S. Ellen Jones Elementary School
600 E. Eleventh Street
New Albany, IN 47150
Telephone: 812-542-5508
Fax: 812-542-4790
Report Absences to: 812-542-8101

We're under the sea with literacy!

Student/Parent Handbook 2018-2019

2018-2019 Calendar

JULY

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July 24-25: Teacher Work Days - No Students
July 26: Students Begin

AUGUST

M	T	W	T	F	S	S
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SEPTEMBER

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September 3: Labor Day / No School
September 28: Quarter 1 Ends (46 Days)
October 1-5: Intersession
October 8-12: Fall Break
October 15: Quarter 2 Begins

OCTOBER

M	T	W	T	F	S	S
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NOVEMBER

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November 6: Election Day/No Students/ Teacher Work Day/ Parent Conferences K-6
November 21-23: Thanksgiving Break
December 18: Quarter 2 Ends (43 Days)
December 19- Jan 2: Student Winter Break

DECEMBER

M	T	W	T	F	S	S
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31						

JANUARY

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January 2: No Students/Teacher Work Day
January 3: Quarter 3 Begins
January 21: MLK Day / No School
Feb 18: President's Day/No Students/Snow Make-up

FEBRUARY

M	T	W	T	F	S	S
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MARCH

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March 8: Quarter 3 Ends (45 Days)
March 11: Quarter 4 Begins (46 Days)
March 18-22: Intersession/Snow Make-up
March 25-29: Spring Break

APRIL

M	T	W	T	F	S	S
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MAY

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May 3: Oaks Day/No School
May 7: Election Day/No School
May 27: Memorial Day/No School
May 30: Last Student Day
May 31: Last Teacher Day

JUNE

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

Student Day - Beginning of Quarter
Teacher Days
Snow make-up days will occur in this order: Feb. 18, Mar. 18,19,20,21,22

No School
Intersession

NEW ALBANY-FLOYD COUNTY

NEW ALBANY-FLOYD COUNTY SCHOOL CORPORATION MISSION STATEMENT

The New Albany-Floyd County School Corporation works together with parents and the 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.

OUR MISSION STATEMENT

The mission of the S. Ellen Jones Community is to provide a safe, caring environment that nurtures each child's physical, emotional, creative, and intellectual growth. A spirit of family and community, quality research-based practices, and high expectations based on state standards ensure proficient readers, writers, problem-solvers, and responsible citizens.

2018-2019 SCHOOL HOURS

7:45	Doors open and breakfast is served for walkers, daycare, and car riders
8:00	Tardy Bell
8:00-2:30	Instructional Day
2:30	*Dismissal

Two Hour Delay Schedule:

9:45	*Doors Open—No Breakfast Served
10:00-2:30	Instructional Day for K-4 with Regular Lunch Schedule

Dear Parents & Family Members:

Thank you for choosing S. Ellen Jones Elementary School to educate your child. We believe that you are your child's first and most important teacher. We want you to be an important part of the team that is dedicated to your child's school success, and we encourage you to be actively involved in our school family. You can help our students practice the principles of our *SW-PBS Plan* by encouraging your child to be ***S***afe, ***T***rustworthy, ***A***lways Kind, and ***R***esponsible at home and at school. Please read the section about *Parent Involvement* to learn more about how you can become more connected with SEJ.

Our award-winning teaching and instructional support staff members are ready to make this a great year of learning and growing for your child. Our extraordinary staff is committed to continuous improvement through our work as a Professional Learning Community (PLC). As a PLC, we work in collaborative teams to find answers to the following questions:

- *What should each student know and be able to do as a result of each unit of study, grade level, and/or course?*
- *How will we know if they have learned it?*
- *What will we do if they don't learn it?*
- *What will we do if they already know it?*

This approach to instruction keeps us focused on student learning and positive results in a collaborative culture to ensure that each and every child's academic needs are identified and a plan to meet those needs is created, implemented, and modified as needed.

We continue to offer many innovative programs for your children, including a designated time each week for art, music, physical education, media/library, and computer lab. We also offer a variety of computer-based and small group interventions for students who need extra academic help; accelerated learning activities for students who are demonstrating mastery of grade level skills; the 21st Century *Bridge-to-Success* program, and other opportunities for academic enrichment.

We encourage you to read this handbook and the *Student Guide* carefully to learn more about S. Ellen Jones Elementary and our school corporation. Feel free to contact us with questions you may have after reading the handbook or with any other questions you may have throughout the school year. Your input is always valued.

Please join us in making S. Ellen Jones a great place to learn, grow, and develop our S.T.A.R. potential as readers, writers, and mathematicians!

The Staff of S. Ellen Jones Elementary

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We hope that this index is helpful to you as you use this handbook. If you have any questions about where to locate something in the handbook, please call the school office at 812-542-5508. We would be glad to help you!

ARRIVAL/DISMISSAL TIMES & PROCEDURES

The care and safety of our students is our primary concern at S. Ellen Jones. Our arrival times are governed by the availability of staff members to adequately supervise students before school. Every student receives a free breakfast in the classroom. Students should arrive between 7:45 and 8:00 a.m. We cannot allow students into the building before 7:45 a.m. because we do not have staff available for supervision before that time. **Students should not be dropped off or sent to school before 7:45 a.m**. as they will be unattended. Students who arrive after 8:00 a.m. will be counted as tardy.

Please follow the arrival and dismissal procedures outlined below. These procedures were put into place in the fall of 2010 in order to create a safe and orderly arrival and dismissal process.

ARRIVAL & DISMISSAL PROCEDURES:

Buses: Use Culbertson Avenue Door #1 for arrival and dismissal (No other vehicles use Door #1)
***Walkers: Enter through Door #1 (7:45-8:00 a.m.). Dismiss through Ritter Park Door #2 (2:25-2:35 p.m.).**
Daycares: Use Door #8 from 7:45-8:00 a.m. & from 2:25-2:35 p.m.
***Car Riders: Use Door #7 from 7:45-8:00 a.m. & from 2:25-2:35 p.m. You will receive a Car Rider Number at the start of school.**

Please do not send or meet your child at a door from a car that you park along the street. That would make your child a Car Rider.
Daycare vehicles and cars should be in place by 2:25 p.m. each day. Daycare vehicles MAY choose to pull into a vacant parking spot, if one is available. Daycare vehicles MAY have to circle the block in order to avoid blocking traffic. No vehicle may block traffic along a city street.

NOTE: ***Arrival or dismissal procedures are subject to change at the beginning of the school year. You will be notified if there is a change in these procedures.***

It is very important for you to follow the directions of the adults who are "on duty" at each of our doors. These adults are following the directives of the building administrators and are there to keep your child safe. Car riders and daycare students will be released ONLY to vehicles that are using the lane next to the school building. Students will not be allowed to cross any lane of traffic to reach a vehicle. Please be considerate of others in line at all times.

Our dismissal time is 2:25 p.m. You must call the school office no later than 1:30 p.m. in order to change how your child will go home at dismissal. Our staff has been instructed to follow the dismissal form directions unless the parent/guardian has made a change.

Teachers are responsible for student supervision and are not available to talk in the mornings or during dismissal. If you wish to meet with your child's teacher, please make an appointment through the school office. We would be glad to meet with you!

ATTENDANCE POLICY AND PROCEDURES (NAFCS)

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 office of a student's absence. When reporting the absence please use the attendance line (812-542-8101) and provide complete information as to child's name, teacher, request for picking up homework, 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

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.

Early Dismissal-Definition

Requests to release children from school prior to 2:30 p.m. create 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.

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.[i]

Anti-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.

(f) 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.

(g) 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.

(h) 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.

CHECK IN/CHECK OUT

Parents are asked to avoid removing students from school during the regular school day. If an emergency occurs and you must remove your child during the school day, a parent will need to come to the school office to sign out the child**. Only the parent, legal guardian, or someone listed on the enrollment form will be allowed to sign out a student during school hours**. **This also applies to people picking students up in the office after school.** Adults signing students out may be asked for personal identification. PLEASE DO NOT BE OFFENDED. THIS PROCEDURE IS IN PLACE TO PROTECT YOUR CHILD. Please try to schedule all doctor and other appointments after school hours. We want your child to receive the best possible education, so every minute of time is precious.

*Important Note: Child custody and court orders sometimes dictate that children are not to be released to certain individuals. The school office MUST have a copy of the court's ruling on file so we can honor these orders.

COMMUNICATION

The office staff at S. Ellen Jones Elementary is committed to being friendly, kind, and helpful to families and visitors. They are known to go above and beyond to help our students and family members. *Please remember that our office staff is not usually able to help you with information regarding a complaint and will refer your questions to the building administrator as soon as possible*. If you wish to make an appointment with a teacher or administrator, please do so by calling the school office. You may call us at 812-542-5508 during the school day. We will make appointments with teachers through the office or put you through to the teacher's voice mail system. The office staff has been instructed NOT to interrupt our instructional day. Staff members will return calls at their earliest convenience.

CONFERENCES

A close line of communication and understanding between the parent and teacher will have a very positive impact on your child's school success. We can communicate most effectively through individual parent-teacher conferences. The New Albany-Floyd County School Corporation will hold a parent-teacher conference day for students in kindergarten through 6th grade on Tuesday, November 6, 2018. Additional conferences may be initiated by either the parent or the teacher. Conferences should be set by appointment. This may be done by calling the school office, sending a note to the teacher, or by indicating a request for a conference on the progress report.

COUNSELING

Our School Counselor is available to your student for social & emotional support. In addition, she is an excellent contact person to help connect families with social services. She is employed by the New Albany-Floyd County Consolidated School Corporation.

CROSSING GUARDS

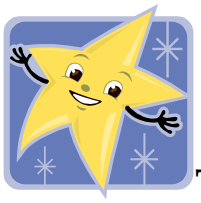
Crossing guards provided by the City of New Albany will be stationed at three intersections in the mornings and at dismissal times. Please impress upon your child the importance of cooperating with the crossing guards and obeying rules for the careful crossing of streets.

CURRICULUM

Our academic curriculum is based on the *Indiana Academic Standards* and the *College and Career Readiness Standards* as set out by the Indiana Department of Education. All students in grades K-4 receive instruction in language arts/reading, mathematics, social studies/citizenship, science and health. Computer instruction is also provided. Students in K-4 also receive regular instruction in library/media, computers, art, music and physical education. Teachers utilize a variety of techniques and teaching strategies to meet the individual needs of students. **All students are required to fully participate in our home practice program.** If circumstances at home do not allow you to support this program, your child will be required to read with a staff member after school on Mondays through Thursdays. Parents are responsible for transporting children home at 3:00 p.m.

DAYCARE

Several area daycares transport students to and from our school. Please call the daycare for rate information. Daycare students are to arrive and dismiss through Door #8 on 11th Street.



The *SEJ S.T.A.R. Way!*

DISCIPLINE POLICY/*SCHOOLWIDE POSITIVE BEHAVIOR SUPPORT PLAN*

We take pride in the overall behavior of students at S. Ellen Jones Elementary and provide each student with maximum opportunities to acquire an excellent education. No student has the right to interfere with another's opportunity to learn due to poor manners, inappropriate actions, or lack of consideration. School discipline is simply a matter of courtesy, manners and attitude. Please remind your child that all staff members have equal authority at S. Ellen Jones Elementary. Students are expected to do what is asked of them while under the watchful eye of any staff member.

School rules and policies apply on the school grounds; going to and from school; at the park; on a school bus; and at events where our school is represented such as field trips, programs, or athletic events—regardless of the place or time. In the event of student misconduct, appropriate disciplinary action will be taken.

When a student chooses to ignore opportunities to change his/her behavior as requested by an adult in our building, she/he may be disciplined by a teacher or administrator. Please read the *New Albany-Floyd County Consolidated Schools Student Guide for Student Rights and Responsibilities* located at the end of this handbook for information regarding disciplinary actions, suspensions and expulsions.

S. Ellen Jones has a small time-out room in the office to provide a secure space for students to use as a place to get themselves ready to return to class in the event they are having difficulties in the classroom setting. Students are placed in the time-out room for only short periods of time and are supervised closely by office staff. It is always our goal to keep everyone safe and secure and to return all students to their regular classroom setting as soon as possible.

It is the responsibility of each student to know and obey the rules. Please help your child understand that the following behavior is unacceptable:

a. Fighting
b. Verbally or physically hurting another person
c. Destruction of school or park property, or another student's property
d. Unacceptable language or gestures, profanity, or vulgarity
e. Repeated disruption of the classroom

f. Cheating
g. Theft
h. Obscene or suggestive dress
i. Bullying
j. Trading personal belongings with others. This includes pierced earrings, clothing, etc.
k. Racial/sexual jokes, remarks, or harassment
l. Use or possession of cigarettes, drugs, alcohol, or look-alikes
m. Leaving school grounds or designated areas without permission
n. Chewing gum or eating candy

It is the responsibility of all students to be courteous and obedient in response to directions from school personnel.

Once a student comes on school grounds, he/she may not leave under any circumstances without going through the proper dismissal procedures.

SCHOOLWIDE POSITIVE BEHAVIOR SUPPORT PLAN:

S. Ellen Jones Elementary has developed and implemented a Schoolwide Positive Behavioral Support Plan (SW-PBS) to ensure that all members of our school family are provided a setting that is safe and disciplined. Our plan consists of several components, including: an adherence to the principles of *Safety, Trustworthiness, Kindness and Responsibility* for all; established procedures that are consistent and expected throughout the building, voice level expectations appropriate to the setting; a system of rewards for appropriate behavior; a plan to address peer-to-peer aggression; and *Conscious Discipline strategies*. These components are described in more detail below.

S. Ellen Jones Elementary students are Safe, Trustworthy, Always Kind, and Responsible: The SEJ S.T.A.R. Way

SAFE: Following all school rules and procedures to keep ourselves and others safe and secure at all times.
TRUSTWORTHY: Acting in a way that allows you to hold your head high and using good manners at all times.
ALWAYS KIND: Being nice to each other in actions and words.
RESPONSIBLE: Doing the right thing because it is the right thing to do—even when no one is looking.

ESTABLISHED PROCEDURES:

We have established procedures for all "common areas" in the building. Staff members spend time the first few weeks of school reviewing these procedures (*The SEJ S.T.A.R. Way)* with all

students and review these procedures at various times of the school year. Procedures are posted in all common areas so that staff members and students can refer to them in the event that someone forgets a procedure. The common procedures eliminate the possible confusion of "different rules for different people" and allow all adults and students to effectively monitor behaviors in a pleasant and productive manner.

VOICE LEVELS:

Our SW-PBS plan includes a "code" for voice levels. Students and staff practice voice levels that are appropriate for the setting. A simple hand signal can be used to remind students and staff members of the appropriate voice level for a situation. The voice level system can be described as follows:

Level 0: No one can hear you. (Silence)
Level 1: The person right next to you can hear you. (Almost a whisper)
Level 2: The people at your table can hear you. (Quiet voice)
Level 3: The room can hear you.

PLAN FOR PEER-TO-PEER AGGRESSION/BULLYING PREVENTION:

Our school corporation has a bullying prevention program which follows four basic rules:

- We will not bully others.
- We will try to help students who are bullied.
- We will include students who are easily left out.
- When we know that someone is being bullied, we will tell an adult at school and an adult at home.

All students have the right to an environment in which they feel safe both physically and emotionally. Our Bullying Prevention Program includes a plan to respond to incidents of peer-to-peer aggression. The plan includes an emphasis on helping students recognize their actions as unsafe or unkind and how their actions impact those around them. Students then identify more appropriate ways to solve their problems or address issues. A rubric is used to determine the consequence for the behavior. Students are required to call their parent/guardian and parents are asked to sign and return a letter which summarizes the incident. This process is intended to join the school and families as partners in helping all students grow and complements the principles of *Conscious Discipline* and *Safety, Trustworthiness, Kindness, & Responsibility*.

CONSCIOUS DISCIPLINE:

All staff members have received training in the principles of *Conscious Discipline.* This program was developed by Dr. Becky Bailey and is widely used across the United States to create a relationship-based community model of classroom management. Its goal is to create a school

family of problem-solvers by actively teaching anger management, helpfulness, assertiveness, impulse control, cooperation, empathy, and problem-solving.

ACKNOWLEDGEMENT SYSTEM:

Our acknowledgement system focuses on NOTICING what students do well so that we can reinforce positive behaviors. Staff members and other adults are encouraged to give specific feedback on what they notice a child doing rather than saying something like "good job" or "way to go." In addition to this specific feedback, our acknowledgement system will include specific celebrations including but not limited to Student of the Week, good attendance recognitions, STARs of the Month in Art, PE, Music, Learning Lab, and Library, and the Principal's S.T.A.R. Student Club membership.

The *SEJ S.T.A.R. Way*

THE SEJ S.T.A.R. Student Promise:

Our entire school family makes the following "promise" to each other a minimum of one time per week:

As an SEJ Shining S.T.A.R., I promise to be
SAFE
TRUSTWORTHY
Always KIND, and
RESPONSIBLE.

DRESS CODE/STANDARDS OF DRESS

Parents are responsible for seeing that their children arrive at school appropriately dressed, clean and ready to learn. We have adopted the following dress code for students:

1. Clothing is to be clean, properly fitting, and appropriate for the weather.
2. Clothing with inappropriate writing or pictures is not permitted.
3. All skirts and shorts are to be of appropriate length.
4. Students must wear appropriate shoes or boots. No flip flops, high heels, platform heels, "backless" shoes, or shoes with wheels are allowed at any time for safety reasons. Sneakers or tennis shoes are encouraged.
5. Students may not wear baggy clothing, tank or strapless/spaghetti-strap tops, or belly shirts.

6. Students may not wear hairstyles/colors, chains, tattoos, bandannas, artificial nails, hats, jewelry (no body piercing or dangly earrings), gang-associated or other clothing that may distract from the educational process.
7. Hats/bandannas/hoods are not to be worn inside the school building.

We have air-conditioning in every classroom and rooms tend to stay very cool. Our "shorts season" generally runs from Derby Day to Harvest Homecoming. However, the principal may communicate through the newsletter to let parents know when "short season" begins and ends based on the overall temperature of the building. Students are not allowed to wear jackets or coats in the classrooms. Children should dress comfortably for physical activity and stretch breaks. Tennis shoes are required for physical education classes. Please note that students may not have their pictures made on "picture day" in anything that normally would not be considered acceptable dress for school.

EMERGENCY DRILLS (NAFCS)

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

- fire drill
- take cover (manmade occurrence) drill per semester
- 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.

ENTRY AGES

Kindergartners must be five years old by August 1 to enter school. Parents are to make an appointment with the principal if they would like to have their child tested for early kindergarten entry. Preschoolers must be four by August 1 to enter school. Early entry is not offered to preschool aged students.

All children must have a completed health form on file. The forms are available in our office. Parents need to provide an updated immunization records, the child's social security information, and the child's birth certificate in order to enroll a child in any early childhood program. This information will be maintained in the child's permanent record.

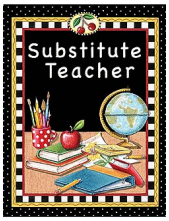
FIELD TRIPS

While it is unlikely that your child will participate in many field trips during the 2018-2019 year, please remember that field trips are designed to enhance the educational opportunities of students. They are aligned with the *Indiana & College and Career Readiness Standards* and provide our students social and educational opportunities that cannot be provided in the school setting.

Parents may be asked to chaperone field trips or attend these trips with their child. All adults who attend field trips are required to pass a Limited Criminal History (LCH) check which can be easily arranged through our school office. Adults who attend field trips should not bring other children along on the trip, take their own child away from the school group, or take their own child home from the trip. Adult chaperones do not usually ride the school bus to and from field trips due to space limitations. All students are to ride the school bus to and from field trips.

GIFTS FROM CHURCHES & CIVIC ORGANIZATIONS

S. Ellen Jones has the support of many groups in our community. As a result, we receive items such as Blessings in a Backpack (food bags sent home weekly), gift bags, backpacks, or school supplies at different times of the year. Some of these traditions of giving are long-standing, and the donors receive great joy from completing these acts of kindness and sharing with our children. If you would ever prefer that your child not receive these gifts, just call the school office at 542-5508 and let us know. We will, of course, respect your wishes.



GUEST TEACHERS

The most common reason for having a guest teacher occurs when the regular teacher is ill. However, guest teachers are also used when regular teachers are on leave for personal business, professional training, or family emergencies. Students are expected to be very courteous and respectful to guest teachers. Any misconduct in the classroom will be dealt with immediately.

HEALTH SERVICES (NAFCS)

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 the medication is 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 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 must be treated and checked by school personnel before being admitted to class the next day. According to New Albany-Floyd County School Board Policy, classroom head checks will not be done.
4. Vomiting.
5. Diarrhea.

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.

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. If a school nurse is present, she may use a lifesaving medication called an EpiPen according to orders from the Floyd County Health Officer. 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.

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.

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 causes 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, with a booster dose at 16 years old. The meningococcal vaccine is required for 6th-12th grade students to attend school.

HEAD LICE

Students are sent home if live lice have been found in their hair. Parents will be notified if nits or lice are found on their child. Students must be checked by the school nurse or office personnel before they can return to school. Please be aware that it is best to avoid typical arrival and dismissal times because the office staff is quite busy at those times. Parents should bring the completed form and their child to the main office and wait with them in the clinic until the child has been approved for returning to the classroom. Please see the next section for helpful information about Head Lice.

WE CAN GET RID OF HEAD LICE!
IF YOUR CHILD GETS HEAD LICE, FOLLOW THESE INSTRUCTIONS.

CARE OF PERSON

1. Apply lice shampoo to **the head of every person** in the household.
2. Use **two (2) full ounces** of lice shampoo to saturate **dry** hair.
3. Leave lice shampoo on hair for the amount of time stated on the bottle.
4. Add small quantities of water. Work lice shampoo into hair and scalp until suds form.
5. Rinse hair with plenty of warm water.
6. Remove dead lice and nits (eggs) from hair with a lice comb or finger tips.
7. Repeat the above treatment in seven (7) days.

CARE OF CLOTHING AND PERSONAL ITEMS

1. Wash immediately in hot sudsy water all clothing worn in the past two (2) days.
2. Dry clean any clothing that is not washable.
3. Wash combs, brushes (all hair items) in hot sudsy water.

CARE OF HOME

1. Wash immediately all bed linens on all beds used in the past two (2) days.
2. Vacuum all mattresses, carpets, and upholstered furniture, and dispose of vacuum bag outside.
3. Stuffed animals or stuffed toys must be sealed tightly in a plastic garbage bag for two (2) weeks, then removed and vacuumed.

SPECIAL ATTENTION!!!

1. Child must be treated immediately and returned to school within 48 hours of exclusion or be considered truant. The readmit form must be signed by a school nurse. When school is in session, head checks are done in the office.
2. All other family members and close associates such as grandmothers, grandfathers, aunts, uncles cousins and friends should be checked for head lice and treated immediately if lice or nits (eggs) are found.

HOW CAN YOU HELP?

1. Check your child and family members' hair frequently.
2. Report all cases of head lice or suspected head lice to your school principal or school nurse at 949-4295.
3. Encourage your child **not to share** combs, brushes, hats, or other personal items!!
4. If you have any questions regarding the above information, contact your school nurse at 949-4295.

YOUR SCHOOL NURSES

HOME PRACTICE POLICY (NAFCS)

Philosophy:

Educators and parents want to insure the success of all students. Therefore, a clear policy for assigning and completing home practice is important. Home practice 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 homework 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:
5-6 yrs (1st grade) 25-30 minutes
11-12 yrs (grade 6) 60 minutes
17-18 yrs (grade 12) 90 minutes

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.

Student's Role

1. Always clarify any questions you may have before leaving the school or class. Writing down assignments helps 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.

Principal's 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 homework practices.
2. Communicate the district policy to teachers, parents, students, and the community.
3. Encourage homework that reinforces concepts and benefits students.
4. Assist parents and teachers if problems with home practice occur.
5. Evaluate and revise home practice as needed.

Teacher's 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.

Parent's Role

Parental 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 their child does his/her home practice while providing encouragement and assistance.

HOME PRACTICE TIPS FOR SUCCESS

A parent can help his/her child become aware of skills that make learning easier and more enjoyable. Parents can help their children by arranging a quiet place to work and by making sure that all assignments are completed. Parents can help by:

- Reading to/with your child.
- Reviewing papers and having/helping the child correct errors.
- Drilling the child orally on spelling words or math facts.
- Supervising home practice assignments.
- Reinforcing the teacher's homework policy.
- Communicating with the school when you have questions.
- Attending all conferences.
- Attending school sponsored events.

INCLEMENT WEATHER

There may be times when it will be necessary to delay the start of the school day or to close school due to extreme weather conditions. The Superintendent has implemented an inclement weather plan which has worked successfully in communicating with the school community. Please keep the following items in mind when faced with bad weather:

- Please make sure that our school office has a working telephone number for you so that you will receive the calls about closings and delays from our automated system.
- Beginning at 6:00 a.m., listen to one of the major television or radio stations for information:
  RADIO = WNAS at 88.1FM or WHAS at 840 AM
  T.V. Cable Channel 25 or WHAS Channel 11
- Please do not call the administration building or school office. The telephone lines are needed for communication between school district officials.
- Please make it your **FIRST PRIORITY** to make arrangements for a place other than home if your child/children will be left alone when there is a closing, delayed opening or an early dismissal.
- Due to the high demand for telephone lines, it is impossible for us to reach parents in the event of an early dismissal. Please make arrangements for your child **before** an early dismissal occurs.
- All before school, after school, and evening events are cancelled when an early dismissal or school closing is announced.

Two Hour Delays:

- School Hours for a Two Hour Delay Day: See inside front cover.

Students may be held until threatening weather passes when a major lightning storm or other threatening weather is occurring at the time of dismissal. Many parents are not available to pick up their children and we do not want children walking home in severe weather conditions. We ask that parents be sensitive to the situation and not become alarmed if the children are a few minutes late exiting the building. Parents are welcome to "come in out of the weather" themselves and wait in safety.

KINDERGARTEN ORIENTATION & INFORMATION

We will offer kindergarten orientation sessions on an evening before the first day of school.

Parents are welcome to bring their kindergartner to school on the first day of school. Please park on the side of the street next to the school and use Door #1 on the first day.

When your kindergartner arrives on the first day of school, he/she will be directed into the classroom for breakfast. Staff members will be available to help direct families through the building. We will ask parents to say their goodbyes to the children in the activity center.

Parents will be able to see their child walk into the kindergarten room doors from the activity center location. It provides emotional support to the children if they see their parent looking

happy and excited for their new adventure to begin. Please smile and wave goodbye to them as the teacher and assistants walk the students into their rooms.

Please help your child memorize his or her 5-digit student lunch number as quickly as possible. This will be their number as long as they are in NA-FC schools, and it will allow them to purchase their meals. They will receive their number the first week of school.

LOST AND FOUND

Children often lose and misplace things. We suggest you put names on items brought or worn to school. When a lost article is turned in, we place the item on the wall rack by the gym. Students and parents are welcome to check this area for lost items. Smaller items such as money, jewelry, keys, glasses and buttons are placed in the school office. We send all unclaimed items to Goodwill periodically.

MAKE-UP WORK/MISSING ASSIGNMENTS

There is no way a student can totally make up instruction missed when he or she is 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 practice sheets 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 the school day begins that you are requesting homework or make-up work, we cannot guarantee materials will be ready by the end of the day. Please follow the outlined procedures when requesting assignments:

- Notify the school or appropriate teacher at the beginning of the school day of the request for homework or assignments. Please tell us the name of the adult who will be picking up the work or the name of the child to send work 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 do so.

- 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 from the secretary in the school office.

- Since special effort is made by the teachers to supply assignments and materials, it is expected that the student will complete the work and return it to the teacher. Credit will be given for completed work only if it is returned in a timely manner.

- Requests for assignments for pre-approved absences should be directed to the building principal.

PARENT INVOLVEMENT ACTIVITIES

S. Ellen Jones Elementary will offer a variety of Parent Involvement Activities over the course of the school year. You may be invited to a Kindergarten Parent Activity; a Family Fun Learning Night; a Reading, Writing, or Math Celebration; or any of a variety of parent involvement events. We offer these activities to help connect what your child is learning at school with what you do with them at home. Activities are sometimes offered during school hours and then repeated again in the late afternoon hours in an effort to make them available to parents who work different schedules. Because these activities usually happen within a regular classroom setting, it is best if younger brothers and sisters stay at home. We know, however, that finding childcare is not always possible and want you to attend the activities. Four evening parent involvement activities are scheduled each year. Attendance at any of these activities also counts toward your *Three for Me* volunteer hours.

See the *Three for Me* letter in this handbook for more information.

PARENT VOLUNTEERS

Thirty years of research clearly shows that parent involvement in schools improves student achievement. We encourage you to be an active participant in school activities. If you can help out at celebrations, programs or volunteer in the library or classrooms, we would welcome your help. Parents who wish to volunteer in the classrooms are to schedule these times with the classroom teacher. The classroom teacher will notify the school office so that they can welcome you into the building and assist you with the sign-in process. All parent volunteers are required to participate in a brief orientation prior to volunteering in the classroom and have proper paperwork on file in the office. An orientation meeting will be scheduled shortly after school begins. All adults who volunteer are required to pass a Limited Criminal History (LCH) check which can be easily arranged through our school office. S. Ellen Jones is asking parents to participate in our *Three for Me* program. *Three for Me* is a promise from parent to school and from parent to child to participate in school activities 3 hours per year. Now, that's an easy promise to make and keep!

PARKING INFORMATION

Our staff parks in the front parking area (Door #1). Parents are not allowed to drive through the parking area in the mornings or afternoons during arrival (7:30-8:00) and dismissal (2:10-2:45) times. Parents and visitors may use any parking area at other times of the school day.

PARTIES

In order to protect our valuable instructional time and in an effort to respect the beliefs of our families, S. Ellen Jones Elementary offers only limited classroom parties. Students are **not** allowed to wear costumes to school for any reason, including holidays. You may receive information about a fall celebration, a winter celebration, and a Valentine's celebration through school and class newsletters during the school year. Teachers will usually ask for contributions to the parties in the form of cookies, drinks, or other treats. Treats should be pre-packaged and we do not accept drinks that are red in color or high in caffeine. We are offering our students healthy food choices as often as possible**.** Please respect your teacher's wishes and directions regarding the types of treats accepted for a class party. If you would like to attend a class party, please let your child's teacher know that you plan to attend. ☺

We do not celebrate student birthdays during instructional time. Birthday treats *may* be accepted if prior arrangements are made with the classroom teacher, the teacher agrees to distribute the treats, and the treats meet our criteria. Please do not send items such as balloons or flowers to the school for your child.

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.

PETS IN THE BUILDING

Some teachers have pets in the room as a class project, i.e. baby chicks hatching, hamsters, fish, etc. If your child has an allergy to one of these animals, please make the teacher aware of the problem by bringing in a doctor's statement. Proper arrangements will need to be made. PETS ARE NOT TO BE BROUGHT INTO THE SCHOOL BUILDING UNLESS PRIOR APPROVAL HAS BEEN GIVEN BY THE TEACHER AND BUILDING PRINCIPAL.

PARENT TEACHER ORGANIZATIONS

S. Ellen Jones welcomes the active involvement and support of family members in our school. We often ask you for feedback about our instructional programming or changes to our policies. Our Assistant Principal/Title I Coordinator organizes several events for and with parents throughout the year and coordinates activities such as celebration nights, *Boxtops for Education*, etc. Volunteer sign-ups occur at our Open House and other events throughout the year. However, feel free to contact our Assistant Principal at 812-542-5508 at any time during the school day if you have an idea or would like to volunteer.

PIRCs:

Indiana's Parent Information Resource Centers are designed to improve student achievement by creating family-school-community partnerships. PIRCs meet families where they are, reach out to provide parents with information about the choices and opportunities available to them for their child's education, and offer programs that are family-friendly by providing information at times and places and in languages that work for the parents in the community. For more information, contact the Indiana Partnership Center, 921 E. 86th Street, Indianapolis, Indiana, 46240 (317-205-2595 or 1-866-391-1039) or visit their website at http://www.fcsp.org.

REPORT CARDS/PROGRESS REPORTS (NAFCS):

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

Grading Scale:

100-99%:	**A+**	**98-92%:**	**A**	**91-90%:**	**A-**
89-88%:	**B+**	**87-82%:**	**B**	**81-80%:**	**B-**
79-78%:	**C+**	**77-72%"**	**C**	**71-70%:**	**C-**
69-68%:	**D+**	**67-62%:**	**D**	**61-60%:**	**D-**

59% and below: F

RESTRICTED ITEMS

Students frequently want to bring items to school that may detract from the school program or are potentially dangerous or forbidden from school. Restricted item(s) will be taken and held until the parent can come to school to reclaim the item(s). They include (among other things): chewing gum, candy, soft drinks, pacifiers, matches, lighters, cigarettes, make-up, body glitter, firecrackers, any explosive device, knives or sharp instruments, spray paint, drugs of any kind without physician's approval on file in office, obscene pictures or literature, guns of any type (including toy guns), toys, videos, handheld games, radios, tape players, CD or MP3 players, recording devices, PDAs, cell phones, and any other items judged to be harmful or disruptive

to the educational process. It is suggested that students do not bring more than $1.00 to school for spending.

RITTER PARK

Our park is monitored as part of the school grounds. Disciplinary infractions which occur in the park are subject to consequences. Crimes that occur in the park may be turned directly over to juvenile probation or the police department since the park belongs to the City of New Albany. The park is maintained and monitored by school system employees as well as local city officials.

SAFE SCHOOL HOTLINE (NAFCS)

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 **812-542-2230**. 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 BUS SAFETY

Dear Parents and Students:

Like you, the New Albany-Floyd County Consolidated School Corporation is interested in obtaining optimum safety for all students who ride the buses. It takes the earnest cooperation of students, parents, principals, and bus drivers to achieve this prime goal in pupil transportation. This letter is asking for that type of cooperation by sharing with you the major points concerning school bus safety.

"All school children, while being transported on a school bus, shall be under the 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." (1965 Acts of the General Assembly, Chapter 260).

We would like for you to discuss and understand the rules which have been instituted for the safety, comfort, and efficient operation of our bus fleet.

New Albany-Floyd County Consolidated School Corporation

Please make every effort to supervise your children at the bus stop in the mornings and to greet them at the stops in the afternoons. Kindergarten students are required to have someone waiting for them at the bus stop each day or they will likely be returned to school until a parent/guardian picks them up from the school office.

BUS SAFETY RULES

1. Obey the bus driver promptly and cheerfully. They are responsible for your safety and it is your job to help.

2. Be at your pick-up ON TIME. Show consideration for the property where your bus stop is located. Damage and destruction at stops results in discontinuance of these stops.

3. Wait your turn to load and unload the bus (no pushing). Do not stand or play on the road. Where there are no sidewalks, remain on the edge of the road facing oncoming traffic.

4. 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 and not in the aisle.

5. Misconduct such as profanity, boisterousness, throwing things, destruction of school property, fighting, arguing, loading or unloading improperly, lighting matches, smoking, changing seats when the bus is in motion, eating on the bus, insolence, or obscene gestures shall be cause for dismissal of the student from the bus. A formal complaint form or bus conduct report will be given to the principal and a school official shall make contact with the parent. Permanent suspension may be made for flagrant violation of school transportation rules

6. Where it seems advisable and appropriate, a driver may assign a student a specific seat on the bus and the student shall occupy that seat. Changes in seat assignments may be necessary and will be made by the driver in charge of the bus.

7. Drivers are NOT permitted to allow passengers to load or unload at any point other than those specifically assigned to each student except by WRITTEN request from the parent and APPROVAL by a designated school official.

8. Students who have to cross a road at a loading point or after unloading shall do so on a driver signal at a point 10 feet in FRONT of the bus. This allows the student, and driver to make eye contact. Students refusing to cross in front of the bus will be denied use of the transportation.

9. Band instruments that can be carried on the bus without taking up room of another student or blocking the aisle or exits may be carried on the bus. When there is a differing point of view, the school principal shall make the determination.

10. Animals such as snakes, mice, pets of any type MAY NOT be brought on a school bus. Students are not allowed to take animals into the school building.

SCHOOL INSURANCE

Accident insurance is available for those who would like to purchase the coverage. Insurance application forms are provided at registration or in the school office.

SCHOOL HOME OUTREACH COORDINATOR

S. Ellen Jones utilizes grant funds to provide for our School Home Outreach Coordinator. This allows us to employ a social worker to assist with attendance and to assist parents in finding resources, as needed.

SCHOOL LIBRARY/MEDIA CENTER

Each class will visit the school library/media center once a week for 40 minutes. During that time, they will work on a variety of activities and will be assisted in making appropriate book choices. Kindergarten and 1st grade students will "check out" one book each. Second, third and fourth grade students may "check out" two books each. All books should be returned the following week during their regularly-scheduled library time. Students who do not return their books on time will not be allowed to check out another book until the original book is found and returned. If a book cannot be found, the student will be charged a replacement fee ($10 for hardback books and $5 for paperback books). The library is also available at other times for classes or individual students to do research, read, or study quietly. Our Media Paraprofessional welcomes parent volunteers in the library!

SCHOOL LUNCH PROGRAM

New Albany Floyd County school cafeterias are meeting tough new federal nutrition standards for school meals, ensuring that meals are healthy, well-balanced and providing students all the nutrition they need to succeed at school. The Food & Nutrition Department provides both breakfast and lunch services. Please visit www.NAFCSNUTRITION.com for more information on menus, Free & Reduced Price Meal benefits, meal prices, and *MyPaymentsPlus*.

All students at S. Ellen Jones may eat breakfast and lunch at no charge regardless of the family's income. This is a federally funded program. No breakfast or lunch money is collected, but students are required to enter a five-digit number to obtain the meal. Please help your child memorize this number as soon as possible. Please encourage your child to eat school breakfast each day. Students are never allowed to share food with others. You will receive a "menu" for the entire school year.

Students may choose to bring a sack lunch and drink from home. Carbonated beverages are not allowed. Students may purchase milk or water from the cafeteria. Parents who wish to eat lunch at school may do so for the adult cost. Parents are asked to let the cafeteria know by 9:30 a.m. if they plan to have lunch with a student.

SCHOOL NEWSLETTER

The *S. Ellen Jones STAR-Gram* newsletter is sent home with each student on Fridays. Please consult this newsletter for special activities, field trips, and other events which occur throughout the school year. It is a valuable means of communication between the school and home. Encourage your child/children to bring the school newsletter home and spend some time reading it together!

SCHOOL PICTURES

Class and individual pictures are taken each year. Notice of the designated day will be sent home in advance. The school picture date will be publicized during registration, if known. Please see the *Dress Code/Standards of Dress* section regarding dress for school pictures.

SCHOOL TEXTBOOK RENTAL/FEES

A rental fee and/or course fee for use of books and supplies are charged each year for each grade level. Fees are due at the time of registration/enrollment and cover the cost of books, art supplies, and test materials. Partial payments are accepted and a deferred payment contract may be arranged with the clerk. However, the entire amount must be paid by December 1st. Fees that are not paid by December 1st will be turned over to a collection agency. At that time, a "collection fee" will be added to the amount(s) owed. If a child moves out of the school district, a refund will be given. This refund is based on a schedule which is uniform throughout the School Corporation. Consult the school office for information about the refund procedure.

SCHOOLWIDE THEME

Our overall SEJ theme is *The SEJ S.T.A.R. Way*. In addition, we have chosen an ocean theme as our whole-school academic theme for 2017-2018. Academic themes provide a unified sense of identification for our students and staff as we promote a love of reading and literacy throughout the school year. We are looking forward to having many theme-related activities, events, and decorations related to this fun theme.

SNACK BREAK

Not all teachers and classrooms have a snack break. It is dependent upon when the children's lunch schedule falls within the day. Teachers do not provide snack break items. It will be the parent's responsibility to provide a healthy snack for their child if the parent wishes for the child to have a snack and if the teacher has a snack break scheduled into the school day. Please check with your child's teacher to make sure that this time is schedule before sending snacks to school. These are some suggested items for students to bring for a snack break:

- *Yogurt*
- *Fruit Cups*
- *Vegetables (carrots, celery, etc.)*
- *Fruit (apples, bananas, etc.)*
- *Nuts*
- *Animal Crackers*
- *Fig Newtons*
- *Sunflower Seeds*
- **Low-Fat String Cheese*
- **Low-Fat Popcorn*
- **Vanilla Wafers*
- **Corn Nuts*
- **Beef Jerky*
- **Water*

STUDENT USE OF TELEPHONES

Use of the telephone by students is regulated. Students will be allowed to use the telephone only in the case of emergencies and with the permission of the principal, teacher, or secretary. Students have no need for cell phones at school. Cell phones will be collected and kept in the school office until a parent comes to claim them. Phones not picked up by the end of the year will be donated to charity.

SUSPENSION/EXCLUSION

A suspension signifies that the child's behavior has been so disruptive or dangerous that the only reasonable way to deal with the situation is to temporarily remove the child from the school environment. Reinstatement will not be granted until the principal and the student's teacher are satisfied that the reason for misconduct has been effectively eliminated.

The principal usually issues suspensions from school. Teachers may give temporary suspensions from the classroom. If your child is suspended from school, a parent/guardian must meet with the principal before the child may return to school.

Please see the *NAFCS Student Guide* for more information about suspensions, expulsions, and exclusion. A copy is provided in this handbook.

THREE FOR ME

Below is a description of our *Three for Me* program at SEJ. More information is provided in the section titled *Parent Involvement Activities.*

Thank you for making the *Three for Me* pledge to your child's school. Please sign in at the office each time you volunteer or complete a pledge activity. We will begin logging *Three for Me* hours at the beginning of the year and if you sign in at Open House, the Title I Parent Meeting, or a Kindergarten parent program in August, your *Three for Me* account will be credited.

We are very excited to have so many family members who recognize the importance of family involvement to the success of your child's education. We hope that each and every experience you have here at S. Ellen Jones is a positive one for you and your child. We want to do everything we can to make your experiences pleasant and worthwhile.

Below is a list of ***possible*** activities which will help you earn *Three for Me* hours. Please remember that all visitors must check in at the school office and pass a limited criminal history check (free to you) is required for all volunteers who work with students. An administrator will conduct volunteer training at scheduled times to help you become a more comfortable and productive volunteer. Happy Volunteering!

Field Trip Volunteer	Science Fair Helper
Field Day Volunteer	K Parent Event Attendance
Picture Day Volunteer	Grade Level Parent Event Attendance
May Cook-Out Volunteer	Health Fair Volunteer
Attend Parent Conference	Have lunch with your child
PIN Helper in Cafeteria	Room Volunteer
Attend Open House (& sign in)	Attend Performance (& sign in)
Library Volunteer	Backpack Volunteer
Be a Guest Speaker	Donation of food/supplies
Serve on Title I or PL221 Committee	

Teacher Helper (Homework Helper; Reading at School, Making A-Z books; Making Copies, etc.)

There are many other ways to earn these hours, but we hope this list will help you get started on the road to *Three for Me* success for you and for your child!
Call 542-5508 for more information!

TITLE ONE (TITLE I)

S. Ellen Jones is a Schoolwide Title I School which means that all students are eligible for services funded by Title I. We invite you to attend our annual parent meeting to review parent Rights and Responsibilities under Title I and strongly encourage you to give your input into our Title I and schoolwide programming. In addition, *School-Parent Compacts* are discussed and signed at Parent/Teacher conferences. The *School-Parent Compact* and the *Title I Parent Involvement Policy* are reviewed and revised each year with the help of our parents. We invite you to become an active member of these review and revise committees. A copy of our school's *Title I Parent Involvement Policy* is included in this handbook.

TRANSFER REQUESTS

Students must reside with their parent(s) in the S. Ellen Jones Elementary School neighborhood in order to attend S. Ellen Jones Elementary unless a transfer has been approved by the Administrative Services Center on Grant Line Road. If your family moves during the school year and you wish for your child to remain at SEJ, you simply need to fill out a "request to stay" form which is available in the school office. A child is allowed to complete the school year at our school as long as he/she maintains good behavior and good attendance. If a child is excessively absent, tardy (including leaving school early) or has difficulty maintaining appropriate behavior, you may be asked to enroll your child in his or her home school.

VISITORS IN SCHOOL

The New Albany Floyd County Schools will screen all visitors before allowing entry to our buildings. A valid state issued ID such as a driver license will be scanned upon your arrival. Our system will print out a badge that visitors will be required to wear during the visit. Our goal is to make sure our schools are secure and that we continue to create a welcoming environment for all of our visitors. (NAFCS)

All visitors to the building must enter the Culbertson Avenue entrance (Door #1) and sign-in at the school office to obtain the visitor's badge described above. The visitor's badge identifies an expected guest in the building and identifies the destination of the visitor. At the conclusion of their stay, visitors are asked to sign-out, return the badge to the office, and exit through Door #1. All other doors are locked for the safety and well-being of students and staff. We encourage parents to call the school office to set up conferences ahead of time with the teacher, school administrators, or both as the need arises. We will schedule these conferences at a time that is convenient for the parents and will not interrupt the regular instructional time in the classroom. *We ask that parents leave their children at the door in the mornings instead of walking them through the hallways so that we can more easily monitor which adults are in the building.* Parents who wish to speak with a teacher in the morning are required to sign in at the office, obtain a visitor's badge, and wait for the teacher to be notified by office staff. In addition, all adults who visit are required to pass a Limited Criminal History (LCH) check which can be easily arranged through our school office.

VOLUNTEERS

We would welcome your help during celebrations and programs or as a volunteer in the library or classrooms. All adults who volunteer are required check in at the school office as required by our visitor's procedure and to pass a Limited Criminal History (LCH) check which can be easily arranged through our school office. We love our volunteers! (See the **Parent Volunteers** section of this handbook for more information about scheduling and training.)

Title I Parent Policy for S. Ellen Jones Elementary School
2018-2019

S. Ellen Jones Title I Parent Involvement Policy will be developed by the leadership team which consists of teachers, administrators, and parents. The policy will be reviewed and updated as necessary on a yearly basis.

Our annual meeting will be held at the beginning of the school year. The school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parent involvement. At this meeting parents and caregivers will be given information about the Title I, Part A program, their parental rights and responsibilities, and opportunities to hear of Parent/Student activities offered throughout the year to promote parent involvement in their child's education. Parents of Title I students are invited to be involved in an organized, ongoing, and timely way to plan, review and improve policies such as the Parent Involvement Policy and School Wide Policy.
Parents will be provided with the following information (a detailed description of each is attached):

- Description of Title I Program
- School/Classroom Communication
- Description and Explanation of Curriculum
- Professional Development
- Assessments Used to Measure Student Progress and Proficiency Levels
- Parent Compact
- Parent Conferences
- Invitation to Join The Parent Community Advisory Committee
- Parent Resource Room Information
- Community Partnerships
- Parent Comments

Description of Title I Program

S. Ellen Jones is a Title I school. This means federal funding is provided to fund additional teachers, assistants, professional development, materials, and equipment to better serve the needs of the students. The amount of Title I funding depends on the number of students receiving free/reduced lunch and the academic achievement demonstrated on Statewide tests. Currently, Title I funds are used to pay for one literacy support teacher, one literacy coach, an assistant principal, and instructional assistants. Materials and supplies are purchased to support classroom instruction as funds allow. Other reasonable support for parental involvement activities are provided at the request of parents.

School and Classroom Communication

Parents will receive timely information regarding their child's progress. A weekly newsletter is also sent home each Friday or the last day of the school week. It includes information regarding upcoming events, parent as teacher tips, and student recognition. Specific classroom information comes from individual teachers via weekly newsletters, daily folders,

memos, email, phone calls, etc. Student folders and assignment sheets are two way communication tools and parents may utilize these for suggestions, input, and questions. Every effort is made to work with the ESL coordinator to ensure non-English speaking parents receive and understand all parental information sent home.

Description and Explanation of Curriculum

The Indiana College and Career Ready Standards are taught in all classrooms at S. Ellen Jones. The English/Language Arts standards are addressed through the Literacy Framework that consists of reading mini-lessons, guided reading, independent reading, and word study daily. Writing is taught in a workshop approach that consists of a mini-lesson, writing time, and share time daily. Mathematics standards are addressed through *The Five Easy Steps to a Balanced Math Program* which includes math review/mental math, problem solving, conceptual understanding, math facts, and common formative assessments. Daily acceleration in reading and mathematics is also provided to each student based on individual need. Social Studies and Science are integrated throughout the curriculum. Music, art, computer lab, media, and physical education instruction are provided weekly. Classrooms are equipped with computers, iPads, and Smartboards as technology is integrated throughout the curriculum. Counseling lessons are provided to each classroom by the building guidance counselor on a bi-weekly basis.

Professional Development

Teachers at S. Ellen Jones have received training on Conscious Discipline and Schoolwide Positive Behavior Support. Staff members will continue to receive training during the 2018-2019 school year on assessing students using the Assessment Summary Chart, Reading Progress Chart, Target Skills for Primary Writers' Checklist, and Developmental Word Knowledge Inventory. Staff will continue to monitor student learning through progress monitoring of reading skills, the DRA2, and Common Formative Math & English Language Arts Assessments. The staff will receive ongoing support on how to utilize the data to make changes to instruction. Activities will be conducted to help encourage and support parents in more fully participating in the education of their children (such as Family Fun Nights, Grade Level Daytime Parent Events, and Parent Resource Center Access).

Teachers meet with grade level teams weekly to analyze student work in reading, writing, and math and determine specific strategies to address the immediate needs of the class. This information is also used to pinpoint specific professional development needs.

To help build ties between parents and the school, the staff will participate in professional development in the areas of communicating with parents as equal partners and implementing effective parent programs.

Assessment Used to Measure Student Progress and Proficiency Levels

- **ISTEP** is the statewide test given in March/April/May to students in grades three & four. This test of basic skills assesses the areas of English Language Arts and Mathematics. Results are returned by the state of Indiana and are used to determine the professional development needs for the teaching staff. ISTEP

scores are used to determine the effectiveness of instruction and are a component of the district teacher evaluation tool.

- **Report Cards and Midterms** are completed four times a year with conferences in the fall. In addition to the report card, parents receive information regarding the child's progress in reading (DRA2), writing (writing sample scores), and Common Formative Math & English Language Arts Assessment scores, which includes the proficiency levels students are expected to meet.
- **IREAD-3** (*Indiana Reading Evaluation and Determination) is given to all grade 3 students in March. The* assessment is used to measure foundational reading standards through grade three.

Parent Compact

The Parent Compact outlines how the parents, the entire school staff, and the students share the responsibility of improving student and academic achievement. The compact also outlines the means by which the school and parents build and develop a partnership that helps children achieve the State's high academic standards. This compact is provided to parents in the Student/Parent Handbook and at the annual Title I Parent Meeting.

Parent Conferences

Every effort is made to communicate the progress of the child/children to the parents on a regular basis. Teachers meet with all parents at least once per year. Parent/teacher conferences are held in the fall and 100% participation is expected. In the case of an emergency, teachers can reschedule a conference time or, at the very least, have a phone conference. However, it is assumed when parents receive the Parent Compact, parents are a vital part in helping the student achieve academic success and will fulfill this obligation by attending parent/teacher conferences.

All teachers are willing to discuss the progress of any child anytime it is convenient and does not interrupt instruction. If a parent wishes to schedule a conference at a time other than the fall conference, the parent may contact the teacher through the office and a time will be scheduled.

The progress of each child is monitored closely. Parents may request regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as possible.

Invitation to The Parent Community Advisory Committee

All parents/caregivers are welcome and encouraged to join The Parent Community Advisory Committee. This allows parents opportunities for decision-making related to the education and enrichment of their child. These meetings are held monthly and are announced in the STAR newsletter. Members have opportunities to set/implement goals based on the needs of families and the community.

Parent Resource Information

Extra assistance is available for parents of children served by a Title I school. This assistance helps parents understand various topics such as, state academic achievement standards, student academic achievement standards, monitoring their child's progress, and improving their child's achievement. Parents will also receive strategies to help their child read, write, and solve mathematical problems. The school will provide materials and training to support parents in more effectively working with their children. For example, literacy and technology training will help parents to be more involved in boosting their child's academic achievement.

The Parent Resource Room is currently located in the office conference room. Our resources include various publications, books, games, homework materials, etc. and are available for parent check out. When the conference room is available, parents may view the items and check out the allowable amount to support their child at home.

Community Partnerships

S. Ellen Jones has formed partnerships with several area churches, schools, and a few area businesses. These organizations, such as Blessings in a Backpack, mostly provide food, school supplies, clothing, and other items on an ongoing basis. Our partnerships with various community supports also provide our students with sports opportunities and mentoring at the school. Afterschool Rocks, New Directions, and Our Place provide after school daytime and afterschool supports for character education and drug/alcohol awareness. S. Ellen Jones also coordinates with preschool, Head Start, and the middle schools to ensure smooth transitions for students. Other organizations wishing to partner with S. Ellen Jones will be considered.

Parent Comments

If the school wide program plan under section 1114(b)(2) is not satisfactory to the parents of participating children, the parents comments will be included on the plan when the school makes the plan available to the Local Education Agency.

S. Ellen Jones' School, Parent, & Student Compact

Teacher Will:

- Communicate regularly with families about student progress (progress reports & report cards 4 times per year, Common Formative Assessment results, and classroom assessments as well as behavior reports).
- Provide a warm, safe, and caring learning environment that enables children to meet the state's student academic achievement standards.
- Provide high quality instruction, based upon state and district standards, in a supportive, effective, and meaningful learning environment which includes daily home practice to reinforce and extend learning.
- Respect the school, students, staff, and families.
- Hold annual parent-teacher conferences in the first semester to discuss achievement.
- Provide reasonable access to the staff and opportunities to observe and participate in classroom activities.

Family/Parents will:

- Support my child's learning by sending my child to school on time every day.
- Ensure my child gets adequate sleep, proper nutrition, regular medical attention, and practices good hygiene.
- Provide my child with a quiet spot to complete home practice, assist my child with home practice and ensure practice work is complete.
- Make sure my child reads 20 minutes every day while at home.
- Limit the amount of television, electronics, and video games my child watches/plays.
- Volunteer in my child's classroom and/or attend parent events.
- Attend annual parent-teacher conferences, and participate in decisions regarding my child's education.
- Support my child's learning by finding a balance between school and extracurricular activities.
- Make sure I read all weekly classroom/school newsletters, daily/weekly behavior reports, and other notes from school.
- Serve on committees when asked to do so if possible with my schedule.
- Respect the school, staff, students, and families.
- Respect and support the school's expectations taught at school.
- Seek assistance from school as needed.

Student will:

- Attend school every day, on time and ready to learn.
- Talk to my family about my school day, so they can help me be successful in school.
- Know and follow the school and class procedures and come to school ready to learn and do my best work.
- Finish class work, home practice, and ask for help when I need it.
- Respect the school, school property, classmates, staff, and families.
- Read every day outside of school time.
- Respect and support differences in others.
- Support a bully free zone.
- Get enough sleep before school.
- Limit the amount of television, electronics, and video games I watch/play.
- Help take care of the school by cleaning up after myself and volunteering when possible.

New Albany-Floyd County Consolidated Schools

STUDENT GUIDE

FOR

STUDENT RIGHTS AND RESPONSIBILITIES
ENFORCEMENT OF RULES AND REGULATIONS
DUE PROCESS PROCEDURES

Please read the student's rights and responsibilities guidelines for the information regarding disciplinary actions, suspensions, and expulsions.

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 affect 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 a 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:

i. all dangerous controlled substances as so designated and prohibited by Indiana statute;
ii. all chemicals which release toxic vapors;
iii. all alcoholic beverages;
iv. 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;
v. anabolic steroids;
vi. any "look-alike" substances;
vii. any chemicals or substances that are precursors to drug manufacturing;
viii. any other illegal substance so designated and prohibited by law;
ix. Any substance not taken as directed or prescribed;
x. 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.

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. 20-33-2-21and 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.

a. 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.

a. The student who has been truant and the parent of such student will be informed of each truancy and the consequences of additional truancies 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 founds 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 truancies 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.

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 affect 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 a 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:

i. all dangerous controlled substances as so designated and prohibited by Indiana statute;
ii. all chemicals which release toxic vapors;
iii. all alcoholic beverages;
iv. 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;

v. anabolic steroids;
vi. any "look-alike" substances;
vii. any chemicals or substances that are precursors to drug manufacturing;
viii. any other illegal substance so designated and prohibited by law;
ix. Any substance not taken as directed or prescribed;
x. 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. 20-33-2-21and 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 truancies 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 founds 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 truancies 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.