

Greenville Elementary School



Student Guide and Handbook 2018-19

7025 Cross Street
Greenville, IN 47124

812-542-5504
812-542-5301 Attendance Line
812-542-4786 FAX

School Website: <http://www.nafcs.k12.in.us>

Safe School Hotline: (800) 418-6423 #359

Greenville Elementary Tigers

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New Albany-Floyd County Consolidated School Corporation

Belief Statements

- The purpose of education is to discover, share, and seek mastery of knowledge in the pursuit of personal fulfillment, lifelong learning, and the improvement of humanity.
- Administrators and teachers are knowledgeable about child development, curriculum, instruction, technology, supervision, and management theories; they implement exemplary practices.
- All students are challenged to excel.
- Successful schools are a shared responsibility of students, parents, the school corporation, and the community.
- Student success requires active parental involvement, encouragement, and support.
- Effective educational programs require high quality, equitable facilities and appropriate allocation of resources to support each student's needs.
- Diversity, respected and embraced in our schools, makes us stronger.
- The school corporation promotes innovation, supports and respects all participants, and encourages the development of each individual's maximum potential.
- The consensus process is an effective model of making joint decisions.

Mission Statements:

New Albany-Floyd County Consolidated Schools

Work together with parents and community to provide an outstanding education in a safe, nurturing environment where all are challenged to reach their maximum potential as respectful, responsible, contributing members of a diverse society.

Greenville Elementary School

The Greenville Elementary School community is committed to providing challenging educational opportunities that develop personal responsibility, maximum potential, and a positive attitude toward lifelong learning.

Working Together For Our Personal Best

Greenville Pledge

I am proud to be a Greenville Tiger.
I am fierce in learning and proud at heart.
I am here to work hard and respect others.
I will work every day for my personal best.
I am strong and I stand with you!

Greetings,

Welcome to Greenville Elementary School where it's going to be a Magical Learning Experience this year! We are pleased to have you and your child as a part of our learning team. This handbook is one way of familiarizing you with a variety of commonly asked questions related to our school and PTO. Thank you for taking a moment to read and discuss the contents with your child/children.

We encourage your involvement and look forward to a truly successful school year. Your active participation and support increases the potential success your child will experience.

*The Staff and PTO
Greenville Elementary*



Greenville School Staff

Principal – Wendy Ivey
Secretary – Mary Elliott
Clerk – Cheryl Price
Nurse – Sherry Stanfield
Health Aide – Glenda McCuen

Primary Teachers

Michele Adams
Lori Farris
Kim Rosenberger
Tammy Kruer
Athenus Mattingly
Mary Strobel
Cindy Stroud
Allison Wagner
Alicia Wild
Jeannie Young

Intermediate Teachers

Pam Adam
Jacque Cobb
Donna O'Connor
Anne Smith
Amy Wells
Melanie Williamson

Counselor – Melissa Richards
Resource Room – Stacie Lockhart, Andrea Sisson
Speech Teacher – Andrea Hausz
Literacy Coach – Karen McLean
Art – Julie Gross
Music – Carol Willman
Library – Susan McKay
P.E. – Jodi Lukinovich & Susan McKay
Computer Lab – Dawn Barclay

Building Maintenance

Plant Manager – Chris Wright
Custodians – James Sickles & Tammy Powell
Kitchen Staff – Cherie Keithley
Angela Meredith, Barbara Northway, Cassie Bolton

ATTENDANCE POLICY AND PROCEDURES

The New Albany Floyd County Consolidated School Corporation requires that students attend each day the school is in session. Each day of school is part of a sequential learning process; therefore missing even one day without good cause should be avoided.

Reporting Absences to School

Parents are to notify the office of a student's absence. When reporting the absence please use the attendance line **(812) 542-5301** and provide complete information as to child's name, teacher, request for picking up home practice, and the reason for the absence. Failure to contact the school office with information regarding the student's absence may result in an unexcused absence.

Physician, dental and counseling appointments should be scheduled after school hours whenever possible. If unavoidable, please notify the office and have the child attend classes both before and after the scheduled appointments. A physician's statement of diagnosis may be required at any point for an absence or extended absences. After ten days absence, a doctor's statement is required each time a student is absent for the remainder of the year. A statement from a licensed medical professional documenting an absence may allow an unexcused absence to be changed to an excused absence.

If one or more of the following occurs, your child will be sent home: temperature of 100 or higher, vomiting, severe pain in the chest or stomach, fainting, live lice is found in hair, and/or injury. Please have two current emergency contacts listed on your child's enrollment form. Please contact the school immediately if this information changes during the year.

Excused Absence-Definition

Absences for the following reasons will be considered as excused absences:

- Illness that involves fever, vomiting, injuries, or situations when a physician recommends the students be absent from school. The reason is to be reported to the school office.
- Death of immediate family member
- Medical or dental appointments which cannot be scheduled outside the school day (a written doctor's statement is to be given to the school office)
- Religious Holidays
- Court ordered absences
- Other unusual circumstances when approved by the principal and requested in advance of the event
- Travel for a limited time period involving new educational experiences for a student, which is requested on an infrequent basis by parents or guardian at least one week in advance of the proposed absence. Letters should be submitted to the school principal for approval.

Unexcused Absence-Definition

Absences for the following reasons will be considered as unexcused absences:

- "Long weekends" and vacations without prior approval
- Moving days (change of residence)
- Transportation problems
- Medical or dental appointment without a doctor's written statement
- Appointments for non-essential activities such as haircuts, shopping, etc....
- Extended absences for head lice treatment

Early Dismissal-Definition

Request to release children from school early creates a disruption to the learning environment. Excused early departures are those departures that are verified in writing by a medical professional, counselor, etc... or those departures approved by the building principals for extenuating circumstances.

If early dismissal is unavoidable, please follow this procedure:

- Send a note to your child's teacher including the date, time, and reason for early dismissal.
- Report to the office at the designated time. Your child will be called to the office when you arrive.

Tardy to School-Definition

Students who arrive at school after 8:00 a.m. are considered tardy. Those who arrive after 8:00 a.m. are to report to the office to obtain a pass that will permit them into the classroom. The student's parent or guardian is to sign in at the office and indicate the reason the student is tardy. The tardy will be documented in the office.

Excused tardies are those that are verified in writing by a medical professional, counselor, etc...or those that have been approved by the building principal due to extenuating circumstances.

Procedure for Dealing with Excessive Absences, Tardies, or Early Dismissals

Once a student obtains **ten** unexcused absences, a referral will be submitted to Department of Child Services per Indiana Code. Referral documentation includes:

- Evidence that the school has communicated attendance concerns to the parents
- An academic impact statement including grades and performance concerns
- Attendance records

Anytime a student misses any portion of the school day (early dismissal, tardy, appointments during the day) the student will be marked tardy for accurate record-keeping. If the period of time exceeds one-half of the student day, the student will be marked half-day absent.¹

Make-up Work/Requesting Assignments

There is no way a student can totally make up that which is missed when absent. Missing presentations, discussions, examples and the interaction between child and teacher just cannot be made up. However, assignments involving such things as reading, math problems and worksheets can be done at home provided a student understands the directions. A teacher has the responsibility to carry on the instructional programs for those students who are present. Unless the teacher is aware before school begins that your child needs home practice, we cannot guarantee work will be ready by the end of the day to be picked up. **Please follow the outlined procedures when requesting assignments:**

Notify the school or appropriate teacher by the beginning of the school day of the request for work to be sent home. Please tell us what adult will be picking up the work or which child to send it home with that afternoon. It is best when an adult picks up the work because students often forget despite an afternoon announcement reminding them to pick up a sibling's work.

The parent of the student who is missing school is responsible for seeing that arrangements are made for the assignments. All assignments should be picked up in the office from the secretary between 2-3 p.m. Please

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note that it is difficult for a student to make up an entire day's activities; therefore, upon returning to school, a student may have additional work to be made up.

Since special effort is made by the teachers to supply assignments and materials, in turn, it would be appreciated if the absent student would complete the work and return it to the teacher. Students are allowed one day for each day missed for make-up work. Credit will be given for completed work. Request for assignments for pre-approved absences should be directed to the building principal.

Cancellation/Delay of School

Ours is a large school corporation and severe weather may cause road conditions that will require us to alter or cancel the regular school schedule. An emergency plan exists for each school regarding any potential or extraordinary release of students. That information is shared with students and families during registration. **DO NOT CALL SCHOOL OFFICIALS** if there is some question concerning weather conditions appropriate for the safe transportation of students. Official information about school closing from the NAFCS administration will be given to local TV and radio stations. Radio stations WNAS, WAVG (970), WHAS (840) and TV stations WAVE (3), WHAS (11), and WLKY (32) are your best sources.

Bus Transportation

School transportation has been organized to accommodate children who reside along the various bus routes. First priority goes to these children. Children with babysitters will be accommodated within the limits of the bus capacity. If the bus capacity has been reached, children staying with babysitters will be asked to find other means of transportation.

Please discuss with your child the proper behavior while riding the school bus. The privilege of riding the bus is contingent on the child's behavior. In order for a bus driver to safely dismiss a student from his/her bus at a stop that is not customary, a note from the student's legal guardian should be given to the driver. This note should always have an approval signature from the school before giving to the driver.

Arrival Procedures

Students may enter the building at 7:30 a.m.

Classes begin at 8:00 a.m. Children should arrive no earlier than 7:30 a.m. Breakfast is served in the cafeteria from 7:30 to 7:55 a.m. Greenville School and its employees cannot assume responsibility for the safety of students and its employee's property at times when they are not involved in a school activity under the direction of school personnel.

Students should arrive no earlier than 7:30 a.m. **Students not in class by 8:00 a.m. will be counted tardy. This will count against perfect attendance.**

Walkers:	Enter Door 1
Bus Riders:	Enter Door 1
Car Riders:	Enter Door 19
Daycare Vans:	Enter Door 19

Dismissal Procedures

Students will begin dismissal at 2:20 p.m. according to announced instructions.

Students leaving before 2:15 p.m. will be counted as early dismissal and will count against perfect attendance. If a student is gone for 2½ hours during the day it will be counted as a ½ day absence. Students leaving anytime during the day and returning will count against perfect attendance.

Tardiness should be avoided not only for the benefit of your child's education, but to help minimize the interruptions experienced by others.

Official dismissal time is 2:20 p.m. Students will release from these areas of the building at 2:20.

Car Riders: Exit at **Door 19** entrance.
Walkers: Exit at the **Front** entrance.
Daycare Vans: Exit at the **Front** entrance by route.
Bus Riders: Exit at the **Front** entrance by route.

Car Rider Line

Arrival and Dismissal Car traffic must enter from the alley (W 1st Street) and travel on the walking path around the back of school until reaching Door 19. Van and car traffic must yield to buses. Students arrive/dismiss at curb ONLY.

Behavior

Behavior Support Plan

Student behavior is a concern for all persons involved in public education. Greenville School has initiated a school-wide behavior support plan that allows for a consistent approach to each child and is based upon student understanding of expectancies, consequences to certain forms of behavior, early parent involvement, and a workable procedure for all concerned.

The foundation of this program is based upon the following guidelines:

1. A respect for authority, property, and individual freedom.
2. An awareness that one's freedom must not interfere with the freedom of others.
3. That respect is a two-way street between and among all concerned.
4. That the ultimate in discipline is achieved when the concept of self-discipline and a healthy respect for both self and others becomes a reality.
5. Any student who commits, attempts to commit, or threatens aggressive acts toward a person (students, employees, or visitors) or property shall be grounds for suspension or expulsion from school. (Reference NAFC Student Guide).

School and Bus Behavior Expectations

1. Respect all individuals; adults and students.
2. Follow directions the first time they are given.
3. Keep hands, feet, and other objects to yourself.
4. Use appropriate language and behavior.

(NO TEASING, NAME CALLING, OR THREATENING ACTIONS)

5. Always walk: inside the building, in line, and on the bus.
6. Respect all school property.

Rewards

1. Verbal and nonverbal praise
2. Notes and call home.
3. Principal's Pride Board
4. Celebration Recognition

Behavioral Consequences

Each classroom will have its own behavior plan in effect. When a student is referred to the office by a teacher, due to a severe rule infraction or having moved through the classroom behavioral consequences to a point of referral, the parents, student, teacher, and principal will meet. The purpose of this meeting will be to develop a plan of support, which may include:

1. Referral to Counselor.
2. Half day in/out of school suspension
3. Full day in/out of school suspension
4. Expulsion

All of the above will be subject to the conditions outlined in the NAFC Student Guide portion of this handbook. Severe disruption may result in more serious disciplinary action than the logical sequence listed above.

Inappropriate Behaviors:

May include but are not limited to:

- Incomplete assignments (during school day)
- Incomplete assignments (home practice)
- Disrespectful actions and/or speech
- Running
- Hitting or tripping another person
- Throwing objects
- Name calling
- Cheating
- Theft
- Using profanity
- Chewing gum

Consequences related to these behaviors are usually at the teacher's discretion and subject to action within the classroom and its behavior support plan. Persistent or repeated offenses may/will be referred to the next step of intervention.

Severe Behaviors:

May include but are not limited to:

- Fighting (physical and/or verbal aggression with the intent to do harm)
- Bullying

- Threatening another person (verbal and/or non-verbal)
- Damage to school property
- Possession of drugs, alcohol and/or weapons at school

Consequences related to these behaviors will be referred to the principal or principal designee. Students involved in any of these behaviors are subject to these progressive actions:

- 1st Offense:** In/Out of school suspension, referral to school counselor, and conference with student, teacher, parent and principal.
- 2nd Offense:** 1-10 days in/out of school suspension.
- 3rd Offense:** Suspension with recommendation for expulsion. Possession is immediate expulsion.

All of the above will be subject to the conditions outlined in the NAFC Student Guide portion of this handbook.

Student Activities and General Information

Dress

Good grooming is encouraged. Children should wear clothing and shoes that allow them to participate in all school activities including recess and physical education.

Students should wear tennis shoes on P.E. days. Flip-flops, skate shoes (not even without skates), slides or open-toed shoes are not allowed because of the increased risk of foot injury.

Students are not permitted to wear excessively revealing clothes, or accessories containing offensive or objectionable wording, statements, and/or pictures. Hats and other head covering worn within the building are reserved for designated school sponsored days.

Examples of revealing clothes include but are not limited to: halter tops, midriff tops, spaghetti straps, excessively short shorts or skirts, sagging pants. Tops/Blouses should cover shoulders and midriff.

Students should not present themselves in fashions/styles that draw negative attention to themselves. This causes a disruptive learning environment for that student and others. This includes unnatural hair color and unusual cuts.

It is suggested that all children’s clothing contain the child’s name, especially coats, gloves, sweaters, book bags, and lunch boxes.

Emergency Drills

Evacuation drills are conducted once each month and take shelter drills are conducted once each semester. Emergency preparedness plans are posted in each room. During disaster drills, each classroom goes to a designated area within the building. For fire drills, each class has an evacuation route to an outside area well away from the building. Children are required to move to their designated areas in a serious, safe, quiet, and orderly manner.

All schools are required by state law to conduct the following drills:

- monthly fire drill
- one take cover/intruder (manmade occurrence) drill per semester

- one take shelter (tornado) drill per semester

The purpose of these drills is to teach children how to respond in a rapid, orderly, and safe manner in emergency situations. Students are required to cooperate fully and in a serious manner. Proper behavior is expected at all times to ensure the safety of everyone.

Enrollment Information

- A. complete information forms
- B. read lunch information letter
- C. payment of fees
- D. update immunization records as needed
- E. obtain bus route, driver, and rules
- F. emergency dismissal letter
- G. familiarize yourself with the school handbook & student guide
- H. permission for Internet use and for photograph (when you register online)
- I. read letters/memos sent home at Open House and first day of school

Food Allergies – Purchased Treats

We have a significant number of students with food allergies. When a student's health plan requires it, all foods brought in for classroom parties/celebrations that are shared with all students in the class must have a nutrition label and ingredients list. This allows us to check for food allergens and carbohydrate count for students with health concerns. Foods distributed in a classroom deemed nut free must not have peanut or any type of nut listed in the list of ingredients OR listed in a “may contain” statement. You will receive a letter at the beginning of the year if this applies to your student's class. We appreciate your cooperation in making Greenville Elementary a safe place to be.

Food Services

Breakfast and lunch are served at Greenville. Breakfast begins at 7:30am and ends at 8:00am. The cost for breakfast is \$1.75 daily. Reduced price is \$0.30 daily. Adult breakfast is \$2.25 daily. Professional cooks work in cooperation with a dietician prepare school lunches. The cost for lunch is \$2.60 daily. Reduced prices are \$0.40 daily. Extra milk is \$0.60. Students may bring their own lunch from home, although we request no glass containers or soft drinks. Students may purchase milk for their sack lunch for .60 cents. Adult supervision is provided at lunchtime and proper conduct by each child is required. Adult lunch is \$3.55 daily. Applications for free or reduced lunches are available on the district website.

Policies for Student Meal Accounts

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for managing student meal accounts. It is the parent's/guardian's responsibility to provide the means for their child to be properly fed and ready to learn. In order to do so they should: provide the money for the child/children to purchase a school meal, complete the free/reduced meal application to determine if they are eligible for assistance or send a meal from home.

MyPaymentsPlus

All parent/guardians are required to open an online MyPaymentsPlus account to manage their child's meal account. MyPaymentsPlus is an online secure and convenient way to monitor purchases, make payments, and receive their personalized low balance notifications regarding their child's school meal account. Log on to www.MyPaymentsPlus.com

Meal Payments

All cafeteria purchases are to be prepaid before meal service begins. Payments can be made two ways:

1. MyPaymentsPlus: Log on to www.MyPaymentsPlus.com
2. Prepay at School: Parents can make advance meal payments by sending checks to school. Checks must contain the student's name and PIN number. Make checks payable to Greenville.

Meal Charge Policy - Go to www.NAFCSnutrition.com for full details of "Charge Policy."

The New Albany-Floyd County Consolidated School Corporation recognizes that on rare occasion, students may forget to bring money to school for meals. Charging can be embarrassing to the students. Students and adults are expected to pay daily or in advance for all food purchases. Unpaid debts are disallowed by the Federal School Nutrition Program Regulations: accordingly, unpaid debts must be collected and paid to School Food & Nutrition Program.

Emergency Meals

An emergency meal is necessary when a student wants a meal but does not have money to pay for it. Elementary and Secondary schools have procedures in place to ensure students do not go without a meal as outlined in the Meal Charge Policy.

Refunds

Money will only be refunded from accounts to parents upon written request. Go to www.NAFCSnutrition.com for guidelines. Print the "Refund Meal Account" form and submit to the school Food & Nutrition Manager.

Fruit/Snack Break

A nutritional fruit/snack break may be a part of your child's school day. It will be at the teacher's discretion as to the time a snack break will occur. Teachers will make information about fruit/snack breaks available at the beginning of the school year. **Gum Chewing: Students should refrain from gum chewing at school.**

School Health Services

A school nurse oversees the health services offered at this school. However, a school nurse may not be at the school every day because most nurses travel between multiple school buildings. In case of illness or injury, a child will be cared for by a trained member of the school staff. If your child has a health concern, please include this information on your child's health history information or notify the school as soon as possible. This information remains confidential and is shared with school personnel only on an as-needed basis. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the child will be taken to the hospital by ambulance at the parents' expense. ***Remember, an emergency telephone number where parents can be reached must be on file and is vital in reaching parents in the case of an emergency.***

Medications at School

1. A "Request for Administration of Medication" form must be signed and dated by the doctor and parent/legal caregiver. This written request must be on file in the school office before the medication, prescription or over-the-counter, will be administered by the staff. The request must contain the

student's name, name of the medication, dosage, and time to be given. The form must be renewed at the beginning of each school year or if the medication changes during the school year.

2. A student may be authorized to possess and self-administer medication for a chronic or acute disease or medical condition if the medication is necessary in an emergency situation. The section of the medication form entitled "Possession and Self-Administration of Emergency Medication Authorization/Approval" must be signed and dated by the doctor and parent/legal caregiver.
3. The medication must be furnished to the school by the parent/legal caregiver on a daily basis. Any exception to this daily dosage requirement must be approved by the principal after consultation with the school nurse. The exception will be limited to a one (1) school week's supply of the medication and must be brought to school by the parent/legal caregiver, or by another arrangement approved in advance by the principal. The medication must come to school meeting the requirements listed in #5 below.
4. All nonprescription medication must be in the original container and be clearly labeled with the child's name.
5. All prescription medication must be in the pharmacy labeled bottle or packaging with the following information:

Prescription number
Child's name
Doctor's name
Name of medication
Dosage
Time to be given.

6. All medication brought to school for administration by staff will be kept in a locked container.
7. School nurses will provide instruction/training as needed to those staff members who dispense medication to students.
8. Non-medicated lip balms and up to 2 cough drops per day (with parent note) is allowed without a doctor's statement.

Illness and Returning to School

Students should not come to school if they are experiencing any of the conditions mentioned below. If at school, students will be sent home from school for the following reasons *and require a doctor's statement for readmission*:

1. Reddened eye(s) with possible drainage, matting, or discomfort.
2. Recurrent or persistent skin infections – including scabies.
3. Unexplained or undiagnosed rash.
4. Injury involving documented loss of consciousness.
5. Untreated drainage from skin.

Students should not come to school if they are experiencing any of the conditions mentioned below. If at school, students will be sent home from school for the following reasons:

1. Temperature of 100.4 or over. Students must be fever-free for 24 hours *without the aid of fever-reducing medication such as Tylenol/Ibuprofen* before returning to school.
2. Temperature of 96.5 or lower.
3. Lice (pediculosis) – Students will be sent home if live bugs are found. If a student has nits, he/she may remain at school for the day, but should be treated before returning to school. According to New

Albany-Floyd County School Board Policy, classroom head checks will not be done.

4. Vomiting. Student must be free of vomiting for 24 hours before returning to school.
5. Diarrhea. Student must be free of diarrhea for 24 hours before returning to school.

Severe Allergies at School

If your child has a potentially life threatening allergy to food, insect sting, latex, or other allergen, please be sure to have your child's health care provider complete an Allergy Action Plan for your child and provide the school with an EpiPen. A school nurse or other trained school employee may give the EpiPen according to the directions on the Allergy Action Plan. But, what if your child has an allergic reaction for the very first time at school and has never been diagnosed with an allergy? New Albany-Floyd County school nurses are prepared to handle these potentially life threatening allergic reactions as well. If your child experiences a life threatening allergic reaction at school that involves severe swelling of lip, face, tongue, or throat, severe difficulty swallowing or breathing, or unconsciousness, 911 and a parent will be notified. A school nurse or trained school employee under the direction of a school nurse may use a lifesaving medication called an EpiPen according to orders from the medical advisor. If you do not want your child to receive the life saving measure of medication from an EpiPen, please contact your school's nurse in writing.

Health and Wellness in the Classroom

To ensure the safety and health of all students, all food items brought to school to be served to students or classrooms must be store-bought and include an ingredient label with allergens and carbohydrate counts. For celebrations, non-food items or healthy snacks are encouraged. Foods provided for classroom parties or holiday celebrations must comply with USDA Smart Snacks in School nutrition standards. A list of Smart Snacks will be provided at the beginning of the school year. Snacks not on the list can be determined to be a Smart Snack at <https://foodplanner.healthiergeneration.org/calculator/>

Immunizations

A number of immunizations are required by state law for students admitted to public school. Evidence of receiving these immunizations or a letter of medical or religious objection is required before starting school. Your child could be suspended from attending school if the required proof of immunizations or objection is not given to the school.

Meningococcal Disease

Indiana law requires each year that parents/guardians be informed "about meningococcal disease and its vaccine" (IC 20-30-5-18). Meningococcal disease is a dangerous disease that can strike children and youth. The disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability including loss of hearing, brain damage, and limb amputations.

Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea, and stiff neck, making the disease difficult to diagnose. The bacteria that cause meningococcal diseases are transmitted through air droplets and by direct contact with an infected person. Fortunately there is an immunization available and the U.S. Centers for Disease Control and prevention recommends routine meningococcal immunizations at 11 to 12 years old (prior to starting 6th grade), with a booster dose at 16

years old (prior to starting 12th grade). The meningococcal vaccine is required for 6th-12th grade students to attend school.

Health and Extracurricular Activities

New Albany-Floyd County Schools offers nursing services during school hours. However, a school nurse or health aide is not in the building after school hours. If your child has a medical condition requiring nursing care or a specialized care plan and intends to participate in any before or after-school activities, sports, or the YMCA childcare program, please notify your school nurse. Many agencies use our school buildings for student activities but do not have access to your child's health information or training on how to handle health concerns.

Your school nurse can help you know what steps need to be taken to keep your child safe and healthy outside of the normal school day. For activities that are not school-sponsored (such as YMCA before-/after-school care, After School Rocks, and elementary sports) parents are responsible for communicating a child's health needs to the program director and providing any necessary medication/treatment to care for the child.

Home Practice Policy for New Albany-Floyd County School Corporation

Philosophy: Educators and parents want to insure the success of all students. Therefore, a clear policy for assigning and completing home practice is important. It gives students opportunities to extend classroom learning and practice skills while developing self-discipline and study habits that will benefit them in school and beyond. Students, parents, teachers, and administrators must work together to share responsibility for student success. Home practice is a valuable, relevant, and positive part of the instructional program. The New Albany-Floyd County Consolidated School Corporation encourages students to complete assignments at the elementary, middle, and high school levels. A rule of thumb for how much time should be spent on home practice is 5 minutes per year of age:

Example:

Grade 1	25-30 minutes
Grade 3	35-40 minutes
Grade 6-8	60-80 minutes
Grades 9-12	1-2 hours

Home practice time varies depending on courses selected and long term assignments.

Objectives for Home Practice

1. Students will gain practice and application of knowledge and skills.
2. Students will learn responsibility and time management skills.
3. Home-school cooperation and communication will promote educational growth.
4. Students will be in contact with out-of-school learning resources.

Students Role

1. Always clarify any questions you may have before leaving the school or class. Writing down assignments help you remember.
2. Take home all needed books and materials for the assignment.
3. Set aside enough time to finish assignments.
4. Find a place to work where you can focus on the assignment without distraction.

5. Check your completed assignment for accuracy.
6. Return assignments on time.

Principals Role

As an instructional leader, the principal has an important role in home practice policy implementation.

1. Lead the school staff, students, and parents in identifying building level home practices.
2. Communicate the district policy to teachers, parents, students, and the community.
3. Encourage home practice that reinforces concepts and benefits students.
4. Assist parents and teachers if problems with home practice occur.
5. Evaluate and revise home practices as needed.

Teachers Role

Teachers make appropriate assignments by:

1. Coordinating home practice with instructional goals to reinforce classroom instruction.
2. Providing clear directions for home practice completion.
3. Explaining the method for evaluation.
4. Assuring that assignments are reasonable and the time required is appropriate.
5. Notifying parents if a student consistently fails to complete assignments.
6. Respecting the needs for students to participate in other activities.
7. Communicating home practices to parents.

Parents Role

Parents' cooperation and attitude make a great difference in their children's effort toward home practice. Parents can help their children by:

1. Providing a quiet place to study.
2. Establishing a regular home practice time.
3. Encouraging their child to ask for help.
4. Communicating with teachers when their child has consistent difficulties.
5. Encouraging quality work and completion of tasks while recognizing their best efforts.
6. Insisting child does his/her home practice while providing encouragement and assistance.

Lost and Found

It is advised that all student articles be clearly labeled to aid in their recovery.

All lost or found articles should be taken to our Lost 'n Found location in the glass hallway. Lost and found articles not claimed will be given to a needy family or donated to organizations at the end of each quarter.

Lunch

Our menu is planned with nutritional requirements, cost effective purchasing an efficient, easy serving that allows students to be as independent as possible. Student's likes/dislikes are usually satisfied by one of the daily choices. Some days the menu choices are undesirable to a student and they choose to bring their own lunch. Whether your child eats lunch provided through Food Services or chooses to bring lunch from home please consider:

1. Put money in your child's lunch account prior to purchasing lunches. Money not used will remain in his/her lunch account.
2. Home lunches should be packed with consideration to nutrition, the independence of students packing and/or unpacking items, and students' personal taste. Additionally, home lunches should include only **non-carbonated beverages**. For your convenience milk, juice, water, and non-carbonated drinks will be available for

- students to purchase from their lunch account. Money must be in their "General Account."
3. Lunch will be served on days of early release.
 4. Parents are invited to join their children for lunch. **It is requested that parents do not bring fast food into the cafeteria for the child/children to eat during the lunch period.** This reinforces our efforts to teach students about healthy choices. For safety parents must wait either by the office or at the cafeteria for their children when joining them for lunch. Guest may NOT use the student's lunch account, but can pay at the register with cash or check.
 5. **Parents are welcome to come for lunch. We have cafe style tables for parent/guest and their student only. Other students will eat at the regular tables with their class.**

Newsletters

Greenville Tiger News is a newsletter distributed weekly. It contains up-to-date school news, upcoming events, and important announcements. An electronic copy will be emailed to parents/guardian unless you request a paper copy from the office.

Party Invitations

Birthday invitations **should not** be passed out at school unless the entire classroom is invited. School personnel cannot give addresses and phone numbers out.

Report Cards

Report cards are distributed every nine weeks. Parents should sign the report card and return it to school in a timely manner. Concerns regarding a student's grade(s) should be discussed with the child's teacher. Progress reports are sent home near the middle of each quarter. For teachers who send weekly reports, the weekly report in the middle of the quarter is your child's Progress report.

Recess

Recess breaks are at the teacher's discretion and may be affected by building schedules and weather.

Safe School Hotline

The hotline is available for parents or community members to leave information concerning possible safety threats without leaving their names. The information is forwarded to a central office administrator and/or the school principal for investigation. The number to call if you have concerns regarding safety at school is 1-800-418-6423 ext. 359. This number service works the same for all schools in New Albany-Floyd County. Concerns may also be sent using the anonymous alert link on the NAFC website, www.nafcs.k12.in.us.

School Pictures

At the beginning of each school year, student pictures will be taken. You will receive information before the pictures are taken. Select the package you desire and send payment on picture day. A retake day will be scheduled and announced.

Student Insurance

NAFC will make available an insurance program for students. Forms will be made available at registration. It is recommended that students who will participate in athletic programs have this insurance.

Telephones & WCD (Wireless Communication Devices)

Use of school telephone must be limited. Students must obtain permission before using the phone. Students should come to school prepared with items needed for their daily activities, homework, permission slips, uniforms, etc. Students will be limited from making calls for forgotten items. Students may possess wireless communication devices (WCDs) in school, on school property, during after school activities (e.g. extra-curricular activities) and at school-related functions. WCDs should be powered completely off (i.e., not just placed into vibrate or silent mode) during school hours and stored out of sight. Students are permitted to use (WCDs) after school hours and at school related events. A “wireless communication device” is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless Blackberries/ Smartphones, Wi-Fi-enabled or broadband access devices, two-way radios or video broadcasting devices. Students may not use WCDs 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 WCDs while riding to and from school on a school bus or other vehicle provided by the Board unless there is distracting behavior or noise that creates an unsafe environment. Also, during after school activities when directed by the administrator or sponsor, WCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight.

The requirement that WCDs must be powered completely off will not apply in the following circumstances when the student obtains prior approval from the building principal:

- A. The student is a member of a volunteer fire company/department, ambulance or rescue squad.
- B. The student has a special health circumstance (e.g. an ill family member, or his/her own special health condition).
- C. The student is using the WCD for an educational or instructional purpose.

Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. The use of WCDs that contain built-in cameras (i.e. devices that take still or motion pictures, whether in a digital or other format) is prohibited in locker rooms, classrooms, bathrooms and/or swimming pool. No expectation of confidentiality will exist in the use of WCDs on school premises/property. Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. Students are also prohibited from using a WCD to capture 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 WCDs to receive such information. Possession of a WCD by a student 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 WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). Discipline will be imposed on an escalating scale 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 multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis. Students are personally and solely responsible for the care and security of their WCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices. 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. Students may use school phones to contact parents/guardians during the school day.

Also see additional information in the Student Rights & Responsibilities section of this handbook.

Visitors/Volunteers/Substitute Teachers

To better protect our students, visitors and staff, our school screens for registered sex offenders. A valid state issued ID is required when entering our building. Also, all exterior doors are locked. There is a button to the right of the front door to buzz the office and tell them your name and what you need. Please present your license and we will scan it and have it in the system. This will print out a name badge for you to wear while in the building. Visitors/Volunteers/Substitute Teachers are required to obtain and wear appropriate identification at all times while present on school property.

We invite and encourage visitors/volunteers to our school. Remember that as a visitor/volunteer, you are part of the class and should participate accordingly. Save any other discussion or questions for a more private time.

Yearbook

An annual yearbook highlighting school events is available for purchase to all students and staff.

Greenville School Monthly Activities

NAFCS School Board of Trustees

at the Education Support Center, 2801 Grant Line Road, New Albany
or at a designated school. Check website for dates and times.

PTO Monthly Meetings

3rd Tuesday of the month in the Music Room, 6:30 p.m.
Join the PTO and support our school!

PTO Mission Statement

Greenville PTO supports the mission of Greenville Elementary School by promoting optimal communication and a continued sense of community linking staff, students, parents and the local community. The PTO provides a source of funds and volunteer support to the school's programs, curriculum and instructional practice.

Greenville PTO email is: greenvillepto@gmail.com

Bullying

(a) Bullying is **prohibited** by the School Corporation. Students who commit any acts of bullying are subject to discipline including but not limited to suspension, expulsion, arrest, and/or prosecution.

(b) Definition: "Bullying" is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically); physical acts committed; aggression; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student, creating for the targeted student an objectively hostile school environment that:

- (1) places the targeted student in reasonable fear of harm to his or her person or property;
- (2) has a substantially detrimental effect on the targeted student's physical or mental health;
- (3) has the effect of substantially interfering with the targeted student's academic performance; or
- (4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Bullying does **not** include:

- participating in a religious event;
- acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger;
- participating in an activity consisting of the exercise of a student's freedom of speech rights;
- participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults;
- participating in an activity undertaken at the prior written direction of the student's parent; or
- engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

(c) Applicability: The School Corporation prohibits bullying in all forms. This policy may be applied regardless of the physical location in which the bullying behavior occurred, whenever the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the School Corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a *safe and* peaceful learning environment. The School Corporation prohibits bullying through the use of data or computer software that is accessed through any computer, computer system, or computer network.

(d) Education: All students in grades K-12 will be provided age appropriate instruction focusing on bullying prevention.

(e) Reporting: Anyone who believes that a student has possibly been or is the victim of bullying is encouraged to **immediately** report the situation to an appropriate staff member such as a teacher, school counselor, or administrator (including the Superintendent). All staff who observe or receive a report of suspected bullying shall **immediately** notify a designated school administrator in charge of receiving reports of suspected bullying. If a staff member does not know who to make a report to, he or she should report directly to the building principal or Superintendent. Bullying reports to the Department of Child Services and/or law enforcement must be made as required by law, such as when a staff member believes that a student is the victim of abuse or neglect. Any person who makes a report of bullying and requests to remain anonymous will not be personally identified as the reporter or complainant to extent permitted by law. The School Corporation will act appropriately to discipline staff members who fail to initiate or conduct an investigation of a bullying incident and for persons who falsely report an incident of bullying.

Investigation: Once a report of suspected bullying is received by the designated school administrator, an expedited investigation shall follow. The investigation should be facilitated by the designated school administrator or other appropriate school staff. Information relating to the investigation will be gathered using means including, but not limited to: witness interviews, request for written witness statements, record identification and review and an assessment of whether bullying occurred. The investigation will be initiated within one (1) business day of the report to the designated school administrator and will ordinarily be completed within thirty (30) calendar days.

Intervention/Responses: If a report of suspected bullying is substantiated through an investigation, then the School Corporation shall take appropriate intervention and responses as consistent with policy and procedure. The School Corporation will take prompt and effective steps reasonably calculated to stop the bullying, remedy the bullying, and prevent the bullying from recurring. Interventions and responses include, but are not limited to: separating the bully and the target; follow-up school counseling for the target; bullying education for the bully; and prompt disciplinary action against the bully. These steps should not penalize the target of the bullying. Disciplinary actions against the bully may include, but are not limited to: suspension and expulsion for students; discharge for employees; exclusion for parents, guests, volunteers, and contractors; and removal from any office for governing body members. Also, if the acts of bullying rise to the level of criminal offense the matter will be referred to law enforcement.

Parental Involvement: Parents are encouraged to be involved in the process of minimizing bullying. Parents should report suspected acts of bullying to an appropriate school official. In addition, parents of students suspected of bullying will be notified with a phone call or through other appropriate means of communication. Conversely, parents of students suspected of being the target of acts of bullying will also be notified with a phone call or through other means of appropriate communication. Parent notifications will occur in an expedited manner within one (1) business day after the designated school administrator receives the report of suspected bullying. Parents of students who are disciplined for acts of bullying will be involved in the disciplinary process consistent with the law and the School Corporation policy.

Bullying Prevention Action Plan

(Action Plan to be kept in a central location. A copy should be made for the classroom teacher. Physical acts or threats of physical acts will result in immediate referral to the principal.)

Name: _____

*The State of Indiana defines bullying as “overt, **repeated** acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.”*

Level 1 (Awareness)

I have been made aware that my behavior is unacceptable. Now that I understand that my behavior is hurtful to others and will not be tolerated, I will work to be more caring and kind. I will apologize to the victim.

Student

Date

Witness

Level 2 (Empathy)

I have repeatedly participated in bullying behavior. I understand that my behavior is hurtful to others and will not be tolerated. I will work to be more caring and kind. I understand I will report to the counselor to discuss my behavior. I will communicate to my parents about my bullying behavior and I will apologize to the victim.

Student

Date

Witness

Level 3 (Social Consequence 1)

I have repeated my bullying behavior a third time. I know my behavior is hurtful to others and will not be tolerated. I will work to be more caring and kind. I understand that I may lose social privileges as determined by my grade level. I will report to the counselor, communicate to my parents, and apologize to the victim.

Student

Date

Witness

Level 4 (Social Consequences 2)

I have repeated my bullying behavior a fourth time, regardless of previous reprimands. I know my behavior is hurtful to others and will not be tolerated. I will work to be more caring and kind. I understand that I will be referred to the principal for appropriate action. Possible consequences may include in-school suspension, out of school suspension, referral to S.A.F.E.E., and further loss of social privileges. I will communicate my bullying behaviors to my parents and I will apologize to the victim. A letter will be sent to my parents reporting my bullying behaviors and reciting State "Bully Bill" IC 5-2-10.1. My parents will be asked to sign and return this letter as further documentation of my inappropriate behavior.

Student

Date

Witness

Level 5 (Social Consequence 3)

I have repeated my bullying behavior a fifth time, regardless of previous reprimands. I know my behavior is hurtful to others and will not be tolerated. I will work to be more caring and kind. I understand that I will be referred to the principal for appropriate suspensions. I will communicate my bullying behavior to my parents. I will apologize to the victim of my bullying. After I return from that consequence, I understand that I will have no social privileges for a period of time, as determined by my grade level.

Student

Date

Witness

New Albany – Floyd County Consolidated School Corporation
Alcohol and Other Drugs
Educational Alternative to Expulsion Program

FAMILY INFORMATION SHEET

PROGRAM DESCRIPTION

- ✓ The program will be conducted at the agency location and will require a minimum of 10 weekly sessions to complete.
- ✓ Teaching methods will be diversified and will include presentations of valuable information, audio-visual aids, verbal participation and role-playing, reading and written assignments.

PROGRAM GOALS

- ✓ To provide the student accurate drug information, focusing on the individual drug(s) the student is using.
- ✓ To allow the student to explore his/her values about drug use and develop an understanding of the role drugs have played, to date, in his/her life.
- ✓ To explore decision-making skills through an examination of stresses related to family, peers, and school.

SCHEDULING

- ✓ Participating agencies are required to schedule an intake appointment within 48 hours of the parent contact to the agency to ensure that the first session has been completed and that others are scheduled prior to the student’s return to school from 5-day suspension.
- ✓ The remaining sessions are to be scheduled weekly at the convenience of the agency and the parent.
- ✓ A conference at school will be scheduled by the agency at the completion of the sessions.

ATTENDANCE

- ✓ Enrolled students must attend all sessions of the program.
- ✓ No absenteeism is excused. If a student misses any of the 10 sessions, he/she must attend one additional session for each one missed and family will be charged accordingly.

FEES

- ✓ Parents are encouraged to call several participating agencies for the location, day and time of sessions, and fees. **The choice of an agency is made from the Participating Agencies listed below.**
- ✓ Any cost of the program is the responsibility of the student’s family.
- ✓ For income-eligible families, a reduced fee is possible. Individual agencies will discuss this with the parent.

PARTICIPATING AGENCIES

Our Place Drug & Alcohol Education Serv. P.O. Box 8 (off Hwy. 150) Mount Saint Francis, IN 47146 812-923-3400	Family & Children Counseling Center 2818 Grant Line Road New Albany, IN 47150 812-944-6120	Family Treatment Center 6500 Glenridge Park Place, Suite 6 Louisville, KY 40222 812-949-2646
Dougherty Counseling Center 1919 State Street, Suite 202 New Albany, IN 47150 812-944-2532	LifeSpring 460 Spring Street Jeffersonville, IN 47130 812-280-2080	Solutions Counseling & Wellness Center 821 Mt. Tabor Road New Albany, IN 47150 812-949-4900
Park View Psychiatric Services 510 Spring Street Jeffersonville, IN 47130 812-282-1888	Wellstone Regional Hospital 2700 Vissing Park Road Jeffersonville, IN 47130 812-284-8000	New Beginnings Counseling Center LLC 7481 State Road 64 Georgetown, IN 47122 812-951-1324
Personal Counseling Services 1205 Applegate Lane, P.O. Box 2294 Clarksville, IN 47131 812-283-8383	Associates in Counseling & Psychotherapy 1501 State Street New Albany, IN 47150 812-944-1550	Michelle Riggs, L.C.S.W. 918 E. Market Street, Suite 1 New Albany, IN 47150 812-945-5121

New Albany – Floyd County Consolidated School Corporation
School Safety Policy

Educational/Counseling Alternative to Expulsion Program

FAMILY INFORMATION SHEET

PROGRAM DESCRIPTION

- ✓ The program will be conducted at the agency location and will require a minimum of 8 weekly sessions to complete.
- ✓ Teaching methods will be diversified and will include presentations of valuable information, audio-visual aids, verbal participation and role-playing, reading and written assignments.

PROGRAM GOALS

- ✓ To provide the student information about anger control, stress management and conflict resolution.
- ✓ To provide opportunities to learn and practice the basic skills of conflict resolution and to seek alternatives to verbal and physical confrontation.

SCHEDULING

- ✓ Participating agencies are required to schedule an intake appointment within 48 hours of the parent contact to the agency to ensure that the first session has been completed and that others are scheduled prior to the student’s return to school from 5-day suspension.
- ✓ The remaining sessions are to be scheduled weekly at the convenience of the agency and the parent.
- ✓ A conference at school will be scheduled by the agency at the completion of the sessions.

ATTENDANCE

- ✓ Enrolled students must attend all sessions of the program.
- ✓ No absenteeism is excused. If a student misses any of the 8 sessions, he/she must attend one additional session for each one missed and family will be charged accordingly.

FEES

- ✓ Parents are encouraged to call several participating agencies for the location, day and time of sessions, and fees. **The choice of an agency is made from the Participating Agencies listed below.**
- ✓ Any cost of the program is the responsibility of the student’s family.
- ✓ For income-eligible families, a reduced fee is possible. Individual agencies will discuss this with the parent.

PARTICIPATING AGENCIES

Family & Children Counseling Center 2818 Grant Line Road New Albany, IN 47150 812-944-6120	Center for Counseling & Wellness 821 Mt. Tabor Road, Suite 200 New Albany, IN 47150 812-949-9241	Family Treatment Center 6500 Glenridge Park Place, Suite 6 Louisville, KY 40222 812-949-2646
Dougherty Counseling Center 1919 State Street, Suite 202 New Albany, IN 47150 812-944-2532	LifeSpring 460 Spring Street Jeffersonville, IN 47130 812-280-2080	Solutions Counseling & Wellness Center 821 Mt. Tabor Road New Albany, IN 47150 812-949-4900
Park View Psychiatric Services 510 Spring Street Jeffersonville, IN 47130 812-282-1888	Wellstone Regional Hospital 2700 Vissing Park Road Jeffersonville, IN 47130 812-284-8000	New Beginnings Counseling Center LLC 7481 State Road 64 Georgetown, IN 47122 812-951-1324
Personal Counseling Services 1205 Applegate Lane, P.O. Box 2294 Clarksville, IN 47131 812-283-8383	Associates in Counseling & Psychotherapy 1501 State Street New Albany, IN 47150 812-944-1550	Treat & Lindsey Counseling Associates, Inc. 2676 Charlestown Road, Suite 9 New Albany, IN 47150 812-948-8522
Michelle Riggs, L.C.S.W. 918 E. Market Street, Suite 1 New Albany, IN 47150 812-945-5121		

**New Albany Floyd County School Corporation
Suicidal Ideation/Attempt
Response Checklist & Documentation**

Student Information:

Date: _____

Student's Name: _____ Date of Birth: _____

School _____ Grade: _____

Parent/Guardian Name: _____

Address: _____ Phone: _____

Documentation and Checklist:

- 1. Acknowledge that student has a legitimate suicidal ideation (statement, drawing, gesture) or attempt and write a description on page 2 of this document.
- 2. Determine if the student is currently seeing a mental health provider outside of school. If so, please list name of provider: _____.
- 3. Determine if the student has a prior suicidal ideation/ attempt. If so, please list date(s) of occurrences: _____.
- 4. Keep student under constant visual supervision of an NAFCS employee until released to parent, guardian, or other adult family member acting for the parent. The student should not be released to ride the school bus, to drive a personal automobile, or to ride in a car with other students.
- 5. Call the parent and request that he/she comes to the school to conference. Parent / Guardian _____ (name) was notified of the situation at _____ (time) to come immediately to school and assume responsibility for the student.
 - If the parent refuses to come, Department of Child Services (DCS) should be called.
 - If the parent is the cause of the threat, DCS should be called for their _____ recommendation.
- 6. Notify parent upon arrival of the following options (check option selected):
 - An assessment completed immediately by an NAFC Schools' contracted Mental Health Provider (only available in select buildings).
 - A mobile assessment by Wellstone Regional Hospital (with verbal permission from the parent, the mobile assessor can be scheduled to come to the building immediately).
 - Parent elects to use a mental health service provider of their own choosing. In this option, the student may return to school the following school day as long as an appointment has been scheduled. (Documentation is required following the appt.) If parent does not follow through with their appointment, contact will be made with parent. If the parent continues to be uncooperative, DCS may be contacted.
- 7. Under IC 20-33-2-46, a superintendent or school leader may exclude a student found mentally or physically unfit for school attendance. ***This is only recommended in situations of extreme concern with a dangerous student, when there is ample evidence that the student is "unfit for school attendance".***
- 8. IDOE states that if a school requires any evaluation pending the right to return to a school building, the evaluation would be at the expense of the school corporation. In addition, the school must continue to provide educational services during the exclusion.

9. The Student was released to: _____ (name) at
_____ (date/time).

10. Parent conference notes:

Description of student's ideation or attempt:

CC: Cindy Wenzler @ ASC
Form Updated: 5/6/16

Student Name _____ Teacher & Grade _____

PERMISSION TO PHOTOGRAPH/VIDEOTAPE

In connection with the educational programs in our school buildings, opportunities may occur to photograph or videotape your child. These photographs and/or videos may be used in the school or PTO newsletter, school web sites, yearbooks, bulletin boards, in local or regional newspapers, on television, audio-taped, named on radio, or as part of a public performance.

Your signature at the bottom of this notification will indicate your approval or disapproval of the publication of your child's photograph, voice, and/or work.

I **DO** give permission for photographs, voice, and/or work of my child to be used in any available media format.

I **DO NOT** give permission for photographs, voice, and/or work of my child to be used in any available media format.

Parent Signature _____ Date _____

Printed Name _____

NOTE: It is the responsibility of the parent to notify the school in the event you want to change this information.

Internet and Network Acceptable Use Policy

Board Policy - Section 8.380 (Adopted by the Board of School Trustees, April 24, 2001)

8.381 The New Albany-Floyd County Consolidated School Corporation firmly believes that there is a wealth of information and interaction on the Internet providing valuable resources for our students. With access to computers and people from all over the world through the Internet, it is impossible to control access to all materials found on the Internet, and an industrious user may discover controversial information. Sponsoring teachers will instruct and supervise their students in acceptable use of the Internet and proper Internet etiquette.

The smooth operation of the School Corporation's Wide Area Network (the Network) and the Internet relies upon the proper conduct by users who must adhere to strict guidelines. Access to the Network and Internet through school machines requires responsible, efficient, ethical, and legal utilization of resources. Users violating any of these provisions may be disciplined, and their access to Network and Internet services terminated and future access denied.

.1) Acceptable Use – Internet and Network access must be in support of education and research, and consistent with the educational objectives of this school corporation. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, infringement of any copyrighted material, threatening or obscene material, or material protected by trade restrictions. You may not access, upload, or download sexually explicit materials. Internet and Network access may not be used for commercial activities.

.2) Privileges - The use of the New Albany-Floyd County Consolidated School Corporation's Network and Internet services is a privilege, not a right, and inappropriate use will result in a cancellation of all privileges. Assignments that require Internet access will have a faculty sponsor who will instruct and monitor student activity on the Internet. The sponsor and the Network administrators will deem what is inappropriate use and their decision is final. Parents, faculty sponsors, administration, faculty, or staff may request that further account privileges be denied, revoked or suspended for any violation of this policy.

.3) Etiquette - You are expected to abide by the generally accepted rules of Internet and Network etiquette. These include, but are not limited to, the following:

(a) Be polite. Do not be abusive in messages to others.

(b) Use appropriate language. Offensive or vulgar messages, such as messages that contain sexual or racial comments are strictly prohibited, in conformity with the School Corporation's existing policies, rules and regulations governing harassment and discrimination. Illegal activities are strictly forbidden.

(c) Do not reveal your personal address or telephone number, or those of other students or colleagues.

(d) E-mail is not guaranteed to be private. System Operators may access e-mail. Users have no expectation of privacy or confidentiality in any of their email. Messages

relating to, or in support of, illegal or improper activities will be reported to the proper authorities.

(e) Enrolling in or participating in Chat Rooms is prohibited.

(f) Do not use the Internet or Network in such a way that would disrupt the use of the Internet or Network by other users.

(g) All communications and information accessible via the Internet should be assumed to be private property and safeguarded by copyright laws.

(h) Word your messages carefully and be brief

(i) Passwords may not be shared except with the teacher/supervisor and the System Operator.

(j) You may not access another person's account without their permission.

.4) Warranties - The New Albany-Floyd County Consolidated School Corporation makes no warranties of any kind, whether expressed or implied, for the service it is providing. The New Albany-Floyd County Consolidated School Corporation will strive to provide error free, dependable access to the computing resources associated with Network and Internet use. However, this school corporation is not responsible for any damages suffered due to loss of data resulting from delays, non-delivery, misdeliveries, or service interruptions. Use of any information obtained via the Internet is at your own risk. The New Albany-Floyd County Consolidated School Corporation specifically denies any responsibility for the accuracy or quality of information obtained through these Internet services.

.5) Security - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Network, you must notify a sponsoring teacher or system administrator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to log on to the Network as a system administrator will result in disciplinary action. Any user identified as a security risk or having a history of problems with other computer systems will be denied access to Network and Internet services.

.6) Vandalism - Vandalism will result in cancellation of privileges and possible disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user or other Networks that are connected to The New Albany-Floyd County Consolidated School Corporation's Wide Area Network. This includes, but is not limited to, the uploading or creation, or distribution of computer viruses. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the Internet or the Network.

.7) The Director Technology and Instructional Services shall develop and maintain a Technology Manual setting forth additional rules, policies and procedures for effective management of the School Corporation's Wide Area Network and technological services.

Optional Signature Page

Parent or Guardian

As a parent or guardian of this student, I have read this Internet and Network Acceptable Use Policy. I understand that this access to the Internet and the Network is designed for educational purposes. I recognize that it is impossible for the New Albany-Floyd County Consolidated School Corporation to restrict access to all controversial materials and I will not hold the sponsoring teacher or the school responsible for materials acquired on the Internet. I accept full responsibility for supervision if and when my child's use is not in a school setting, and I certify that the information contained on this form is correct.

Signature _____ Date _____

Printed name _____

<p>As the parent or guardian of this student, I do not authorize the school to make Internet access available to this student. Alternate activities of a suitable educational nature not requiring Internet access should be assigned to this student.</p> <p>Signature _____ Date _____</p> <p>Printed name _____</p>
--

Sponsoring Teacher

I have read this Internet and Acceptable Use Policy and agree to sponsor this student. Use of the Internet will be in support of educational research and consistent with the curricular goals and objectives of the New Albany-Floyd County Consolidated School Corporation. I agree to instruct this student on acceptable use of the Internet and proper Internet etiquette. I understand that this student may use this privilege for individual work, and I will not be held responsible for inappropriate Internet use that is out of my control or in violation of this Agreement.

Signature _____

Date _____

New Albany-Floyd County Schools



Student Rights And Responsibilities

PREAMBLE

The New Albany-Floyd County Consolidated School Corporation recognizes: (a) that education is a basic citizenship right; (b) that students have full rights of citizenship as delineated in the U.S. Constitution and its amendments; and (c) that citizenship rights must not be abridged, obstructed, or in other ways altered, except in accordance with due process of law.

Just as in our democratic society at large, the foundation and success in public school education depends on the balance of individual rights and individual responsibilities. Certain standards of student conduct are necessary to assure that individuals seeking to express their rights do not at the same time infringe upon the rights of others. Self-discipline, which comes from understanding this balance of rights and responsibilities, is essential in any democracy. The schools believe that self-discipline is promoted not only through instruction about our representative form of government, but also through practicing democracy in the schools, in the home, and throughout the community.

Those enjoying the benefits of citizenship in the school community must also accept the responsibilities of school citizenship. A democratic school must have rules and regulations just as must the larger democratic society. It is the responsibility of students, parents, educators and the community to work to establish rules and regulations which promote the best possible learning environment for all those involved in the educational process. Not only should the school environment provide equal opportunity for all, it should also permit the teaching-learning process to proceed in an orderly manner.

In an effort to create a more democratic school society, the Board of School Trustees of the New Albany-Floyd County Consolidated School Corporation has outlined some of the basic rights and responsibilities which will allow self-disciplined students to better govern themselves within the total school environment. These policy statements made by the Board of School Trustees are summarized below under eight main headings: (I) Basic Rights and Responsibilities of Students, (II) Enforcement of Rules and Regulations, (III) Procedure for Handling Suspensions and Expulsions from school, (IV) School Safety Policy, (V) Drug and Alcohol Abuse Policy, (VI) Driver's License Policy, (VII) School Bus Safety Code, and (VIII) Telecommunication.

As set out in Indiana law, I.C. 20-33-8, in all matters relating to the discipline and conduct of students, School Corporation personnel stand in the relation of parents and guardians to the students of the School Corporation. Therefore, School Corporation personnel have the right, subject to Indiana law, to take any disciplinary action necessary to promote student conduct that conforms with an orderly and effective educational system. Students must follow responsible directions of school personnel in all educational settings and refrain from disruptive behavior that interferes with the educational environment.

I. BASIC RIGHTS AND RESPONSIBILITIES OF STUDENTS

1. Freedom of Speech and Assembly

- a. Students are entitled to express their personal opinions verbally as long as such opinions do not interfere with the freedom of others to express themselves. Students may not use lewd, vulgar, indecent or offensive speech, or engage in lewd, vulgar, indecent or offensive conduct while participating in, or present at, any school activity or any school sponsored extracurricular activity.
- b. Students have the freedom to assemble peacefully. There is an appropriate time and place for the expression of opinions and beliefs. Conducting demonstrations which interfere with the operation of the school or classroom is inappropriate and prohibited. All student meetings in school buildings or on school grounds may function only as a part of the formal

educational process or as authorized by the school principal. The use of obscenities or personal attacks is prohibited. Violence, threats of violence and possession, use or threatened use of weapons are prohibited.

2. Freedom to Publish

- a. Students are entitled to express their personal opinions in writing, as long as they do not use lewd, vulgar, indecent or offensive language in such writing.
- b. Students may edit, publish, and distribute printed, handwritten, or duplicated matter among their fellow students within the schools. Students must assume the responsibility for the content of such publications or handwritten opinions. The distribution of such material must not interfere with, or disrupt, the educational process, learning environment, or endanger the safety of student and employees. Such material must be signed by the authors. Libel, obscenities, and personal attacks as well as lewd, vulgar, indecent and offensive language are prohibited in all material written, edited, published, or distributed by students in school, on school grounds, at any school sponsored functions, or at any time while under the supervision of school personnel.

3. Search and Seizure

- a. A student is presumed to have no expectation of privacy in a school locker, desk or other area assigned to the student, or in the contents of those assigned areas.
- b. The school principal or another member of the administrative staff designated in writing by the principal may search a student's locker or other assigned area at any time.
- c. Other than a general search of student lockers or other assigned areas, any search shall be, where possible, conducted in the presence of the student whose locker is the subject of the search.
- d. A law enforcement officer with appropriate jurisdiction may, at the request of the school principal, assist the school administration in searching such a locker and its contents.
- e. The principal or designee may search the person or property (including vehicles) of a student, with or without the student's consent, whenever they have reasonable suspicion to suspect that the search is required to discover evidence of a violation of law or of schools rules. The extent and conduct of a search will be governed by the student's age, gender, and the nature of the infraction. Strip searches are prohibited.
- f. Driving to school and utilizing the school parking lot are privileges for student drivers. Any student who parks his/her car in a school parking lot consents to a search of the car if the school administration has reasonable suspicion.
- g. In an effort to promote a drug-free campus and to protect the safety and health of the district's faculty, staff, and students, the district may routinely partner with the local law enforcement to conduct random searches of lockers, classrooms, and school parking lots. During those partnerships, the board has authorized the use of specially trained dogs to locate and detect the presence of weapons and prohibited drugs on school property.

4. Married Students

- a. It is the responsibility of students who are married to declare their married status at the time of marriage or at the time of enrollment in school.
- b. Married students are subject to all rules and regulations that apply to the entire student body.

5. Pregnant Students

- a. Pregnant students are expected to attend school regularly as are all other students.
- b. If a pregnant student has unusual medical or other problems, there are alternatives to full time school attendance which will fulfill the compulsory attendance requirement during pregnancy.
- c. A pregnant student experiencing medical or other problems which interfere with school achievement should contact her counselor who will refer her to the appropriate central office administrator.

6. Identification

It is the responsibility of all persons, upon request, to identify themselves to proper school authorities in the school buildings, on school grounds, or at school sponsored events.

7. Student Conduct at Events on and off School Grounds and at Other Times When Not at School

- a. The New Albany-Floyd County Consolidated School Corporation has adopted a School Safety Policy governing students who commit, attempt to commit, or threaten aggressive acts toward persons (students, employees or visitors) or property. This Policy applies when a student is on a school bus, on school grounds, off school grounds at a school activity, function or event and while traveling to and from school or a school activity, function or event. This Policy may also apply when a student's conduct is unlawful and may reasonably be considered to be interference with school purposes or an educational function, when such conduct occurs during weekends, holidays, school recesses, or during the summer when a student may not be attending classes or other school functions. Students who commit these acts will be suspended and may be expelled for up to one (1) school year or one (1) calendar year, as set out in Article II, below.
- b. Students are required to observe school rules and regulations and to be subject to the authority of school officials at school events, whether on or off school grounds. Students are required to be courteous and obedient in response to all reasonable orders from school personnel whether on or off school grounds.

8. Gang Activities, Clothing or Accessories

Gangs and gang related activities, clothing and accessories are prohibited on school property at all times. A "gang" is defined in this Policy as any ongoing organization, association or group of three (3) or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts or violations of School Corporation rules and regulations, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or have engaged in gang activities. Gang signs, symbols and membership activities are also prohibited. Any gang activity, clothing or accessory that can be construed to intimidate, separate or distract students from the primary mission of the schools is prohibited and provides grounds for suspension or expulsion under Article II, herein.

9. Policy Against Discrimination and Harassment on the Basis of Race, Sex and Other Protected Characteristics

- a. It is the Policy of the New Albany-Floyd County Consolidated School Corporation to maintain and operate a learning and working environment that is free from racial discrimination and racial harassment, and discrimination and harassment on the basis of sex

(including sexual stereotype nonconformity), age, color, creed, disability, limited English proficiency, family status, national origin or religion; thereby to protect employee and student interest in personal dignity and freedom from humiliation, to make available to the Corporation their full productive capacities, to secure the Corporation against domestic strife and unrest which would menace its democratic institutions, to preserve the public safety, health and general welfare, and to further the interests, rights and privileges of individuals within the Corporation.

- b. It shall be a violation of this Policy for any employee of the New Albany-Floyd County Consolidated School Corporation to discriminate against or harass another employee or student based upon race, sex (including sexual stereotype nonconformity), age, color, creed, disability, limited English proficiency, family status, national origin or religion. It shall be a violation of this Policy for any student to discriminate against or harass another student or an employee based upon any of the above mentioned protected characteristics.
- c. The New Albany-Floyd County Consolidated School Corporation does not discriminate on the basis of race, sex, age, color, creed, disability, limited English proficiency, family status, national origin or religion in employment or in the educational programs and activities which it operates, in accordance with applicable state and federal statutes and regulations.
- d. The School Corporation has appointed the Assistant Superintendent for Administration and Operations, 2813 Grant Line Road, Telephone 542-2106, as Equal Employment/Educational Opportunity Officer to coordinate and carry out its Policies against discrimination and harassment on the basis of any protected characteristic. Any inquiries regarding the School Corporation's Policies in this matter should be directed to the Assistant Superintendent for Administration and Operations who will investigate all complaints alleging that the School Corporation, an employee or a student has discriminated against or harassed any person on the basis of a protected characteristic. Inquiries concerning the application of any federal civil rights statute or regulation may also be referred to the Regional Director, United States Department of Education, Office for Civil Rights, Region V, 500 West Madison Street, Chicago, Illinois 60661.
- e. When a student, a student's parent or guardian, employee, applicant for employment, or a member of the public believes that he or she has been discriminated against or harassed by a School Corporation employee or student on the basis of race, sex, age, color, creed, disability, limited English proficiency, family status, national origin or religion, he or she may file an informal or a formal complaint under the procedure established by the School Corporation to enforce Policies against such discrimination and harassment. He or she may contact the corporation EEO Officer for assistance in processing such a complaint. Copies of the complete Policies, enforcement procedures and the Complaint Report Form are available in the offices of all schools and of the Administrative Services Center, 2813 Grant Line Road, New Albany, Indiana 47150.

10. Human Dignity Policy

It is the policy of the School Corporation that all employees, parents/guardians, students and members of the community are entitled to be treated and are obligated to treat others with courtesy, fairness and decency. Respect for the dignity and worth of every member of the school community must be recognized and promoted in the School Corporation. Accordingly, it is a violation of Board Policy to degrade, demean, harass, haze, bully, stereotype or ridicule any person on the basis of any assumed, perceived or actual characteristic, whether or not such characteristic is listed as a protected characteristic.

11. Charges by a Parent/Student

When a student or his/her parents believe that the student is being improperly treated, or improperly denied participation in any educational function of the School Corporation, or is being subjected to an illegal rule or standard, as provided by the statutes of the State of Indiana or applicable statutes of the United States, or by the Constitutions of the State of Indiana or of the United States, they may file a signed complaint form with the administration and if unable to work out their problems with the administrative staff, they shall be entitled to initiate a conference with the Superintendent or designee by filing a charge with the Superintendent in the same manner as a charge is initiated by the principal under Article III of this Guide.

12. Notification of Rights under the Family Educational Rights and Privacy Act (FERPA)

- a. FERPA affords parents and students over eighteen (18) years of age (“eligible students”) certain rights with respect to student education records. They are:
- (1) The right to inspect and review the student’s records within forty-five (45) days of the day the School Corporation receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
 - (2) The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students should write the school principal, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the School Corporation decides not to amend the record as requested, the School Corporation will notify the parent or eligible student of the decision and advise them of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
 - (3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. FERPA allows disclosure of student educational records to school officials without consent. “School officials” include administrators, supervisors, instructors, support personnel, health and medical staff, law enforcement unit personnel, School Board members, persons or companies contacted to perform a special task, or a parent or student serving on an official committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest in the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School Corporation disclosed education records without consent to officials of another school corporation in which a student seeks or intends to enroll.
 - (4) The School Corporation has classified the following information about individual students as “Directory Information” under FERPA and will release such information, without consent, except as set out below:
 - Name; address; telephone listing; date and place of birth; school enrolled in; photograph or videotape not used in a disciplinary matter; student work displayed at the discretion of the teacher with no grade displayed;

academic majors and minors; participation in any officially recognized activities or sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; recognition of service or achievement; and the most recent previous educational agency or institution attended.

If a parent or guardian does not wish to have some of the above listed Directory Information items pertaining to his/her child released without prior parent's or eligible student's consent, such parent or eligible student must submit a written signed statement indicating that consent must be secured to: Deputy Superintendent, P.O. Box 1087, New Albany, Indiana 47151-1087. Such statement must be submitted not later than October 15 of a school year or within thirty (30) days of the student's initial enrollment for the school year.

- (5) The School Corporation will also release Directory Information to representatives of the U.S. Armed Forces and the service academies of the U.S. Armed Forces unless a parent, guardian or student submits a written, signed request that such information not be released; such request must be submitted to the principal of the student's school not later than the end of the student's sophomore year.
- (6) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School Corporation to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA are:

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

13. Screening for Health Concerns

In the course of each school year, the School Corporation provides the opportunity for students at some grade levels, or in some programs to be screened for possible health concerns which could adversely affect a student's performance in the educational program of the School Corporation, including, but not limited to hearing and sight. If parents or guardians do not wish to have their child or ward screened for these possible health concerns because of religious beliefs, such parents or guardians must submit to the building principal a written signed statement indicating that the parent objects on religious grounds.

14. Student Insurance

Unless proven negligent, the School Corporation and School Corporation personnel assume no financial responsibility for medical expenses, treatment or damages resulting from injuries sustained by students while participating in any School Corporation sponsored educational program, or practicing for or participating in athletics, or any other school activity. The School Corporation makes student accident insurance available through a commercial insurance carrier; the protection and limitations are stated in the policy. Enrollment in this student accident insurance program is voluntary. If parents decide not to enroll in the student accident insurance program, it is the parents' responsibility to provide appropriate insurance, or to assume the risk of possible financial responsibility inherent in having their child participate in

any school activities. Individual schools may request that parents provide the name of the company carrying the family's health and accident insurance, in order for school officials to have this information in cases of medical emergency.

15. Lost, Stolen, or Damaged Student-Owned Property

The School Corporation and School Corporation personnel assume no financial responsibility for lost, stolen or damaged student-owned property while such property is on the school grounds, or is being used at any school related activity off school grounds.

16. Unsupervised Students on School Property

The School Corporation and its employees assume no responsibility for the safety of students who are on school property at times when they are not involved in a school activity under the direct supervision of School Corporation personnel.

17. Administration of Medications

Before any prescribed medication or treatment may be administered to any student during school hours, the proper form completed by the student's doctor and parent/legal guardian must be completed. The medication must be furnished to the school in compliance with appropriate policy on labeling and packaging.

Notwithstanding, a student with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition if the following conditions are met:

- (a) The student's parent has completed the Student Authority to Possess and Administer Medication form. The authorization must include a statement in writing by a licensed physician that:
 - a. the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
 - b. the student has been instructed in how to self-administer the medication; and
 - c. the nature of the disease or medical condition requiring administration of the medication.
- (b) The authorization and physician's statement described in subsection (a) must be submitted annually.

18. Enrollment/Residence/Withdrawal

Resident students are those whose legal settlement is within the corporation's geographic boundary. A student's legal settlement will be determined under applicable Indiana law. A student's legal settlement will also determine the student's school attendance area within New Albany-Floyd County School Corporation. The Corporation will accept the transfer of students who do not have legal settlement with the school corporation according to School Board Policy.

19. Parental Involvement/Visitor/Media

The school welcomes and encourages parental visits to school, parent volunteering, and other parental involvement in their student's education. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls.

The Superintendent or principal has the authority to prohibit the entry of any person to a school of this Corporation or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

Parents will be involved in the planning, review and improvement of the corporation's Title I programs, and timely responses will be given to parental questions, concerns, and recommendations. Information concerning school performance profiles and their child's individual performance will be communicated to parents.

20. McKinney Vento

Children who meet the legal definition of a "homeless" student (McKinney-Vento) will not be denied enrollment based on a lack of proof of residency and will be provided a free appropriate public education in the same manner as all other students of the District. Questions about enrollment of a student who may be considered homeless should be directed to Tony Duffy, the Director of Elementary Ed.

21. ASBESTOS

An asbestos management plan is on file in the main office and is available for review by the public.

II. ENFORCEMENT OF RULES AND REGULATIONS

When self-discipline fails, regulations for management of school behavior must be enforced by those directly responsible for the operation of the schools. School staff members will make every effort, individually, collectively, and cooperatively, with appropriate available community resources, to help each student gain acceptable self-discipline standards. The Board of School Trustees of the New Albany-Floyd County Consolidated School Corporation has this legal responsibility. Authority for such action is given in the School Powers Act and the Student Due Process Statute, I.C. 20-33-8, et. seq. The Board of School Trustees has established policy in the Policy Manual of the New Albany-Floyd County Consolidated School Corporation and appointed administrative officers to carry out those Policies as amended.

1. After School Detainment

Students may be detained after school, but only for a reasonable length of time. (A "reasonable length of time" is determined by the child's age and other factors.) Unusual delays should be reported to the parent by the school by telephone if possible.

2. Restraint and Seclusion

New Albany-Floyd County Consolidated School Corporation has a plan in place for the use of restraint and seclusion to control students only if there is an imminent risk of injury to the student or to another person and in emergency situations.

3. Teacher Temporary Dismissal

A teacher may dismiss a student from participation in any educational function under that teacher's charge and supervision for a period not to exceed one (1) school day, when a student interferes with the educational function of which the teacher is then in charge.

4. Suspension

A principal or designee may deny a student the right to attend school or to take part in any school function for a period of up to ten (10) school days in the following instances:

- a. When the school personnel in charge of a student consider the behavior of any student under their supervision to be so serious as to warrant the principal's attention;
- b. When the alleged misconduct constitutes a violation of any of the "Grounds for Expulsion or Suspension". The principal or designee shall provide notice and hold a conference with the student prior to the suspension. During the conference, the student is entitled to the following:
 1. A written or oral statement of the charges against the student;
 2. A summary of the evidence against the student; and if the student denies the charges, and
 3. An opportunity for the student to explain the student's conduct.

If the circumstances or the nature of the misconduct requires immediate removal, the notice and conference shall follow as soon as reasonably possible after the suspension.

Following a student's suspension, the principal or designee shall send a written statement to the parent of the suspended student describing the student's misconduct and the action taken by the principal or designee.

5. Expulsion

a. An expulsion is:

- (1) A denial of the right of a student to take part in any school function for any period greater than ten (10) school days;
 - (2) A separation from school attendance for the remainder of the current semester or current year unless the student is permitted to complete required examinations in order to receive credit for courses taken in the current semester or current year.
- b. Generally, an expulsion will not be longer than the remainder of the school year in which the expulsion took effect if the misconduct occurred during the first semester. If the misconduct occurred during the second semester of the school year, a principal may request that an expulsion remain in effect through the following summer session and/or the first semester of the following school year.
 - c. An expulsion for a full school year may be for fewer than the total number of student days in a full school year when such expulsion results in the loss of school credit for two school semesters, or for two school semesters and a summer session.
 - d. An expulsion for violation of the rule against knowingly possessing, handling, or transmitting a firearm, while under the jurisdiction of the School Corporation, will be for a full calendar year, as set out in Article II, Section 8, f., below.
 - e. The expulsion process offers the opportunity for a student due process meeting (See Article III, below).
 - f. An expulsion that takes effect more than three (3) weeks before the beginning of the second semester of a school year must be reviewed before the beginning of the second semester. An expulsion that will remain in effect during the first semester of the following school year must be reviewed before the beginning of the school year. Such reviews shall be conducted by the Superintendent or his/her designee after notice of the review has been given to the student and the student's parent or guardian. The review is limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since

the original expulsion meeting and may lead to a recommendation that the student be reinstated for that semester.

- g. A principal may require a student who is at least sixteen (16) years of age and who wishes to enroll after an expulsion to attend an alternative program.
- h. An expulsion for violation of the Drug and Alcohol Abuse Policy of the School Corporation (See Article V) which occurs during the first semester of a school year shall include the remainder of the school year.
- i. An expulsion for violation of the Drug and Alcohol Abuse Policy of the School Corporation which occurs during the second semester of a school year shall include the following summer session and the first semester of the succeeding school year.

6. Other Disciplinary Actions Which Do Not Constitute a Suspension or An Expulsion

- a. A principal, teacher or other school staff member who supervises students may discipline a student by:
 - (1) Counseling with a student or group of students;
 - (2) Conferencing with a parent or group of parents;
 - (3) Assigning work;
 - (4) Rearranging class schedules;
 - (5) Requiring a student to remain in school after regular school hours to do school work or for counseling;
 - (6) Restricting athletic and other extracurricular activities, including removal from participation in such activities; and
 - (7) Removing a student from any noncredit school activity.
- b. A principal or designee may assign a student to:
 - (1) A special course of study;
 - (2) An alternative educational program; or
 - (3) An alternative school.
- c. A principal or designee may remove a student:
 - (1) From school sponsored transportation;
 - (2) From school, if a student is ill, has a communicable disease, or is infested with parasites (I.C. 20-34-3-9); and
 - (3) From school, for failure to comply with the immunization requirements of I.C. 20-34-4-5
- d. The disciplinary actions listed in this Section do not constitute suspensions or expulsions.

7. Application of the Grounds for Expulsion or Suspension

The grounds for expulsion or suspension, set out below, apply when a student is:

- a. On a school bus;
- b. On school grounds immediately before, during and immediately after school hours and at any time when the school is being used by a school group;
- c. Off school grounds at a school activity, function, or event, or;
- d. Traveling to or from school or a school activity, function, or event. The grounds for expulsion or suspension may also apply when a student's conduct is unlawful and may reasonably be considered to be interference with school purposes or an educational function when such activity occurs during weekends, holidays, school recesses, or during the summer when a student may not be attending classes or other school functions.

- e. The grounds for bullying may be applied regardless of physical location of the bullying behavior when a student demonstrating bullying behavior and the targeted student attend a school within the Corporation.

8. Grounds for Expulsion or Suspension are:

The following are the grounds for student suspension or expulsion, subject to the procedural requirements, set out below:

- (1) Student misconduct; and
- (2) Substantial disobedience.

The following enumeration is illustrative of the type of conduct prohibited by this Section. This list is not exhaustive.

- a. Use of 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:
 - (1) Occupying any school building, school grounds, or part thereof with intent to deprive others of its use;
 - (2) Blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to or exit from, or use of, the building or corridor or room;
 - (3) Setting fire to or substantially damaging any school building or property;
 - (4) Making bomb threats, false 911 calls, false fire alarms or throwing smoke bombs, fireworks or other comparable conduct;
 - (5) Firing, displaying or threatening use of firearms, explosives, or other weapons on school premises for any unlawful purpose.
 - (6) Preventing or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any lawful meeting or assembly on school property;
 - (7) Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other school personnel to conduct the educational function under their supervision. This subparagraph shall not, however, be construed to make any particular student conduct a ground for expulsion where such conduct is constitutionally protected as an exercise of free speech or assembly or other right under the Constitution of Indiana or the United States.
 - (8) Discriminating or harassing on the basis of race, sex or other protected characteristic in violation of the Policies described in Article I, Section 12, above.
 - (9) 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.
 - (10) Violating the School Safety Policy (Section IV).
- b. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
- c. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
- d. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action

undertaken on the reasonable belief that it was necessary to protect oneself and/or another person is not a violation of this rule.

- e. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, hazing, or other comparable conduct.
- f. Engaging in 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.
- g. A student will be expelled for a full calendar year for knowingly possessing, handling, or transmitting a firearm, deadly weapon, and/or destructive device as defined by Indiana law, while under the jurisdiction of the School Corporation. Under I.C. 35-47-1-5, a “Firearm” means any weapon that is capable of or designed to or that may readily be converted to expel a projectile by means of an explosion. Under I.C. 35 – 31.5-2-86, a “Deadly Weapon” means 1) a loaded or unloaded firearm; 2) a destructive device weapon, device, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury; 3) an animal that is readily capable of causing serious bodily injury, and used in the commission or attempted commission of a crime; or 4) a biological disease, virus, or organism that is capable of causing serious bodily injury. Under I.C. 35-47.5-2-4, a “Destructive Device” means 1) an explosive, incendiary, or overpressure device that is configured as a bomb, grenade, rocket with a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge or more than one-quarter (1/4) ounce, mine, Molotov cocktail or device that is substantially similar to an item previously described; 2) 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 (1/2) inch; or 3) a combination of parts designed or intended for use in the conversion of a device into a destructive device. A student expelled under this provision will not be reenrolled in the School Corporation until the beginning of the semester following the end of the expulsion. The length of the expulsion may be reduced by the Superintendent or designee, if the circumstances warrant such reduction.
- h. Threatening (whether specific or general in nature) injury to persons or damage to property or intimidating any person for any purpose, including obtaining money or anything of value regardless of whether there is a present ability to commit the act.
- i. 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 of another person or persons or damage property when the student has information about such actions or plans.
- j. It shall be grounds for an immediate expulsion for any student to knowingly transmit or attempt to transmit any drug including:
 - (1) all dangerous controlled substances as so designated and prohibited by Indiana statute;
 - (2) all chemicals which release toxic vapors;
 - (3) all alcoholic beverages;
 - (4) any “medication” including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies, including, but not limited to, herbal remedies, dietary supplements, and antihistamines, except for those which permission to use in school has been granted pursuant to Board policies 5330 and 5330.01;

- (5)** anabolic steroids;
 - (6)** any “look-alike” substances;
 - (7)** any chemicals or substances that are precursors to drug manufacturing;
 - (8)** any other illegal substance so designated and prohibited by law;
 - (9)** Any substance not taken as directed or prescribed;
 - (10)** Any substance that alters behavioral patterns and is not prescribed by a physician.
- (1)** It shall be sufficient grounds to prove transmitting a substance governed by this regulation if the provider transmits a substance which closely resembles such a substance, or which he/she represents to be a substance.
 - (2)** It is a violation of this Policy for a student to transmit paraphernalia used with any of the substances listed herein.
 - (3)** A charge of transmitting a substance covered by this subsection shall include a charge of possession of such substance.
It shall be grounds for an immediate ten (10) day suspension pending expulsion for any student to knowingly possess, use or be under the influence of any drug listed in section j, except those for which permission to use in school has been granted pursuant to Board policies 5330 and 5330.01.
- k.**
 - (1)** It shall be sufficient grounds to prove possession or use of a substance governed by this regulation if the student uses or possesses material which closely resembles such a substance or which he/she represents to be such a substance.
 - (2)** It is a violation of this Policy for a student to possess paraphernalia used with any of the substances listed herein.
 - (3)** Use of medication by a student when such medication has been prescribed for that student by a health care provider authorized by law to prescribe medication does not violate this rule, provided such medication is used by the student in accordance with the School Corporation policy governing the use of prescription drugs while under the jurisdiction of school authorities.
 - (4)** First time offenders determined to be in possession or under the influence of a prohibited substance, as set out herein, shall be immediately suspended for five (5) days pending expulsion; however, an alternative to expulsion shall be offered, by the school administrator to the student and his/her parents or guardian. A student is eligible for participation in this alternative program only one (1) time at each level of instruction (elementary, middle, and high) during his/her total enrollment in the New Albany-Floyd County Consolidated School Corporation.
 - (5)** Second or repeat offenders determined to be in possession or under the influence of a chemical substance, as set out herein shall be immediately suspended pending expulsion without being offered the alternative educational program.
 - (6)** This program shall attempt to assist students in maintaining responsible behavior so that they may successfully complete school after experiencing the consequences of their violation of this Policy.
 - (7)** If this alternative is chosen by the student and parents or guardian, the student must attend all sessions of the program. Any cost for the alternative program will be the responsibility of the student’s parents or guardian.
 - (8)** If a student enrolls in the alternative program and then withdraws or otherwise fails to satisfactorily complete the program, the building administrator shall immediately resume the expulsion process for such student.

(9) If the student or his/her parents or guardian do not choose to participate in the alternative educational program, the building administrator shall immediately resume the expulsion process for such student. Such student may also be referred to the proper authorities.

- l. Intending to cause intoxication, euphoria, excitement or a similar condition, ingesting or inhaling, or attempting to ingest or inhale the fumes of model glue or a substance containing toluene, acetone, benzene, N-butyl nitrite or other similar substances.
- m. Possessing, using, distributing, or selling tobacco, nicotine-containing products, or electronic cigarettes.
- n. Engaging in a violation of criminal law which constitutes a danger to other students, or constitutes an interference with school purposes or an educational function.
- o. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
 - (1) Engaging in harassment of a student or staff member;
 - (2) Disobedience of administrative authority;
 - (3) Engaging in speech or conduct that is profane, indecent, lewd, or refers to illegal activity;
 - (4) Violation of the Corporation's acceptable use of technology policy or rules;
 - (5) Violation of the Corporation's administration of medication policy or rules.
- p. 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 such failure constitutes an interference with school purposes or an educational function.
- q. Excessive truancy or absence from school without the knowledge and consent of both the parent and the school.
- r. Excessive cutting of classes and/or tardiness to classes.
- s. Living outside of the New Albany-Floyd County Consolidated School Corporation attendance area without approval of the Corporation.
- t. 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.
- u. Falsely accusing any person of sexual harassment, or violating a school rule, and/or state or federal law.
- v. While on school grounds during school hours, knowingly possessing or using a laser pointer, and electronic paging device, a handheld portable telephone, CD player, MP3 player, camera, or any other electronic communication device in a situation or for a purpose not related to a school activity or an educational assignment without permission from the school principal or designee.
- w. Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device. Images suspected to violate criminal laws will be referred to law enforcement authorities.
- x. Text messaging inappropriate comments, pictures or videos that contain sexual, humiliating, harassing or threatening messages.
- y. Engaging in sexual activity that may include, but is not limited to, the showing of breasts or genitals.

- z. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation that is unrelated to a school purpose or function.
- aa. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.
- bb. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
- cc. Engaging in pranks or other similar activity that could result in harm to another person.
- dd. Violating any school conduct rule the building principal establishes and give notice to students and parents.
- ee. Engaging in bullying which is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including electronically or digitally); physical acts committed, aggression, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student, creating for the targeted student an objectively hostile school environment that:
 - (1) places the targeted student in reasonable fear of harm to his or her person or property;
 - (2) has a substantially detrimental effect on the targeted student's physical or mental health;
 - (3) has the effect of substantially interfering with the targeted student's academic performance; or
 - (4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, or privileges provided by the school

III. PROCEDURE FOR HANDLING SUSPENSIONS AND EXPULSIONS FROM SCHOOL

The Board of School Trustees of the New Albany-Floyd County Consolidated School Corporation has provided a procedure for the handling of student suspensions and expulsions from school. The basic premise of this policy is fairness. A full text of the procedure required by Indiana Law is available in the Administrative Services Center, 2813 Grant Line Road, New Albany, Indiana 47150, upon request. The following is a summary of that procedure.

1. A principal or designee may suspend a student from school for a period not to exceed ten (10) school days. The principal or designee shall send a written statement to the student's parents describing the student's conduct, misconduct or violation of any rule or standard and the reasons for the action taken. The principal or designee shall make a reasonable effort to hold a conference with the parents before or at the time the student returns to school. A student may be suspended from school pending a meeting on his/her expulsion.
2. If, after an investigation, the principal or designee decides that expulsion is warranted for any student, he/she shall file a written charge with the Superintendent requesting that the student be expelled.
3. If the student has an identified disability and is receiving special education services in the School Corporation, the principal or designee will contact the Director of Student Support Services to schedule a causal relationship case conference at the time he/she submits a written charge to the superintendent. If the case conference committee determines that no causal relationship exists, under Article 7, the principal or designee may proceed with the expulsion recommendation.

4. When a principal or designee recommends to the Superintendent that a student be expelled from school, the following procedures will be followed:
- a. The Superintendent may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - (1) A member of the administrative staff who did not recommend that the student be expelled and who was not involved in the events giving rise to that recommendation; or
 - (2) Legal counsel.
 - b. The Superintendent or the person appointed to hold the expulsion meeting may continue the suspension of a student for more than the ten (10) school day period of the principal's suspension and until the time of the expulsion decision, if he/she determines that the student's continued suspension will prevent or substantially reduce the risk of:
 - (1) Interference with an educational function or school purpose; or
 - (2) A physical injury to the student, other students, school employees or visitors to the school. However, a student may not be suspended from school pending an expulsion meeting on a student's legal settlement in the School Corporation.
 - c. An expulsion will not take place until the student and the student's parent or guardian are offered the opportunity to request an expulsion meeting conducted by the Superintendent or the person designated by the Superintendent.
 - d. The opportunity to request an expulsion meeting will be in writing, delivered by certified mail or by personal delivery and contain the reasons for the recommended expulsion and the length of expulsion recommended. For purposes of this provision, a notice of opportunity to request an expulsion meeting or notice of the action taken at an expulsion meeting is effectively given at the time the notice is delivered personally or sent by certified mail to a student and the student's parent or guardian.
 - e. Failure by a student or a student's parent or guardian to request or to appear at an expulsion meeting shall be deemed a waiver of all rights administratively to contest the expulsion.
 - f. The Superintendent or the person designated to hold an expulsion meeting may issue subpoenas, compel the attendance of witnesses, and administer oaths to persons giving testimony at an expulsion meeting.
 - g. At the expulsion meeting, the principal or designee will present information to support the charges against the student. The student, parent or guardian will have the opportunity to answer the charges against the student, and to present information to support the student's position.
 - h. 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 or guardian, by certified mail or personal delivery.
 - i. In accordance with Indiana Code, a student or parent may request an appeal to the Board of School Trustees on the action taken by the expulsion examiner. Any such appeal must be made within ten (10) days of receipt of notice of the decision of the person conducting the expulsion meeting. If the appeal is properly made, the Board of School Trustees must

consider the appeal within a reasonable time after such appeal is filed. As part of the process, the Board will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent/guardian. The Board of School Trustees will then take any action deemed appropriate and will give notice of the action taken, by certified or personal delivery, to the student and the student's parent or guardian.

5. Under Indiana law, judicial review of the Board of School Trustee's action, by the Circuit or Superior Court of Floyd County is limited to the issue of whether the Board of School Trustees acted without following the procedure required by the student due process statute, I.C. 20-33-8 et. seq.

IV. SCHOOL SAFETY POLICY

The New Albany-Floyd County Consolidated School Corporation has adopted proactive Safety Policy governing students who commit, attempt to commit, or threatened aggressive acts toward persons (students, employees, or visitors) or property. This Policy applies when a student is on a school bus, on school grounds, off school grounds at a school activity, function, or event, and while traveling to and from school or a school activity, function, or event. This Policy may also apply when a student's conduct is unlawful and may reasonably be considered an interference with school purposes or an educational function, when such conduct occurs during weekends, holidays, school recesses, or during the summer when a student may not be attending classes or other school functions. Students who commit these acts will be suspended and may be expelled for up to one school year or one calendar year, in the case of firearms violations. Students will also be referred to the probation office or the prosecutor's office as required or appropriate.

The School Safety Policy is implemented at each specific level of instruction (elementary, middle and high), and will not follow the student to the next level of instruction.

1. It shall be grounds for an immediate ten days suspension pending expulsion for any student to possess, handle, use, threaten to use, demonstrate the intent to use or transmit weapons, firearms, or explosives. Except in instances involving firearms, upon the recommendation of the building principal, first-time offenders may be given the option of participating in an approved educational/counseling program outside the school corporation. The cost of such outside educational/counseling program shall be the responsibility of the student and the student's parents or guardians. The School Corporation may consider a reduction in the length of the expulsion upon satisfactory completion of this program.
2. A student will be expelled for a full calendar year for possessing, handling, or transmitting a firearm, as defined by Indiana law, while under the jurisdiction of the school corporation. Under I.C. 35-47-1-5, a "firearm" means any weapon that is capable of or designed to or that may readily be converted to expel a projectile by means of an explosion. A student expelled under this provision will not be re-enrolled in the school corporation until the beginning of the semester following the end of the expulsion. The length of expulsion for possession, handling, or transmitting a firearm may be reduced by the superintendent, if the circumstances warrant such a reduction.
3. First-time offenders who threaten or commit aggressive acts toward persons or property and who are not in possession of and have not handled, used, threatened to use, or transmitted weapons, firearms or explosives shall be immediately suspended for up to five school days. Such students shall also be required to meet with the school counselor upon returning to school.

4. The remainder of this Policy notwithstanding, when a first-time offender has engaged in violent conduct or has continued to demonstrate aggressive behavior after being told by a school employee to cease and desist (students must be able to immediately demonstrate restraint and self-control) such student may be suspended for ten school days pending expulsion. The students may, upon the recommendation of the building principal, be given the option of participating in an approved educational/counseling program outside the School Corporation. The cost of such outside educational/counseling program shall be the responsibility of the student and the student's parents or guardians. The Superintendent may consider a reduction in the length of the expulsion upon satisfactory completion of this program.
5. Second offenders who threaten or commit aggressive acts toward persons or property and who are not in possession of and have not handled, used, threatened to use or transmitted weapons, firearms or explosives shall be immediately suspended up to ten school days. Such conduct shall also be grounds for expulsion; however, an educational/counseling alternative to expulsion provided by an approved outside agency may be offered by the building principal to the student and his/her parents or guardians. If the educational/counseling alternative is offered, required documentation must be presented upon return to school.
 - a. This program will be designed to assist students in successfully managing and resolving conflicts in a nonviolent and non-aggressive manner, so that they may successfully complete school after experiencing the consequences of their violation of this policy.
 - b. If the outside educational/counseling program is chosen by the student and parents or guardians the student must attend all sessions of the program. Any cost for this program will be the responsibility of the student and the student's parents or guardians.
 - c. If the student enrolls in the outside educational/counseling program and then withdraws or otherwise fails to satisfactorily complete the program, the building administrator shall immediately resume the expulsion process for such student.
 - d. If the student or his/her parents or guardians do not choose to participate in the outside educational/counseling program, the building administrator shall immediately resume the expulsion process for such student. Such student may be referred to the Floyd County Probation Office for any appropriate action.
6. Students who threaten or commit aggressive acts on more than two occasions shall be immediately suspended for ten school days pending expulsion.
7. If a student's behavior is a criminal act, in addition to school discipline, the school will also notify the proper authorities.

V. DRUG AND ALCOHOL ABUSE POLICY FOR STUDENTS COMMON QUESTIONS

What do students and their parents need to know?

1. When is this Policy in effect?
 - The Policy is in effect for any student on a school bus at any time; on the school grounds during school hours, immediately after school hours or at any other time when the school is being used by a school group; or while off the school grounds at an educational activity, function or event.
2. What are the grounds for expulsion relating to drug and alcohol abuse?

- Any student who transmits (gives or sells) or attempts to transmit any drug or alcohol to someone else will be immediately suspended and the process for expelling that student from school will begin.
3. What if a student tells someone a substance is a drug when it is actually something else?
 - If a student transmits (gives or sells) or attempts to transmit any substance to someone else which he/she represents to be a drug or alcohol, he or she will also be immediately suspended and the process for expelling that student from school will begin.
 4. What if a student needs to take medicine at school which has been prescribed by a doctor?
 - Use of medication by a student when such medication has been prescribed by a health care provider authorized by law does not violate this rule: however, such medication must be used by the student in accordance with School Corporation policy governing the use of prescription drugs while under the jurisdiction of school authorities.
 5. What if a student comes to any school activity while under the influence of drugs or alcohol?
 - If a student possesses, uses or is under the influence of drugs or alcohol on school property or at a school function, he or she will be suspended from school and the process for expelling that student will begin.
 6. Are students who are caught for the first time given any consideration?
 - A first time offender (a student caught for the first time in possession of or under the influence of drugs or alcohol) may be offered an alternative to expulsion by the school administrator.
 7. What is the alternative for a first time offender?
 - The alternative to expulsion for first time offenders is an intensive educational/counseling program which must start before the end of the student's suspension. These classes will be held outside of the regular school day.
 8. Who pays for the alternative education/counseling program?
 - If the alternative educational/counseling program is chosen by the student and his/her parents, any cost of the program is the responsibility of the family.
 9. What if the student finds it inconvenient to attend the educational/counseling program?
 - If a student chooses the educational/counseling program as an alternative to expulsion, he/she must attend all sessions of the program.
 10. What happens if a student attends one or two sessions and then drops out of the program?
 - If a student begins but does not complete the scheduled sessions, the process for expelling that student will be resumed by the building administrator.
 11. Will this alternative program be offered to a student each time he or she enrolls in a different school in the Corporation?
 - The educational/counseling program as an alternative to expulsion will be offered only one time while a student is enrolled in the New Albany Floyd County Consolidated School Corporation.
 12. If a student or parent does not understand these rules or has other questions, who can they ask?

- School principals, assistant principals and counselors are available to discuss any questions and/or provide explanation.

PROCEDURE FOR FIRST TIME OFFENDERS OF THE DRUG AND ALCOHOL POLICY

If, after an investigation, the principal or designee decides the student violated the Drug and Alcohol Policy and had drugs or alcohol in his/her possession or was under the influence of drugs or alcohol, or transmitted drugs or alcohol to other students, the principal will suspend the student up to 10 days pending expulsion. The parent will be offered a waiver of due process that will require the student to attend the drug counseling program provided by the school corporation. If the parent signs the waiver, the suspension will be reduced to 3 days.

THE PROCEDURE FOR SECOND TIME OFFENDERS OF THE DRUG AND ALCOHOL POLICY AND STUDENTS WHO TRANSMIT DRUGS OR ALCOHOL TO OTHER STUDENTS.

If after an investigation, the principal or designee decides that student violated the Drug and Alcohol Policy for a second time and had drugs or alcohol in his/her possession, was under the influence of drugs or alcohol, or transmitted drugs or alcohol to other students, the principal will suspend the student for ten days pending expulsion, consistent with expulsion procedures outlined in Section III.

VI. Driver's License Policy

This Policy, adopted by the board of School Trustees, is designed to comply with the Indiana law I.C. 9-24-2 and 20-33-8, as amended, which amended Indiana driver's license law to invalidate an operator's license or permit and to prohibit the issuance of an operator's license or permit to a student less than eighteen (18) years of age, under the conditions set out in this Policy.

1. DEFINITIONS, FOR PURPOSES OF THIS POLICY.

- i. "Cutting Class" refers to a student's absence from an assigned class period during a school day without the knowledge and consent of the student's parent and/or the school; a student is cutting class, unless both the parent and the school approve of the student's absence from class. Three (3) instances of cutting class, whether on one (1) school day, or cumulative over more than one (1) school day, is a truancy from an entire school day, provided that no more than one (1) truancy may be accumulated on any one (1) school day, and provided that no more than three (3) instances of cutting class on a single school day is one (1) day of truancy.
- ii. "Suspension" means an out-of-school suspension and does not include an assignment to the Suspension Alternative Laboratory (SAL).
- iii. "Truancy" refers to a student's absence from school without the knowledge and consent of the parent and/or the school; i.e., a student's absence is a truancy unless both the parent and the school approve of the student's absence from school. A student who commits truancy is a truant. A suspension or expulsion for any reason is not truancy; however, absences due to suspension or expulsion are excused, and work missed may not be made up.
- iv. "Habitual Truant" refers to a student who has been truant for a period of:
 1. Ten (10) or more days during a school year;

- v. "Operator's License or Permit" includes an operator's license, learner's permit, temporary motorcycle learner's permit, motorcycle operator's endorsement, motorcycle operator's license, or any other license or permit issued by the Indiana bureau of Motor Vehicles to operate a motorized vehicle in the State of Indiana.
 - vi. "Parent" includes any person or agency legally responsible for a student.
 - vii. "Principal" includes any designee of the principal.
 - viii. "Student Guide" refers to the New Albany-Floyd County Consolidated Schools Student Guide for Student Rights and Responsibilities, Enforcement of Rules and Regulations and Due Process Procedures, as adopted by the Board of School Trustees and, from time to time amended.
 - ix. "Superintendent" includes any designee of the Superintendent
2. Indiana law prohibits the issuance of an operator's license, or permit and invalidates any existing license or permit, if a person less than eighteen (18) years :
 - a. Is under a second suspension from school for the school year;
 - b. Is under an expulsion from school;
 - c. Is a habitual truant; or
 - d. Withdraws from school before graduating in an effort to circumvent the sanctions listed in this subsection or for any reason other than financial hardship.
 3. When a student, who is at least fourteen (14) years of age, but less than eighteen (18) years of age, is suspended for the first time in a school year, the parent and the student will be informed of the consequences of a second suspension under this Policy.
 4. The opportunity for an expulsion meeting will be offered, when a student is charged with conduct for which expulsion is recommended.
 5. A student whose operator's license or permit has been denied or invalidated under the terms set out above, will become eligible for an operator's license or permit, or to have such a license or permit revalidated upon one of the following events:
 - a. The student becomes eighteen (18) years of age;
 - b. One hundred eighty (180) days after the student is suspended, or the end of a semester during which the student returns to school, whichever is longer;
 - c. Thirty (30) days after a student resumes school attendance following an expulsion.
 - d. The expulsion is reversed through the student due process procedures set out in the Student Guide; or
 - e. If 2 (d) above applies, the student in good standing has re-enrolled in school and attended for thirty (30) days.
2. When a student has been suspended twice or expelled, the student's principal will communicate the pertinent information to the Indiana Bureau of Motor Vehicles. The student's principal will, at the appropriate time as set out in subsection 5 above, provide such student the information necessary for the student's operator's license or permit to be revalidated by the Indiana Bureau of Motor Vehicles.

3. If a principal has reason to believe that a student is withdrawing from school in order to avoid a second suspension in a school year or an expulsion, the principal shall proceed with the suspension or the recommendation for expulsion and notify the Indiana Bureau of Motor Vehicles.
4. If a student less than eighteen (18) years of age withdraws from school before graduating for any other reason than financial hardship, the principal of the student's school will report the student's withdrawal under I.C. 20-33-2-21 and I.C. 20-33-2-11 and the student's operator's license or permit will be invalidated, or the student will not be eligible to receive such a license or permit. When a student seeks to withdraw, the principal will hold an exit interview and will determine the reason for the student's withdrawal. If the principal determines that the reason for withdrawal is not financial hardship, the student and the student's parent will receive a copy of the determination.
5. Nothing contained in this Policy shall limit disciplinary action under the Corporation's attendance policy for any individual instance of truancy or cutting class. The student who has been truant and the parent of such student will be informed of each truancy and the consequences of additional truantries under this policy.
6. The parent of a student charged by a principal with being a habitual truant will receive notice of such charges and may request a meeting under the provisions of the School Corporation's student due process procedures set out in the Student Guide.
7. The Superintendent acting on behalf of the Board of School Trustees, will inform the student and the student's parent of his/her determination, and if he/she determines that a student is a habitual truant, he/she will submit, to the Indiana Bureau of Motor Vehicles, the pertinent information concerning the student's ineligibility to be issued an operator's license or permit.
8. The Superintendent will provide the principal of each secondary school in the Corporation a copy of each list of habitual truants and will provide the principal of the student's school a copy of the official determination for inclusion in the student's education record.
9. The attendance record of a student who has been found to be a habitual truant shall be reviewed by the principal of the student's school at the end of each school year during which the student is designated a habitual truant.
 - a. In reviewing the student's attendance record, the principal will decide whether or not the student's attendance has improved to the degree that the student should no longer be designated a habitual truant and should become eligible to be issued an operator's license or permit upon fulfilling all other requirements for such license or permit, and the principal shall submit a recommendation to the Superintendent on this matter.
 - b. The Superintendent, acting on behalf of the Board of School trustees, will notify the student and the student's parent of the principal's recommendation and will offer the opportunity for a meeting under the School Corporation's student due process procedures, set out in the Student Guide.
 - c. The Superintendent, acting on behalf of the Board of School Trustees, will inform the student and the student's parents of his/her determination, and if he/she determines that a student is no longer a habitual truant, he/she will submit, to the Indiana Bureau of Motor Vehicles, the pertinent information concerning the student's eligibility to be issued an operator's license or permit.

- d. The decision of the Superintendent, under subsection C, immediately above, may be appealed in accordance with the School Corporation's student due process procedures, in the Student Guide.
 - e. If a student who has been designated a habitual truant, and who remains ineligible to obtain an operator's license or permit, withdraws from the School Corporation for any reason, the student's former principal in the School Corporation shall have no authority or duty to conduct a review of such student's attendance record; conversely, if such a student moves or transfers to the School Corporation, or to another school in the School Corporation, the principal of the school in which the student is newly enrolled shall conduct the appropriate review.
 - f. A determination that a student is no longer a habitual truant shall not cause the number of trancies to be erased for purposes of considering a charge that a student is a repeat habitual truant under this Policy.
10. For purposes of this Policy, when a student enrolls in the School Corporation and the student's attendance and disciplinary records are obtained from the student's previous school(s), the principal of the newly enrolled student shall treat such records as if the conduct of the student recorded therein had occurred with this School Corporation. Similarly, the principal shall recognize a previous school's designation or determination of truancy and habitual truancy, as well as any suspension or expulsion.

VII. School Bus Safety Code

As are parents and students, the New Albany-Floyd County Consolidated School Corporation and its officials, the transportation fleet and the school bus drivers, are interested in obtaining optimum safety for all the students who ride busses. It takes the earnest cooperation of students, parents, principals, and bus drivers to achieve this prime goal in pupil transportation.

All school children, while being transported on a school bus, shall be under supervision, direction, and control of the school bus driver, and shall be subject to the discipline of the bus driver and the governing body of the school corporation.

The following rules have been instituted for the safety and comfort of our children and the efficient operation of our bus fleet.

Students must do the following:

1. Be at their bus pickups on time. An early start will assure this.
2. Wait their turns to load and unload the bus. Avoid standing or playing on the road while waiting for the bus.
3. Obey the bus driver (and bus monitors) promptly and cheerfully. Realize they have a big responsibility and that it is their job to help.
4. Knowing that bus transportation is scheduled to move students from one point to another safely and in conformance with a definite schedule, students must understand that anything that can be done to maximize safety should be their concern.
5. Watch their steps getting to and from the stop and on and off the bus. Where there are no sidewalks, students should walk on the edge of the road facing oncoming traffic.
6. Show consideration for the property where their bus stops are located. Damage and destruction at "stops" result in the discontinuance of these "stops."

7. Nothing (arms, hands, heads, books, etc.) shall be allowed to protrude from open windows on the bus. Windows may only be opened or closed with the permission of the bus driver. Feet should be kept on the floor at the seats and not protrude into aisles of the bus.
8. Horseplay, littering, loud and boisterous conduct on the bus will not be allowed. This type of conduct distracts a driver and may result in a serious accident endangering every person on the bus.

VIII. TELECOMMUNICATION

Student Access to the Internet

Users are legally bound to the terms and conditions of the Telecommunications Use Agreement. It is assumed that users have read the terms and conditions carefully and understand their significance including the understanding that any violation of these regulations is unethical, may constitute a criminal offense, that accessers' privileges may be revoked and school disciplinary action may be taken as well as appropriate legal action.

If a parent or guardian does not authorize the school to make Internet access available to their student, it is the parent's responsibility to inform the school in writing. Alternate activities of a suitable educational nature not requiring Internet access will be assigned to students whose parents have informed the school not to make Internet access available to their student.

NEW ALBANY-FLOYD COUNTY CONSOLIDATED SCHOOL CORPORATION TELECOMMUNICATIONS USE AGREEMENT

The New Albany-Floyd County Consolidated School Corporation firmly believes that there is a wealth of information and interaction on the worldwide computer network that will provide valuable resources for our students. With access to computers and people from all over the world through Internet, it is impossible to control access to all materials found on the Internet, and an industrious user may discover controversial information. Sponsoring teachers will instruct and supervise their students in acceptable use of the Internet and proper Internet etiquette.

The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. Access to the Internet through school machines requires responsible, efficient, ethical, and legal utilization of Internet resources. Users violating any of these provisions may be disciplined, and their access to Network and Internet services terminated and future access denied

INTERNET-TERMS AND CONDITIONS

1. Acceptable Use – Internet and Network access must be in support of education and research and consistent with the educational objectives of this School Corporation. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, infringement of any copyrighted material, threatening or obscene material, or material protected by trade restrictions. Users may not access, upload, or download sexually explicit materials. Internet and Network access may not be used for commercial activities.
2. Privileges – The use of the New Albany-Floyd County Consolidated School Corporation telecommunications service is a privilege, not a right, and inappropriate use will result in a cancellation of all privileges. Assignments that require Internet access will have a faculty sponsor who will instruct and monitor student activity on the Internet. The sponsor and the Network administrators will deem what is inappropriate use and their decision is final. Parents, faculty

sponsors, administration, faculty, or staff may request that further account privileges be denied, revoked, or suspended for any violation of this policy.

3. Network Etiquette – Users are expected to abide by the generally accepted rules of Internet etiquette. These include, but are not limited to, the following:
 - A. Be polite. Do not be abusive in messages to others.
 - B. Use appropriate language. Offensive or vulgar messages, such as messages that contain sexual or racial comments are strictly prohibited, in conformity with the School Corporation’s existing Policies, rules, and regulations governing harassment and discrimination. Illegal activities are strictly forbidden.
 - C. Do not reveal personal address or telephone number, or those of other students or colleagues.
 - D. E-mail is not guaranteed to be private. System Operators may have access to all e-mail. Messages relating to or in support of illegal or improper activities will be reported to the proper authorities.
 - E. Do not use the Internet or Network in such a way that would disrupt the use of the Internet or Network by other users.
 - F. All communications and information accessible via the Internet should be assumed to be private property and safeguarded by copyright laws.
 - G. Word messages carefully and be brief.
 - H. Passwords may not be shared except with the teacher/supervisor and the System Operator.
 - I. Users may not access another person’s files or account without their permission.
4. Warranties – The New Albany-Floyd County Consolidated School Corporation makes no warranties of any kind, whether expressed or implied, for the service it is providing. The New Albany-Floyd County Consolidated School Corporation will strive to provide error-free, dependable access to the computing resources associated with Network and Internet use. However, this School Corporation is not responsible for any damages suffered due to loss of data resulting from delays, non-delivery, mis-deliveries, or service interruptions. Use of any information obtained via the Internet is at the user’s risk. The New Albany-Floyd County Consolidated School Corporation specifically denies any responsibility for the accuracy or quality of information obtained through these Network and Internet services.
5. Security – Security on any computer system is a high priority, especially when the system involves many users. If a user feels that he/she can identify a security problem on the network, he/she must notify a sponsoring teacher or a system administrator. Do not demonstrate the problem to others. Do not use another individual’s account without permission from that individual. Attempts to log on to the network as a system administrator will result in disciplinary actions. Any user identified as a security risk or having a history of problems with other computer systems will be denied access to the Internet services.
6. Vandalism – Vandalism will result in cancellation of privileges and possible disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data or another user of other networks that are connected to the New Albany-Floyd County Consolidated School Corporation wide area network. This includes, but is not limited to, the uploading or creation, or distribution of computer viruses. Users shall not intentionally seek information on, obtain copies of, or modify

files, other data, or passwords belonging to other users, or misrepresent other users on the Internet.

The Director of Technology and Instructional Services shall develop and maintain a Technology Manual setting forth additional rules, policies, and procedures for effective management of the School Corporation's Wide Area Network and technological services.

The Board of School Trustees firmly believes that broad educational opportunity should be a right for all children. Educational experiences are provided not only in the regular classroom, but also by a comprehensive extracurricular activities program. Therefore, removal from the extracurricular activities or from the classroom as a disciplinary measure is resorted to only when self-discipline fails.

It is the sincere hope of the Board of School Trustees that this Guide will be helpful to students, parents, and teachers in the effort to promote more democratic schools and continued good relations between students and teachers.

Please sign and return to Greenville Elementary Office

I have read the following policies and procedures of the New Albany/Floyd County School Corporation and Greenville Elementary in the handbook:

*Alcohol and Other Drugs Educational Alternative to Expulsion Program

*School Safety Policy Educational/Counseling Alternative to Expulsion Program

*Threatened Suicide Response Checklist & Documentation

*Bullying Prevention Action Plan

*I have read the Internet and Network Acceptable Use Policy and give my child permission to have access to the Internet.

*I give permission for photographs, voice, and/or work of my child to be used in any available media format.

Parent Signature

Print Name

Date

Child's Name

Homeroom Teacher

Grade

Please return this form to school during the first week of school.