove gum from the carpeting. These items can be extremely disruptive to the educational process.

Electronic Equipment: Because of the possibility of loss, damage, misuse and interference with instruction, we strongly discourage children from bringing electronic games and toys to school. **We cannot be responsible for the loss, damage, or misuse of these items.**

School Improvement Committee

The School Improvement Committee (SIC) is made up of parents, community leaders, teachers, and administrators. The plan is reviewed annually. For further information, contact the building principal.

Response to Instruction (RtI*)*

Response to Instruction is a multi-step approach to providing services and interventions to *all* students who may experience learning and/or behavioral challenges. The progress students make at each stage of intervention is closely monitored. The results of this monitoring are used to make decisions about the need for further research-based instruction and/or intervention in general education, in special education, or both. Due to the comprehensive and sequential nature of the process, RtI can take several months to complete.

Notification

If the screenings indicate that your child would benefit from interventions you will be notified of the school's intent to initiate an intervention. Additionally, you will be updated on your child's progress. If your child does not progress as anticipated the school may suggest a referral for special education evaluation, which requires your written permission. You are an important part of your child's education and your questions or concerns are welcomed. These initiatives are provided in your child's school at no cost to you.

Benchmark Data & Progress Monitoring

To implement the RtI process the student's current levels of performance are determined using screening tests (Benchmark Data) and goals are identified for learning that will take place over time. The student's academic and/or behavioral progress is then monitored on a regular basis (weekly, bi-weekly, or monthly). Progress toward meeting the student's goals is measured by comparing expected and actual rates of learning. Based on these measurements, interventions are adjusted as needed.

Intervention

Using the results of the screening measures, a scientifically proven intervention is initiated to address the student's needs. Following well-developed guidelines, decisions are made concerning a student's academic and/or behavioral progress or lack of progress. Frequent progress monitoring helps determine the length and type of intervention the struggling student receives. This process insures that the intervention is accurately and consistently administered.

Special Education Referral

At any point in an RtI process a parent may request a formal evaluation to determine eligibility for special education. A multi-disciplinary team of qualified professionals would conduct the evaluation with input from the student's parent. The multi-disciplinary team can include a building administrator, school counselor, general and special education teachers, school psychologist, speech/language pathologist or other specialists. As stated earlier, the RtI process is an integral part of any formal evaluation procedure. For those students who have been through the RtI process, there is a 20 school day timeline for evaluation and conference to determine special educational eligibility. For those students who have not completed the RtI process, there is a 50 school day timeline for evaluation and conference to determine special education eligibility.

EMERGENCY PROCEDURES

Each school in the CSCSHC has a school safety plan that prepares for incidents, and mitigates against their occurrence, directs how the school will react to an incident, and provides a means of recovering from the incident. Such plans shall also address preparedness for natural disasters, hazardous materials or radiological accidents, acts of violence, and acts of terrorism.

Each CSCSHC school has a certified School Safety Officer that regularly inspects facilities, schedules, implements, and records all readiness exercises, and coordinates resources.

State law mandates a fire evacuation readiness exercise each month, and a tornado readiness exercise twice a semester, as well as one readiness exercise per semester for man-made situations. In addition to these mandated exercises, CSCSHC schools also participate in readiness exercises that train staff and students in Codes Red, Yellow, and Blue lockdowns, shelter-in-place, and deep shelter emergency responses.

During all emergency responses and exercises, students are expected to remain orderly, and quiet, and to follow all directions for the staff. Any student that interferes with the safe function of the school, or the successful implementation of a readiness exercise, may face disciplinary action. Any student that falsely reports an emergency (bomb threat, pulled fire alarm, etc.) may be suspended or expelled. In addition, school personnel will regularly meet with local, county, state, and federal first responders to plan out emergency responses. Student volunteers, with parental permission, may be used in realistic emergency simulations.

Each school's emergency operation plans are reviewed and, if necessary, updated annually.

TYPES OF EMERGENCY EXERCISES

FIRE EVACUATION EXERCISES

All schools in Indiana are required to have monthly fire drills. Posted in each classroom, is a diagram showing the nearest exit and route from the room to a safe location outside the building.

When the alarm sounds, all persons are to leave the building as prescribed by the drill regulations which follow:

1. Students leave all books and materials on desks.
2. Form lines and proceed quietly from the room in single file, following directions posted in the room and explained by the teacher.
3. There will be no talking, laughing, or disorder of any kind.
4. Follow the assigned route quietly, with quick steps, but no running.
5. In the event your assigned route is blocked, students, under verbal directions of the teacher, should proceed to the next closest exit. Quiet is necessary in this eventuality.
6. All lounges, rest rooms, locker rooms, and offices must be cleared.
7. All groups should move at least thirty yards from the building. In case a fire is in progress, the instructor will move the group at least two hundred yards.
8. When the "all clear" bell sounds, classes will quietly re-enter the building in reverse order.

Any building within the CSCHSC can be cleared in less than three minutes.

TORNADO DEEP SHELTER EXERCISE

All schools in Indiana are required to have two tornado drills per semester. Posted in each classroom is a diagram showing the nearest safe area and the route from the room to a safe location, if need be. In the event of a tornado, students and faculty will proceed to their designated safe areas. There they will assume the safety position of sitting with their back to a wall, knees pulled up to their chests, and their hands over the back of their necks. Students will remain so until directed otherwise.

PREVENTATIVE LOCKDOWN

Preventative lockdowns are used to prevent outside influences from intruding upon the safe educational environment. They may also be used to increase security and accountability during severe weather alerts, or when it becomes necessary to restrict student movement. However, classes may still go on during this lockdown.

BOMB THREAT LOCKDOWN

This lockdown allows school staff to secure their students and their classrooms in the event of a bomb threat. Depending upon the situation, this may be followed by an evacuation.

EMERGENCY LOCKDOWN

This lockdown is to be used as a last line of defense to protect the children and staff from a hostile intruder.

POWER FAILURE

Since all the CSCSHC schools have several rooms without natural lighting, it is necessary to take special measures in case of electrical power failure.

All students are to remain with their teachers in their classroom locations. However, teachers in internal classrooms may wish to combine classes with teachers in external rooms.

If a failure should occur during a lunch period, students in the cafeteria are to move into the gymnasium under supervision of assigned teachers.

If a power failure should occur during a passing period, all students are to report directly to their next scheduled classes.

An announcement will be made if it is necessary to dismiss school. Upon dismissal, students are to go to their lockers in an orderly manner, leave the building immediately, and wait for their transportation. There should be no running at any time. Students should report home upon dismissal.

STUDENT CONCUSSIONS AND SUDDEN CARDIAC ARREST

"It is the policy of the Board that the risk of student injury be considered and addressed in the planning and implementation of every student activity sponsored by the Board. The Board therefore directs and requires that before beginning practice for a high school interscholastic and intramural sports activity, the coach/sponsor of the activity provide the parent of each high school student participant and each high school student participant with the information sheet on Student Concussions and acknowledgement form issued by the Indiana Department of Education, and require the student's parent and the student to sign and return the form acknowledging the receipt of the information from the Indiana Department of Education on Student Concussions.

The Board also directs and requires that before beginning practice for an athletic activity, the coach/sponsor of the activity provide to each student athlete and his/her parent or legal guardian the information sheet on Sudden Cardiac Arrest and acknowledgement form issued by the Indiana Department of Education and require the student athlete and his/her parent or legal guardian sign and return to the student athlete's coach/sponsor the form acknowledging their receipt of the information from the Indiana Department of Education on Sudden Cardiac Arrest.

The coach/sponsor shall maintain an original of each signed acknowledgement form for each student participant and shall not allow the student athlete to participate in the sport until the signed acknowledgement form(s) from the parent and student is/are properly executed and returned.

A high school student athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from play at the time of the injury and may not return to play until the student athlete has been seen and evaluated by a licensed health care provider trained in the evaluation and management of concussions and head injuries, and the coach/sponsor receives a written clearance from the licensed healthcare provider who evaluated the student athlete that the student athlete can safely return to participation in the sport or activity.

A coach/sponsor shall maintain the original of the written clearance from the health care provider for the student athlete to return to play for no less than three (3) years.

A student athlete who is suspected of experiencing a symptom of sudden cardiac arrest in a practice for an athletic activity or in an athletic activity shall be removed from practice or play at the time that the symptom is identified, and the parent or legal guardian of the student athlete shall be notified of the student athlete's symptoms. A student athlete who has been removed from practice or play may not return to practice or play until the coach/sponsor has received verbal permission from a parent or legal guardian of the student athlete for him/her to return to practice and play. Within twenty-four (24) hours after giving verbal permission of the student athlete to return to practice and play, the parent or legal guardian must provide the coach/sponsor with a written statement that the student athlete has permission to return to practice and play.

Each coach or sponsor of an athletic activity shall receive training on concussions, sudden cardiac arrest (including the symptoms), cardiopulmonary resuscitation, and the use of an automated external defibrillator."

I.C. 20-34-7, 20-34-8 (Policy 5340.01)

School Closings

In case of school closings due to severe weather, the official announcement may be heard on local TV stations. Notification will also be made using the parent alert system. Students and parents should not call the school, CSCSHC office, or individual school employees.

School Delays

Many times a delay in the start of school is necessary. In case of a delay in the start of school, students are to report to their first class at the announced time.

Delay Day Elementary Schedule	New Palestine and Sugar Creek Elementary 10:45 AM. until 3:30 PM. Brandywine Elementary 10:50 AM. until 3:35 PM.

AM Preschool meets from 10:20 to 12:20 on two-hour delay days, and the PM Preschool meets from 1:15 to 3:15 p.m.

Early Dismissal Procedure

Our first concern is the safety of our students. Should weather conditions warrant an early dismissal, it is imperative that students know their family emergency plan. Although we want to ensure that every student will have a place to go when dismissed early, it is not possible for the office to call every parent. We do, however, ask that you keep your child's enrollment information and emergency closing form up to date with emergency numbers and work phones. You can find out about early closure by listening to previously mentioned media sources.

Please take a few moments to sit down with your child(ren) and discuss the following questions:

**What should I do if school is called off early?
**What do I do when there is no one at my house when I arrive home?

Please go over your emergency plan with your child so that he/she will know what to do should an early dismissal occur. (The YMCA Before/After school program will be in place each day that school is in session—even during inclement weather/early dismissal).

School Closing/Delay Decision Process

The CSCSHC is aware of the impact that a school closing or delay poses on families so our goal is to make this as manageable for families as possible. While inclement weather is out of our control, how we manage delays and closures is well within our control. Our administrators do not take weather decisions lightly. Each delay or closure is made with the safety of our children being the top priority. At the beginning of each school year, families are reminded that there is always a potential for weather-related changes in the child's school day. Families are encouraged to have a plan for these situations.

The Superintendent of the school corporation is always monitoring threatening weather that could result in a delay or closure of the school. All of the Hancock County Superintendents talk to one another when making the decision to delay or close school. When weather moves into the area that could cause the school to delay or close, administrators drive the roads to see what kind of travel hazards school buses may face. It is important to remember that our school corporation has some very rural areas and while the

roads may seem fine in your area, they may not be accessible in some of our more remote areas. Also, it is important to factor in trying to navigate school buses through the neighborhoods. Once the roads have been evaluated, the Superintendent talks with the other area superintendents to advise of the plans our corporation has for delaying or closing, as well as to hear what the other corporations are planning to do.

Extremely cold temperatures can also affect the decision to close or delay school and guidelines for cold temperature decisions will be posted on our website during the winter months.

Inclement weather can also cause the school to dismiss early. It is important to remember your family's inclement weather plan in the event of an early dismissal and provide that information to the school so that your child, as well as the school staff, knows the plan and what your child is to do if school closes early. This information will be gathered during the school registration process.

If you have a student driver, they are encouraged to ride the school bus during inclement weather. Our goal is to keep students as safe as possible.

When weather forces the school to delay, close or dismiss early you will be notified through various forms of communication. As long as you have updated your information in PowerSchool, you will receive a call through our alert system. Those messages are sent through phone, text and e-mail and based the choices you make for how you want to receive your message. We also report our school delays/closings on the major television stations, as well as on our website, through Facebook, and via Twitter. There are many ways to receive the message and we encourage you to monitor more than one media outlet. Anytime technology is involved, there is a possibility for error. Therefore, in an effort to ensure you receive the message, we encourage you to check the places where we post information. Fortunately we live in a time when communication can be virtually instant if you rely on more than one source.

Parents can always make their own personal decisions regarding their child's attendance when inclement weather is involved. The safety of all students is of utmost importance.