

Nathaniel Scribner Middle School 2019-2020



**910 OLD VINCENNES ST.
NEW ALBANY, IN 47150**

(812) 542-8503

Property of: _____

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TABLE OF CONTENTS

Scribner Middle School 2019-2020	3	In Accordance with NAFC Smoking Policy	14
Vision Statement	3	“Act of Aggression” in Accordance with NAFC Safety Policy.....	14
Mission Statement.....	3	Grievance Procedure.....	15
Belief Statements	3	Academic Information.....	15
A Brief History of Nathaniel Scribner Middle School.....	3	Scribner Subject Offerings.....	15
Fight Song	3	High School Graduation Requirements	16
School Colors	3	Grading System.....	16
School Mascot.....	3	Quarterly Student Recognition	16
Student Support Services.....	4	End of Year Student Recognition.....	16
Student Service	4	Scribner Middle School Homework Policy.....	17
Staff Support.....	4	Scribner Homework.....	17
Scribner Middle School/Bullying Prevention Program.....	4	Writing Applications Overview Grades 5-12	19
General Information.....	5	Language Convention Rubric Grades 5-12	20
Emergency Procedures	10	Athletic/Co-Curricular	22
Publications and Communications	10	State and District Policies.....	22
Attendance	10	New Albany-Floyd County Consolidated Schools	22
Human Dignity Policy/Harassment Policy	12	Student Guide for Student Rights And Responsibilities, Enforcement of Rules And Regulations Due Process Procedures	22
Discipline	13	Preamble	22
Panther Pride.....	13	I. Basic Rights and Responsibilities of Students	23
Rule #1 Demonstrate Personal Responsibility	13	II. Enforcement of Rules and Regulations.....	27
Rule #2 Care for Other Members of the School Community.....	13	III. Procedure for Handling Suspensions and Expulsions From School	32
Rule #3 Show Respect for Yourself, Others, and Property.....	13	IV. School Safety Policy.....	33
Rule #4 Treat Others Like You Want to Be Treated.....	13	V. Drivers License Policy	34
Panther Pride Accountability.....	14	VI. School Bus Safety Code	36
Tardy to School.....	14	VII. Telecommunication	36
Tardy to Class.....	14	New Albany-Floyd County Consolidated School Corporation Telecommunications Use Agreement	36
Any Behavior That Leads to Disruption	14	Internet-Terms and Conditions	36
Improper Use of Language Toward a Student.....	14		
Improper Use of Language Toward an Adult	14		
Unserviced Detentions Referred to the Office.....	14		



SCRIBNER MIDDLE SCHOOL 2019-2020

Dr. Bush, Principal

Ms. Green, Assistant Principal, 7th/8th Grade

Ms. Williams, Assistant Principal 5th/6th Grade

Ms. Denman, Guidance Counselor, 5th/6th Grade

Ms. Samsel, Guidance Counselor, 7th Grade

Ms. Goodknight, Guidance Counselor, 8th Grade

Mr. Kurt Meyer, Middle School Athletic Director

Officer Clarke, School Resource Officer

VISION STATEMENT

Believing and Achieving!

MISSION STATEMENT

Nathaniel Scribner Middle School's mission is to educate all students to higher levels of academic performance in a safe, secure, and caring environment. Our school, in partnership with the community, provides opportunities that allow students to develop a positive self-image and make effective use of their diverse talents and abilities.

BELIEF STATEMENTS

- We believe it is our responsibility to apply every strategy and intervention possible for student learning.
- We believe all students should be given opportunities to learn and to demonstrate their accomplishments through a variety of relevant and challenging instructional techniques.
- We believe students, parents, and teachers share a working relationship to create an environment for maximum student achievement.
- We believe in fostering positive growth in behaviors and attitudes.

A BRIEF HISTORY OF NATHANIEL SCRIBNER MIDDLE SCHOOL

On September 7, 1960, Nathaniel Scribner Junior High School opened its doors to approximately 1200 students in grades 7, 8, and 9. The building was dedicated on October 23, 1960. In selecting a name for the school, the School Board chose to honor Nathaniel Scribner, one of the founders of New Albany and the person responsible for starting the first public school in the city.

In 1979 a Performing Arts Center (PAC) was added and in 1998 the athletic field was renovated with the addition of bleachers and lighting. During the fall of 2002 ninth graders began attending school at New Albany High School and our building officially became Nathaniel Scribner Middle School. In 2004, the sixth grade was added to Scribner. The fifth grade was added in 2010, bringing Scribner's enrollment to over 1000 students.

FIGHT SONG

Stand up and cheer
Stand up and cheer for dear old Scribner
For today we raise
Our banner high above the rest-rah, rah, rah
Our teams are fighting
And they are bound to beat the best.
We've got the steam-rah, rah
We're on the beam-rah, rah
For we're from Scribner Middle School.

SCHOOL COLORS

Red, black and white

SCHOOL MASCOT

Panthers

STUDENT SUPPORT SERVICES

STUDENT SERVICE

STAFF SUPPORT

OUR DAILY FOCUS IS TO SUPPORT YOUR STUDENT IN ACHIEVING POSITIVE SELF-ESTEEM, RESPECTFUL RELATIONSHIPS AND ACADEMIC ACHIEVEMENT.

5th/6th Grade Counselor: Diana Denman

7th Grade Counselor: Sandy Samsel

8th Grade Counselor: Kathy Goodknight

SRO: Officer Clarke

Information: Our student support staff will assist students in becoming a part of Scribner Middle School and then help them be best prepared for the transition to high school. Services will be directed towards student academic development, career awareness and citizenship skills. If students wish to see a counselor, they should obtain a "request to see counselor" form, complete it, and return it to the appropriate slot outside the counselor's door. Your counselor will schedule an appointment and send for you.

Support Services: Student support staff provides individual counseling to students, mediation between students, classroom guidance and crisis management. We support teachers on behavior management, consultation services and scheduling maintenance. We coordinate support programs in collaboration with NAFCS initiatives and outside agencies. Counselors work with teachers and parents to offer interventions for students who struggle academically or behaviorally.

Guidance: Individual and classroom guidance for students is a priority at Scribner. Throughout the year we provide guidance on the following topics:

Olweus Bullying Prevention

Developmental Asset Growth

Career Interest

21st Century Scholarship Enrollment

Technology Safety

Drug/Alcohol Awareness (DARE)

Study Skill Development

Program planning for high school

Parent Conferences: The student support staff is willing to talk with parents or guardians during the school day concerning a student's needs. An appointment is necessary to ensure we are available upon your arrival on campus. Please call your student's counselor to arrange an appointment.

Testing: Students are given the Indiana State Test for Education Progress (ISTEP) in grades 5, 6, 7 and 8. Scribner also uses Quarterly Assessments and Common Formative Assessments to monitor student learning and align instruction. End of Course Assessments are necessary for students enrolled in high school credit classes.

SCRIBNER MIDDLE SCHOOL/BULLYING PREVENTION PROGRAM

Scribner Middle School is the first school in our school corporation to pilot a Bullying Prevention Program. Over two years of training, consulting with experts, and planning has taken place so that we are prepared to have the most effective bullying prevention program in place for students. This plan has met the approval of the New Albany/Floyd County School Corporation Administration.

Please read the following definition, school rules, and consequences for bullying. These will be introduced to new students and reviewed with returning students at the beginning of this school year. We ask that you are familiar with this information and request your support in helping us provide a safe and positive school climate for your child this year.

Definition of Bullying:

A student is being bullied when he or she is exposed repeatedly and over time, to negative actions on the part of one or more students.

School Rules:

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

Consequences for Bullying:

Level 1: An action plan is signed by the student with a teacher or counselor.

Level 2: Action plan is signed. The student writes a letter to his/her parent/guardian explaining his behavior.

Level 3: An action plan is signed. Social privileges at school are lost for five school days.

Level 4: An action plan is signed. Social privileges at school are lost for ten school days.

Level 5: An action plan is signed. Social privileges at school are lost for 20 school days.

Please note: If fighting occurs at any level, the corporation consequences outlined in the student planner will be applied.

GENERAL INFORMATION

School Visitors

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.

Announcements Concerning Weather Conditions: Schools will be opened as scheduled in winter weather. It is felt that the majority of students will be able to get to school; therefore, school will be opened as scheduled. In the event of a paralyzing snow or ice storm creating an extreme emergency, news bulletins may be broadcast over local radio stations. **Please do not call the school - listen to the radio! WNAS 88.1 FM - WHAS 840 AM**

Bicycles: All students who ride bikes to school must keep the bicycles locked throughout the day. All bikes should be parked in the designated area.

Body Piercing Policy: Body piercing jewelry must be limited to the ears. No jewelry should be worn in the eyebrows, nose, tongue, or other visible places.

Book Rental: Students are to pay book rental each year. Invoices will be mailed in mid-August. Registration is held in July, prior to the opening of school, and students are requested to pay then. Parents may use a credit card and can also request to make payments if the full amount cannot be paid at registration.

Bus Rules: It is the bus driver's duty to maintain order on the bus at all times. Bus rules are reviewed each year with students. Referrals can be written by the bus drivers.

Cafeteria: FASTLANE at Scribner: Students can bring in their school lunch money in two forms (and place it in the metal box on the cafeteria wall): 1. Cash placed in an envelope marked with student's name and Personal Identification Number (PIN); or 2. Check with the student's name and PIN number on the description line. The money will then be credited to the student's account in the Fast Lane system and will be available immediately. Breakfast is served all days of school. Our cafeteria serves breakfast from 8:35 until 8:55. If a student chooses to eat breakfast in our cafeteria he/she should go to the cafeteria as soon as possible, after 8:35. Even students eating breakfast are expected to get to class by the 9:00 bell.

Students are encouraged to take advantage of the meals that are served in the cafeteria. Students, who bring their lunches from home, must eat those lunches in the cafeteria. After finishing your lunch in the cafeteria, you should leave the table as clean as possible and carry your tray and your dishes to the window of the dish room. All food purchased in the cafeteria must be eaten in the cafeteria. **No food or drinks should leave the cafeteria.** A student should never have an opened drink container in his/her locker.

Car Riders: Students should not be dropped off before 8:35 A.M. unless for special situations like athletic practices, detention or YMCA participants. Any student needing to arrive between 8:35 and 9:00 A.M. should use the car rider route which starts off Old Vincennes Road by our tennis courts. Those students will enter door #10 beside the cafeteria. Parents picking up car riders in the afternoon should also use the car rider route turning off Old Vincennes Road at the tennis courts. Parents are asked to not move past the tennis courts until after 3:20 P.M.

Classroom Intercommunication System: All classrooms and activity areas are connected with the general office so that announcements or messages may be delivered to one room at a time, or to all rooms simultaneously. The system permits two-way conversation. Telephones are also available in each classroom **for teacher use.**

Closed Campus: Scribner is a closed campus; once you arrive on school grounds, you are not to leave without permission from the principal or your counselor. This rule is in effect at all times the school is in session as well as all school functions. (dances, ballgames, etc.).

Dance Expectations:

- Each student must have his/her Scribner ID
- 5th and 6th graders stay after school until the dance begins at 4:00. 7th and 8th graders arrive no later than 30 minutes after the dance has begun.
- All students wear appropriate school dress
- Dance appropriately

NO STUDENT WILL BE PERMITTED TO LEAVE PRIOR TO THE END OF THE DANCE UNLESS A PARENT COMES INSIDE TO CHECK THE STUDENT OUT. Any student who has been assigned an OSS that school year or any student who gets in trouble at one dance, may not be allowed to attend any other Scribner dances. Our dances are for Scribner students only.

Dress: It is the responsibility of students to make certain that their dress and appearance do not present health or safety problems or cause disruption. Students are not permitted to wear spaghetti strap tops, midriff tops, visible undergarments or clothing/accessories containing lewd, vulgar, indecent or offensive words, statements or pictures, or promoting illegal products or activities. Shorts and skirts should be at least mid-thigh length. No clothing can have holes that expose the skin above the knee. Pants should not be sagging and pant legs should not be rolled up. Nothing should be worn on the head; this includes hats, scarves, bandanas, picks, sunglasses, etc. All hats, scarves and headgear should be **REMOVED** before entering the school building and placed in the student locker. Headbands should not be worn down around the neck. When wearing hoodies, the hood should remain off the entire day. Pajamas, house slippers, hee-lies, or sunglasses are not acceptable. Coats, backpacks and purses are to be kept in lockers. Blankets should be kept at home. Also, students should not have writing on their skin. Any student not following these guidelines may face disciplinary action.

Driver's License State Law: Indiana law prohibits the issuance of an operator's license, or permit and invalidates any existing license or permit, if a person less than 18 years of age or under has

- a. An expulsion from school
- b. Students under the age of sixteen may be denied the right to drive at sixteen if declared a truant by the school for excessive absence from the school
- c. An exclusion from school due to misconduct

There is an in-depth explanation of the law in New Albany-Floyd County Consolidated School Addendum to the Student Guide to rights and responsibilities that each student receives at the beginning of every school year (I.C 9-1-4)

Indiana state law requires schools to notify the Bureau of Motor Vehicles when a student is suspended out of school a second time. The BMV will then suspend the student's driver's license for 120 days if the student is under the age of 18.

Early Dismissal: If you must leave school before 3:45 P.M. (medical or dental appointment or other family business), you should bring a written statement signed by your parent/guardian to school. This statement should be presented to your counselor between 8:50 A.M. and 9:00 A.M. You must sign out in the office before leaving the building.

Entering the Building: Starting at 8:35 A.M. students will be allowed to enter the main doors and go directly to the cafeteria for breakfast. **Students should not arrive at school before 8:30 A.M.**, except those students who are serving A.M. detention. Those A.M. detention students should go directly to the office and wait to be directed to the detention room.

Each student is to be in his/her seat at 9:00 A.M. School hours are 9:00 A.M. – 3:45 P.M. Students should not be in the building after 3:45 P.M. unless they are supervised by a teacher or coach. On days of night activities, students (including participants) should not wait at school for the activity to begin.

Grades: The New Albany-Floyd County School Corporation provides INOW Home service to all of our secondary schools. Through INOW, parents can access information about their student's grades, class schedule, and attendance from their computer – anytime, anywhere – provided they have an internet connection. This website is secure and only the parent/guardian can have access to their student's information. Go to the www.nafcs.k12.in.us website, click on *Parents* then click on INOW. Please keep in mind that teachers post grades at different times. Grades will not appear immediately. All grades will be up-to-date at the midterm and nine-week intervals. Depending on the class, teachers have different types and amounts of graded assignments. There is no school policy on the number of assignments/grades required for each class.

If a parent/guardian has lost their student's login or password, they may contact the office for this information.

Handbook/Planner: Each student will be issued a school planner. This planner contains important information for student and parent use and it is used daily in most classrooms. The replacement cost for the planner is \$10.00.

Lockers: Open and close lockers carefully. Rough treatment of the locker creates noise and often damages the locker or the combination lock. Take pride in keeping the locker clean and neat.

Lost and Found: All articles found by teachers or students should be turned in immediately to Mrs. Rayborn, Room #314. A student can check with Mrs. Rayborn during Core+ (with a pass from your teacher) or before/after school to regain lost property.

Media Center: The school media center is open from 8:50 A.M. until 3:45 P.M. Students may go to the media center from your classroom during the day if you secure permission from your teacher. The media center materials are here for your use. You should recognize your responsibility - return or renew materials on time. Fines are kept to a minimum.

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

Medications at School

1. A "Request for Administration of Medication" form must be signed and dated by the doctor and parent/legal caregiver. This written request must be on file in the school office before the medication, prescription or over-the-counter, will be administered by the staff. The request must contain the student's name, name of the medication, dosage, and time to be given. The form must be renewed at the beginning of each school year or if the medication changes during the school year.
2. A student may be authorized to possess and self-administer medication for a chronic or acute disease or medical condition if the medication is necessary in an emergency situation. The section of the medication form entitled "Possession and Self-Administration of Emergency Medication Authorization/Approval" must be signed and dated by the doctor and parent/legal caregiver.
3. The medication must be furnished to the school by the parent/legal caregiver on a daily basis. Any exception to this daily dosage requirement must be approved by the principal after consultation with the school nurse. The exception will be limited to a one (1) school week's supply of the medication and must be brought to school by the parent/legal caregiver, or by another arrangement approved in advance by the principal. The medication must come to school meeting the requirements listed in #5 below.

4. All nonprescription medication must be in the original container and be clearly labeled with the child's name.
5. All prescription medication must be in the pharmacy labeled bottle or packaging with the following information:
 - Prescription number
 - Child's name
 - Doctor's name
 - Name of medication
 - Dosage
 - Time 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 Epi Pen.

A school nurse or other trained school employee may give the Epi Pen 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 life-saving medication called an Epi Pen 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 Epi Pen, 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 cause meningococcal diseases are transmitted through air droplets and by direct contact with an infected person. Fortunately there is an immunization available and the U.S. Centers for Disease Control and prevention recommends routine meningococcal immunizations at 11 to 12 years old, with a booster dose at 16 years old. The meningococcal vaccine is required for 6th-12th grade students to attend school.

“Pass” Procedure: Students are not permitted out of classes without permission of the teacher. Any time you are out of your assigned room, you should have your student planner with a signed pass.

Personal Property: Toys, candy, radios, digital music players, cell phones, cameras, skateboards, rollerblades and/or other items not related to school should be left at home. Middle school students are not allowed to operate motorized vehicles (electric or otherwise) on school property. This includes but is not limited to mopeds, motorcycles, motorized bicycles and motorized scooters and skateboards. Student's personal property may be seized by school staff. Items which are used to disrupt or interfere with the educational process may be temporarily removed from student possession and is the student's responsibility to be picked up in the office after school. If a student's bus driver allows the use of digital music players on the bus, they should be removed **before entering the school building**. The digital music players should not be taken out of the backpack until the student has exited the building. It could be grounds for suspension/expulsion for a student to take pictures or record individuals by any device that is unrelated to a school activity or educational assignment without permission from the school principal or their designee.

Physical Education Excuse: If it is for three (3) gym days or less, students wishing to be excused from physical education class should bring a note from their parents or physician to the Health Office **BEFORE 9:00 A.M. THE MORNING THEY WISH TO BE EXCUSED**. Students will dress for gym and observe. After the third excuse from physical education for the same illness or injury, a physician's statement will be required stating the illness and how long they are to be excused.

Physical Education Dress: All students in 7th and 8th grades are expected to wear a PE uniform, which is a red Scribner t-shirt and black shorts. Students should not have body spray at school.

Phones: Any student requesting to use the front office phone during the school day must receive a Phone Pass from his/her teacher. After school, students are allowed to use the phone in the commons area at the sliding window. If a student does not have a ride home or needs to call to check on a ride, he/she is to use the phone in the commons area and then report to the office personnel that the call has been made and who is coming. The student should remain in the front office until the ride has come.

If students choose to bring a cell phone to school, they should be kept in the student locker and powered completely off (not just placed into vibrate or silent mode) during school hours.

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 may be considered as grounds for suspension or expulsion.

Picture ID: Each student will be issued a picture ID which will admit the student to all regular home athletic events at no charge. This ID is not transferable to other people. If lost, a replacement of student ID may be purchased for a fee of \$2.00.

PTO: The parents of every student are invited to become active members of the PTO Group. The Scribner PTO email is scribnermspto@gmail.com. Parents may sign-up during registration for one of several committees. We have one, nightly parent meeting each semester, with the various committees meeting several times a year.

Parents are always welcome to visit Scribner during regular school hours.

Public Display of Affection: Inappropriate displays of affection on school grounds will be treated as discipline problems. Hugging, kissing, hand holding, or inappropriate closeness is not acceptable.

Riding a Different Bus: Students must have a parent permission note to ride a different bus home from school. This note must include a parent/guardian signature and a phone number where a parent can be reached if verification is necessary. The note should be taken to the office before 9:00 A.M. and picked up during a passing period, later in the day. An administrator must co-sign the note before it is valid.

Student Council: This group meets under the supervision of the student council sponsor and periodically meets with the principal to discuss school ideas. The activities of the council include: assistance in the planning of extracurricular activities, promotion of high ideals and standards, orientation for new students, sponsoring worthwhile projects, and encouragement for the harmonious student-faculty relationships that prevail in the school. Our Student Council is an Indiana State Honors Council and they have several activities planned for the upcoming year.

Student Records: Parents and/or guardians have access to the cumulative files of their sons and daughters. They may review, or allow others to review, the cumulative file in the presence of a school official by requesting this in writing.

Student Supervision: Whenever students are in the building, they are to be under the supervision of an adult. Parents are required to pick up students as soon as possible after school events. Any student who is waiting on a ride after school should report to the front office and check-in with a secretary. Any student needing to call for a ride home after school should use the front office telephones.

Student Visitors: Other students are not permitted to visit Scribner unless they are accompanied by their parents or have been given a visitor's pass.

Suicide Threats: Students who indicate through comments, writing, or statements that they are contemplating physical harm to themselves fall under a policy that requires the student to be picked up by a guardian and taken to a health official for a medical release prior to returning to school.

Teacher-Assigned Detention: The students should check with the teams or teacher who assigned the detention for the location of detention. We only conduct detention on Tuesday and Thursday.

Washington Trip Guidelines for 8th Graders: Our current 8th grade students will have the unique opportunity to experience our nation's capital during their class trip to Washington, D.C. This educational experience will take place September 28-October 1, 2019. Because this is such a big trip away from home, strict guidelines and expectations are in place. Any out-of-school suspensions (OSS) during the look back period will make that student ineligible to participate. Multiple in-school suspensions (ISS) during the look back period may cause a student to be ineligible to go with us to Washington.

Wireless Communication Devices

The use of Cell phones, CD players, cameras, MP3 players, iPods, laser pointer and game systems is not permitted during the school day. Electronic devices are to be turned off and kept in the student's locker during the school day. These devices may be confiscated if visible on school property during the school day. Parents may claim electronic devices from the office.

Students may possess wireless communication devices (WCDs) in school, on school property, during after school activities (e.g. extra-curricular activities) and at school-related functions. WCDs should be powered completely off (i.e., not just placed into vibrate or silent mode) during school hours and stored out of sight. Students are permitted to use (WCDs) after school hours and at school related events.

A "wireless communication device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless Blackberrys/Smartphones, Wi-Fi-enabled or broadband access devices, two-way radios or video broadcasting devices. Students may not use WCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school. Students may use WCDs while riding to and from school on a school bus or other vehicle provided by the Board unless there is distracting behavior or noise that creates an unsafe environment.

Also, during after school activities when directed by the administrator or sponsor, WCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight.

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

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

Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal.

The use of WCDs that contain built-in cameras (i.e. devices that take still or motion pictures, whether in a digital or other format) is prohibited in locker rooms, classrooms, bathrooms and/or swimming pool.

No expectation of confidentiality will exist in the use of WCDs on school premises/property.

Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

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

Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis.

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

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents/guardians during the school day.

EMERGENCY PROCEDURES

Drills and Lockdowns: State law requires all public schools to conduct a specific number of fire and disaster drills in the course of the school year. Each classroom posts directions for each type of drill. All teachers will review the specific instructions for their room. Students should follow these directions without fail. It is essential that silence be maintained so that directions may be heard.

Fire Alarms: Students are expected to leave the building in an orderly fashion when the fire alarm is sounded. They should walk outside, with **no talking**, during an alarm. The exit door for students is determined by their position in the building at the time of the signal.

Tornado Warning Alert: Teachers will discuss Tornado Protocol with individual classes.

All students are to sit down, cover their heads with their arms and **keep silent**.

All students in the PAC should report to one of the inner rooms located behind the stage.

NOTE: Exit procedures for fire drills will be discussed with each block & exit posters will be displayed in each room.

Teachers will also discuss the **"Intruder"** drill where students remain in the classroom, gather in an inside corner, turn off the lights, and remain quiet until the "All Clear".

PUBLICATIONS AND COMMUNICATIONS

The Daily Announcements: Announcements concerning special activities and events are made daily to the staff and student body via the intercommunication system. Any parent, who would like to receive the announcements, should log onto the school's website. (See below for web address)

The Nathaniel Scribner Journal: This is the student newspaper - a printed publication of four to eight pages, appearing quarterly. Articles are written by student reporters under the supervision of teachers. Any student in the school may submit an article for consideration by the staff of the paper.

The Scribe: This is the school yearbook. Individual pictures of the entire staff and student body, as well as special activities and events are illustrated. This publication may be purchased by students.

The Scoop: Our weekly newsletter, which includes school activities, calendar of events, and PTO information will be emailed to contacts. Hardcopies are also available in the office.

The Scribner website: <http://sms.nafcs.k12.in.us>

The PTO email address: scribnermspto@gmail.com

ATTENDANCE

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

Reporting Absences to School

Parents are to notify the office of a student's absence by 9:00. When reporting the absence please use the attendance line (812)542-3701 and provide complete information as to the student's name and the reason for the absence. Failure to contact the school office with information regarding the student's absence by 9:00 will 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 student 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 absence. 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 license 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 student will be sent home: temperature of 100 or higher, vomiting, severe pain in the chest or stomach, fainting, live lice found in hair, and/or injury. Please have two current emergency contacts listed on your student's enrollment form. Please contact the school immediately if this information changes during the year.

Excused Absence

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 by 9:00.
- 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 Absences for the following reasons will be considered as unexcused absences:

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

Early Dismissal

Request to release students from school prior to 3:45 creates a disruption to the learning environment. Excused early dismissals are those dismissals that are verified in writing by a medical professional, counselor, etc... or those dismissals approved by the building principals for extenuative circumstances.

If early dismissal is unavoidable, please follow this procedure:

- Send a note with your child the day of the early dismissal with time child will be picked up.
- Parent/guardian must come into the office to sign their child out early.

Excessive Absences, Tardies, or Early Dismissals

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

- 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 as 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.

Make-Up Work: It is the responsibility of the student to initiate the request to make up work. This request should be made to each teacher within two days after returning from an absence. The length of time permitted to make up work will depend on the length of the absence, at least one day for each day absent. Students must be absent three consecutive days before homework is gathered from each class and sent home for completion. Make-up work counted toward a student’s grade in a class will be allowed only for excused absences.

Anticipated Absences (Pre-arranged Absences): For scheduled absences (three days or more) such as surgeries, parents or guardians are to follow the guidelines outlined on Scribner’s Pre-arranged Absence Form. These forms are available to students and parents/guardians through the counselors. Family vacations are not considered legitimate reasons for missing school, especially at quarter or semester breaks when exams are given and reviews are taking place.

Tardiness

If a student is tardy to school, he or she should sign in with the office before reporting to class. The office will issue a pass which the student is to show to his or her teacher.

Tardiness to class is handled by the classroom teacher, who may recommend disciplinary action be taken. Excessive tardiness is grounds for suspension from school.

Tardies to school and to class will accumulate and ***all*** tardies will count toward the discipline policy.

A tardy will now be given on either end of the school day - meaning that it may actually stand for late arrival OR early dismissal. A tardy will also be given for a student that signed out and returned during a school day.

Secondary Student Absences During Final Exam Week: When a student is absent during final examination week due to travel or other avoidable circumstances, a teacher will not be expected to prepare and administer a final examination in advance, or after the end of the testing period, for the individual student. Unless the student absence from the final examination is for personal illness, a death in the immediate family, or other unavoidable circumstances, he/she will receive a failing grade on the final examination, and this grade will be averaged for the semester in the same manner as the grades for all other students.

HUMAN DIGNITY POLICY/HARASSMENT 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, stereotype, haze, bully, or ridicule any person on the basis of any assumed, perceived, or actual characteristic. Any student who violates this policy will be subject to discipline.

HAZING is defined as any humiliating or dangerous activity required of someone seeking to join a group, regardless of the individual's willingness to participate.

BULLYING is being exposed, repeatedly over time, to negative actions on the part of one or more students.

If you are being bullied or harassed, either verbally or physically, immediately notify the office, your counselor, your parents/guardians, or one of your teachers. Most times, if this behavior is not reported it will continue and get worse. If someone is making you afraid to come to school, report him/her at once. The Scribner staff is here to protect you and make school a safe and enjoyable place for you to learn.

Remember Scribner's four rules:

1. We will not bully others.
2. We will help students who are being bullied.
3. We will include students who are easily left out.
4. When we know someone is being bullied, we will tell an adult at school and/or an adult at home.



DISCIPLINE

PANTHER PRIDE

Our Code of Conduct
(posted in each classroom)

RULE #1 DEMONSTRATE PERSONAL RESPONSIBILITY

1. Demonstrate cooperation
 - Listen
 - Do not argue with others
 - Respond to directions immediately
2. Be Punctual
 - Arrive to school on time
 - Be in class or assigned area when the bell rings
3. Be prepared
 - Have necessary material for class. Materials needed for each class will be posted on the teacher's door.
 - Make arrangements at home for after school transportation and activities.
 - Bring special permission notes to be signed at the office between 7:35 A.M. and 7:40 A.M.

RULE #2 CARE FOR OTHER MEMBERS OF THE SCHOOL COMMUNITY

1. No name-calling or put-downs
 - Do not use names of harassment or discrimination
2. Use clear and kind communication
 - Use the word please, "Thank You, and Excuse Me"
 - No profanity spoken or written
 - Do not start or spread rumors

RULE #3 SHOW RESPECT FOR YOURSELF, OTHERS, AND PROPERTY

1. Move safely through the building
 - Always have a planner or pass (yellow or red) in the hallway
 - Walk on the right side of the hall
 - Walk quietly-voice volume that will not disrupt class
 - Avoid aggressive behavior
 - Discourage all arguments
2. Keep a clean school environment
 - Put all trash in trash cans
 - Keep desk in classroom clean
 - Keep locker and locker area clean
 - Keep locker room clean
 - Leave the cafeteria neat and clean
 - No gum
3. All personal belongings stay in locker, such as:
 - Backpacks and purses
 - Jackets and coats
 - Electronic devices unrelated to educational assignment
4. All cell phones must be turned off and kept in the student's locker during the school day
5. The Pledge of Allegiance and a moment of silence will be observed each day

RULE #4 TREAT OTHERS LIKE YOU WANT TO BE TREATED

We, the teachers, students, and administrators, believe that the development of a safe and orderly environment where students will learn and begin to develop the strategies needed to be successful in life is essential for all students. With this in mind, we support the rules and procedures for all students in our school. Video surveillance is being utilized on this school property.

PANTHER PRIDE ACCOUNTABILITY

(posted in each classroom)

TARDY TO SCHOOL

- 1-4 Student/Parent responsibility
- 5 Student Conference
- 6-10 Detention assigned
- 11-12 1 Day ISS
- 13 2 Days of ISS
- 15 OSS

TARDY TO CLASS (TARDIES ARE CALCULATED EACH SEMESTER)

Teacher

- 1st Warning
- 2nd Parent note with parent signature
- 3rd Detention

Administration

- 4th Send to office, "no Pass" for one month
- 5th 1st day of ISS
- 6th 1st day of OSS
- 7th 2 days of OSS

ANY BEHAVIOR THAT LEADS TO DISRUPTION

Teacher

- 1st Warning
- 2nd Parent note with parent signature or parent phone call
- 3rd Detention

Administration

- 4th 1 day of ISS
- 5th 1 day of OSS
- 6th 2 days of OSS

IMPROPER USE OF LANGUAGE TOWARD A STUDENT

- 1st 1 day of ISS
- 2nd 1 day of OSS
- 3rd 2 days of OSS

IMPROPER USE OF LANGUAGE TOWARD AN ADULT

- 1st 1 day of OSS
- 2nd 2 days of OSS

UNSERVED DETENTIONS REFERRED TO THE OFFICE

- 1st day of ISS

IN ACCORDANCE WITH NAFC SMOKING POLICY

- 1st 1 day of ISS, 1 day of OSS, and parent notified
- 2nd 3 days of OSS New Albany Police notified

"ACT OF AGGRESSION" IN ACCORDANCE WITH NAFC SAFETY POLICY

- 1st 3-4 days of OSS, 1 day of ISS with Scribner Safety Program
- 2nd 5-10 days of OSS and attend Safety Classes or Expulsion
- 3rd 10 days of OSS and pending expulsion

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. Disciplinary infractions that violate Indiana law and/or pose a threat to school safety shall also be reported to appropriate authorities. Every staff member has the same authority that the principal has to discipline and correct any student at any time – regardless of whether or not the student is a member of the teacher’s class. The principals also have the authority to “suspend” a student’s right to attend school or to take part in any school function for a period of time up to five (5) school days. The principals may recommend to the superintendent that a student be “expelled” from school for the balance of a school year or longer. Expulsion requires a student procedural due process hearing to be offered. An in-school or out-of-school suspension will result in the curtailment or suspension of future after-school or evening activities (dances, plays, etc.). Any student causing trouble while assigned to ISS will receive an additional day of OSS. **Any student who acquires two incidents of ISS or one incident of OSS for the semester will not participate in our Panther Plus Activity Day, on the last day of each semester. Students unable to demonstrate appropriate conduct may not be allowed to go on school trips, attend dances or other extra-curricular activities.**

Smoking at School: Smoking is not allowed on or near school grounds at any time, including extracurricular events. Possession of tobacco, or tobacco substitute products, in any form, as well as lighters or matches, is a serious offense. Each incident will be subject to a progressive disciplinary policy including suspension and/or expulsion. For all students found in violation of present school policies on possession or use of tobacco products, the following measures will be taken:

- 1st offense: A combination of in-school and out-of-school suspension and counseling, to be determined by each school; parent notified.
- 2nd offense: 3-day out-of-school suspension; parent notified
- 3rd offense: 3-day out-of-school suspension; parent notified; referral to prosecutor’s office
- 4th and subsequent offense: 3-10 day out-of-school suspension; parent notified; referral to prosecutor’s office; expulsion from school, if applicable

The referral to the prosecutor’s office will be accomplished by calling the city police who will arrange to send an officer to the school or issue citations to students under 18 years of age. The students will be required to report to the prosecutor’s office where they will have the option of paying a fine or entering a diversion program. Parents/guardians must accompany the students to the prosecutor’s office.

GRIEVANCE PROCEDURE

The School Corporation has adopted and published a procedure through which any complaint by students and/or parents/guardians alleging discrimination will be processed. This procedure is outlined below:

When a student or her/his 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, he/she may file a complaint form. This form is available at all school buildings or at the Administration Building. If unable to work out their problems with the administrative staff, the student and/or parents/guardians shall be entitled to initiate a hearing by filing a charge with the superintendent.

ACADEMIC INFORMATION SCRIBNER SUBJECT OFFERINGS

Grades 5/6

- English
- Mathematics
- Science
- Social Studies
- Elective
- Core+

Grade 7/8

- English
- Mathematics
- Geography (7) - U.S. History (8)
- Science
- Elective (2)
- Core+

Note: Students enrolled in Algebra 1 or Geometry for grade 7 or grade 8 must meet the corporation guidelines. The student’s grade will be calculated in their GPA and an elective high school credit will be awarded. Parents should contact their student’s math teacher or our principal with any questions or concerns. The End of Course Assessment will count toward high school graduation.

HIGH SCHOOL GRADUATION REQUIREMENTS

There are four high school diplomas available in the state of Indiana: General High School Diploma, Core 40 Diploma, Core 40 with Academic Honors, Core 40 with Technical Honors, and a General High School Diploma. The Indiana General Assembly has made completion of Core 40 a graduation requirement for all students beginning with those entering high school fall 2007. The legislation includes an opt-out provision for parents who determine that their student could benefit more from the General Diploma. The legislation also makes Core 40 a minimum college admission requirement for the state's public four-year universities beginning in fall 2011.

In 1994, Indiana's business, industry, labor, higher education, and K-12 communities came together to identify the courses necessary to provide the academic foundation for success in college and the workforce. This common set of courses was called Indiana Core 40, and currently more than 65% of Hoosier students graduate having completed Core 40 – of these students 29% complete additional requirements to graduate with Academic Honors. In addition to the 4 diplomas offered in the state of Indiana, New Albany Floyd County Schools also offers the International Baccalaureate (IB) Diploma. This program of study requires challenges beyond the Academic Honors program.

The requirements for each of these diplomas are available in various formats online at www.doe.state.in.us/core40 and www.learnmoreindiana.org.

GRADING SYSTEM

Report cards are issued four times each year. In each of the subjects, the student receives a letter grade and an attitude mark. The letters and numbers are used as follows:

Subject Grade	Conduct Mark
A-Excellent	5-Excellent
B-Good	4-Good
C-Average	3-Average
D-Passing	2-Below Average
F-Failure	1-Poor

QUARTERLY STUDENT RECOGNITION

All "A" Honor Roll: Students must have all "A's" during a nine weeks grading period.

"A/B" Honor Roll: Students must earn no grade less than a "B" and at least one "A" during a nine weeks grading period.

Incentive Program through PTO: Success Cards: The PTO offers students the opportunity to earn a success card each nine weeks. The success card a student earns is dependent upon grades earned in each class. The card can be redeemed for treats during the lunch time.

Incentive Program through PTO: Awesome Attitude and Attendance: Scribner recognizes students who earn above average attitude ratings and show exemplary attendance at school. Students must earn attitude ratings of nothing less than a 4 and must not have missed a full day of school during a nine-weeks.

END OF YEAR STUDENT RECOGNITION

Citizenship Awards: Ten outstanding citizens at each grade level will be recognized in the May Honors Assembly. The most outstanding boy and girl citizen in the 8th grade will receive the Daughters of the American Revolution Award and the Panther Citizenship Award.

Outstanding Attendance Award: An award for outstanding attendance will be given to all students with no more than ½ day excused absence and no OSS. For one-year outstanding attendance, the student will receive a certificate in the May Honors Assembly. For two years outstanding attendance, the student will receive a bronze medallion. For three years outstanding attendance, the student will receive a silver medallion. For four years outstanding attendance, the student will receive a gold medallion.

Academic Awards:

1. Those who achieve the "A/B" Honor roll all four grading periods of a school year will be recognized with a certificate.
2. Those who achieve the All "A" Honor roll all four grading periods of a school year will be recognized. For one-year all "A" Honor Roll the student will receive a bronze medal. The second year the student will be awarded a silver medal. The third year the student will be awarded a gold medal. The fourth year the student will be awarded the William T. Beryl Award wall plaque.

Athletic Awards:

1. The Darrell Jones Memorial Award is given each year to one outstanding boy athlete and one outstanding girl athlete.

All awards are subject to change by the Awards Committee.

SCRIBNER MIDDLE SCHOOL HOMEWORK POLICY

As we implement the Indiana Academic Standards, homework has become a vital and essential aspect of our guided instruction at Scribner. We hope the following chart and bulleted items will be a useful guide for you and your student:

GRADE LEVEL	5	6	7	8
Number of Days Homework Is Assigned	3-4	3-4	3-4	3-4
TIME per evening*	<u>50 mins.</u>	<u>60 mins.</u>	<u>70 mins.</u>	<u>80 mins.</u>
1. Independent Reading	15	15	15	15
2. Completing Unfinished Class Work	20	30	40	50
3. Study Time (upcoming tests, etc.)	15	15	15	15

If your student reports that he/she does not have any unfinished class work to complete, then he/she should spend that time (30-50 minutes depending on the grade level) doing the following:

Students should continue independent reading, review class notes, or complete practice problems for the current math section.

*Some nights, for instance when a project is due or the Scribner Quarterly Assessments are coming up, a student may have more than the 60-80 minutes of homework.

SCRIBNER HOMEWORK

For your student to be successful with homework, he/she needs the following:

- **A place to do homework.** If possible, your child should do the homework in the same place (an uncluttered, quiet space to study). Keep plenty of supplies (sharpened pencils, erasers, paper, etc.) in this area and replenish supplies at school frequently.
- **A schedule for completing homework.** Set a homework schedule that fits in with each week's particular activities.
- **Encouragement, motivation, and prompting.** It is not a good idea to sit with your child and do homework with him/her. Your student needs to practice independently and to apply what he has learned in class. If your student consistently cannot complete homework assignment alone, please contact the Core Team Lead Teacher.
- **Understanding of the knowledge.** When your student is practicing a skill, ask which steps he/she finds difficult and easy and how he/she plans to improve speed and accuracy with the skill. If your student is working on a project, ask what knowledge he/she is using to complete the work. If your student consistently cannot answer these questions, please contact the specific subject teacher.
- **Reasonable time expectations.** If your student seems to be spending too much time each night on homework, please contact the subject teacher where he seems to be struggling most.
- **A bedtime.** When it is time to go to bed, please stop your student, even if he/she has not finished the homework.
- **Timeliness.** We expect our Scribner students to complete the homework assignments to the best of their ability and expect each assignment to be completed and timely.
- **Accountability.** Ask your student specific questions about upcoming tests and periodically ask to see completed assignments.

New Albany Floyd County Homework Philosophy

Educators and parents want to insure the success of all students. Therefore, a clear policy for assigning and completing homework is important. Homework 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. Homework is a valuable, relevant, and positive part of the instructional program. The NAFC 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 homework per year of age: grades 5, 6 and 7 could be up to 2 hours and grade 8 could be up to 2.5 hours.

Objectives for Homework

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.

Principal's Role

As an instructional leader, the principal has an important role in homework policy implementation by doing the following:

1. Leading the school staff, students, and parents in determining building level homework practices.
2. Communicating the district policy to teachers, parents, students, and the community.
3. Encouraging homework that reinforces concepts and benefits students.
4. Assisting parents and teachers if problems with homework occur.
5. Evaluating and revising homework practices as needed.

Teacher's Role

Teachers make appropriate assignments by doing the following:

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

Student's Role

Students have important responsibilities for work done outside the school day by doing the following:

1. Always clarifying any questions they may have before leaving school or class. Recording assignments helps students remember tasks for completion.
2. Taking home all needed books and materials for the assignment.
3. Setting aside enough time to finish assignments.
4. Finding a place to work to focus on the assignment without distraction.
5. Checking your completed assignment for accuracy.
6. Returning assignments on time.

Parent's Role

Parent cooperation and attitude make a great difference in their children's effort toward homework. Parents can help their children by doing the following:

1. Providing a quiet place to study.
2. Establishing a regular homework 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 child's best efforts.
6. Insisting their child does his/her own work while providing encouragement and assistance.



WRITING APPLICATIONS OVERVIEW

GRADES 5-12

Overview of the Writing Applications Rubric

This rubric summarizes the scoring requirements for each of the six performance levels. To determine the criteria for a specific score point, read across the rows.

Score Level	Ideas and Content	Organization	Style	Voice
6	<ul style="list-style-type: none"> Fully accomplish the task? Include thorough, relevant, and complete ideas? 	<ul style="list-style-type: none"> organize ideas logically? 	<ul style="list-style-type: none"> exhibit exceptional word usage? demonstrate exceptional writing technique? 	<ul style="list-style-type: none"> demonstrate effective adjustment of language and tone to task and reader?
5	<ul style="list-style-type: none"> Fully accomplish the task? Include many relevant ideas? 	<ul style="list-style-type: none"> organize ideas logically? 	<ul style="list-style-type: none"> exhibit very good word usage? demonstrate very good writing technique? 	<ul style="list-style-type: none"> demonstrate effective adjustment of language and tone to task and reader?
4	<ul style="list-style-type: none"> Accomplish the task? Include relevant ideas? 	<ul style="list-style-type: none"> organize ideas logically? 	<ul style="list-style-type: none"> exhibit good word usage? demonstrate good writing technique? 	<ul style="list-style-type: none"> demonstrate an attempt to adjust language and tone to task and reader?
3	<ul style="list-style-type: none"> Minimally accomplish the task? Include some relevant ideas? 	<ul style="list-style-type: none"> exhibit an attempt to organize ideas logically? 	<ul style="list-style-type: none"> exhibit ordinary word usage? demonstrate average writing technique? 	<ul style="list-style-type: none"> demonstrate an attempt to adjust language and tone to task and reader?
2	<ul style="list-style-type: none"> Only partially accomplish the task? Include few relevant ideas? 	<ul style="list-style-type: none"> exhibit a minimal attempt to organize ideas logically? 	<ul style="list-style-type: none"> exhibit minimal word usage? demonstrate minimal writing technique? 	<ul style="list-style-type: none"> demonstrate language and tone that may be inappropriate to task and reader?
1	<ul style="list-style-type: none"> Fail to accomplish the task? Include very few relevant ideas? 	<ul style="list-style-type: none"> organize ideas illogically? 	<ul style="list-style-type: none"> exhibit less than minimal word usage? demonstrate less than minimal writing technique? 	<ul style="list-style-type: none"> demonstrate language and tone that may be inappropriate to task and reader?

LANGUAGE CONVENTION RUBRIC

GRADES 5-12

Score	Does the writing sample exhibit a good command of language skills?
4	<p>In a Score Point 4 paper, there are no errors that impair the flow of communication. Errors are infrequent and will generally be of the first-draft variety; they have a minor impact on the overall communication.</p> <ul style="list-style-type: none"> • Do words have very few or no capitalization errors? • Do sentences have very few or no punctuation errors? • Do words have very few or no spelling errors? • Do sentences have very few or no grammar or word usage errors? • Writing has very few or no paragraphing errors. • Writing has very few or no run-on sentences or sentence fragments.
Score	Does the writing sample exhibit an adequate command of language skills?
3	<p>In a Score Point 3 paper, errors are occasional but do not impede the flow of communication; the writer's meaning is not seriously obscured by errors in language conventions.</p> <ul style="list-style-type: none"> • Do words have occasional capitalization errors? • Do sentences have occasional punctuation errors? • Do words have occasional spelling errors? • Do sentences have occasional grammar or word usage errors? • Writing may have occasional paragraphing errors. • Writing may have run-on sentences or sentence fragments.
Score	Does the writing sample exhibit a minimal command of language skills?
2	<p>In a Score Point 2 paper, errors are typically frequent and may cause the reader to stop and reread part of the writing. While some aspects of the writing may be more consistently correct than others, the existing errors do impair communication. With a little extra effort on the reader's part, it is still possible to discern most, if not all, of what the writer is trying to communicate.</p> <ul style="list-style-type: none"> • Do words have frequent capitalization errors? • Do sentences have frequent punctuation errors? • Do words have frequent spelling errors? • Do sentences have frequent grammar or word usage errors? • Writing may have errors in paragraphing, or paragraphing may be missing. • Writing is likely to have run-on sentences or sentence fragments.
Score	Does the writing sample exhibit a less than minimal command of language skills?
1	<p>In a Score Point 1 paper, errors are serious and numerous; they often cause the reader to struggle to discern the writer's meaning. Errors are frequently of a wide variety. There may be sections where it is impossible to ascertain what the writer is attempting to communicate.</p> <ul style="list-style-type: none"> • Do words have many capitalization errors? • Do sentences have many punctuation errors? • Do words have many spelling errors? • Do sentences have many grammar and word usage errors? • Writing may have errors in paragraphing, or paragraphing may be missing. • Writing is likely to have run-on sentences or sentence fragments.

NOTE: These rubrics are applied holistically, with no element of the rubric intended to supersede any other element. The variety and proportion of errors in relation to the length of the writing sample are considered. A very brief paper, consisting of two or three sentences, may receive no more than 2 score points.

These scoring rubrics are used for students tested on the fall ISTEP+ assessment in Grades 6-12.

Policies for Student Meal Accounts

2019-2020

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

MyPaymentsPlus:

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

Meal Payments:

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

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

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

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

Emergency Meals:

An emergency meal is necessary when a student wants a meal but does not have money to pay for it. Please refer to the Meal Charge Policy for details on access to Emergency Meals.

Refunds:

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

ATHLETIC/CO-CURRICULAR

The school provides a wide program of interscholastic athletics for both boys and girls. Included in the program are Cheerleading, Football, Volleyball, Cross Country, Tennis, Basketball, Wrestling, Swimming, Track, and Golf. All sports allow for participation in grades 5, 6, 7, 8 with the exception of football, which is grades 7 and 8 only. Physical forms are required each year before trying out for any sport. Any physical taken after April 1 is good for the following school year.

Eligibility: Eligibility will be determined in accordance with the Indiana High School Athletic Association (IHSAA) rules and by-laws and school policy. For an athlete to be eligible they must meet the following:

- must have a current/annual physical on file at the school
- must have participated in ten practices for that sport
- must attend school for at least half of the school day to participate in an event that same evening
- a student cannot leave school ill or be excused from physical education for health reasons and participate that evening
- a student must receive a passing grade in at least 70% of the classes enrolled on the most recent report card. Semester grades take precedence over nine week grades. See table:

Maximum Classes	1	2	3	4	5	6	7	8
Must Pass	1	2	3	3	4	5	5	6

- School Athletic events and practice take precedent over outside events

Conduct of Athletes: Participation in the athletic programs are a privilege and Athletes conduct shall be such as not to reflect discredit upon their team, coaches, or school and not to create a disruptive influence on the discipline, order, moral, or educational environment of the School. This expectation shall become effective once the student is enrolled in school. Students who become members of a team or sport and are in violation of this conduct shall be subject to suspension of games/events and possible removal from the team/sport.

Intramurals: Hang out. Have fun. Play hard. Scribner intramurals are alive and kicking (as well as batting, shooting, throwing, etc.) Students have a chance to come out and try their skills at sports activities each month. Flag football, wiffleball, and soccer are just a few of the events. Most events are held after school, with a few activities taking place during the R/E period. Fun and enthusiastic participation is valued.

STATE AND DISTRICT POLICIES

NEW ALBANY-FLOYD COUNTY CONSOLIDATED SCHOOLS

STUDENT GUIDE FOR STUDENT RIGHTS AND RESPONSIBILITIES, ENFORCEMENT OF RULES AND REGULATIONS DUE PROCESS PROCEDURES

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) Driver's License Policy, (VI) School Bus Safety Code, and (VII) 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 to 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 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. To combat escalating school violence and the potential presence of weapons in our schools, and in accordance with School Corporation policy and procedures, the School Corporation may utilize metal detectors for random and reasonable suspicion-based searches to detect firearms, knives, and other weapons.
- g. 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.
- h. 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. 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.

6. 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 may 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.

7. 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.

8. 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 (including sexual stereotype nonconformity), 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 ("EEO 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 (including sexual stereotype nonconformity), 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.

9. 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.

10. 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. Parents can contact the Assistant to the Superintendent for Administration and Operation or the Director of Human Resources to obtain a Corporation complaint form.

11. 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 inform 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, with legitimate educational interests in assessing the student’s record, 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 if 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/guardian or eligible student does not wish to have some of the above listed Directory Information items 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: Director of Human Resources, 2813 Grant Line Road, New Albany, Indiana 47150. 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

12. Screening for Health Concerns and Immunizations

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.

Students may be removed from school for failure to comply with immunization requirements (I.C. 20-34-4-5) or if the student is ill, has a communicable disease, or is infested with parasites ((I.C. 20-34-3-9).

13. 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.

14. 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.

15. 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.

16. 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:
 - (1) the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
 - (2) the student has been instructed in how to self-administer the medication; and
 - (3) 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.

17. Enrollment/Residence/Withdrawal

Resident students are those whose legal settlement is within the School 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 School Corporation will accept the transfer of students who do not have legal settlement with the school corporation according to School Board Policy and Indiana law.

18. 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.

19. 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 Katie Stein, Licensed School Social Worker (812-542-5505) or Tony Duffy, Assistant to the Superintendent for Elementary Education.

20. 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, as a last resort, 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 at least sixteen (16) years of age and who wishes to enroll after an expulsion to attend an alternative program.
- h. An expulsion for violation of the Drug and Alcohol Abuse Policy of the School Corporation (See Article V) which occurs during the first semester of a school year shall include the remainder of the school year.
- i. An expulsion for violation of the Drug and Alcohol Abuse Policy of the School Corporation which occurs during the second semester of a school year shall include the following summer session and the first semester of the succeeding school year.
- j. The Board has voted to not hear any appeals on the decision of the Expulsion Examiner.

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 additional 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 from school sponsored transportation;
- 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 (including summer school or intersession);
- 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/or
- (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 (including sexual stereotype nonconformity) or other protected characteristics 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 school personnel 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;
 - i. all chemicals which release toxic vapors;
 - ii. all alcoholic beverages;
 - iii. 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, anabolic steroids, dietary supplements, and antihistamines, except for those which permission to use in school has been granted pursuant to Board policies 5330 and 5330.01;
 - iv. any "look-alike" substances;
 - v. any chemicals or substances that are precursors to drug manufacturing;
 - vi. any other illegal substance so designated and prohibited by law;
 - vii. Any substance not taken as directed or prescribed;
 - viii. 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.
- k.
 - (1) It shall be sufficient grounds to prove possession or use of a substance 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 up to 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, not approved by the Corporation, 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, purchasing, or selling tobacco, nicotine-containing products of any kind or in any form. These products include e-cigarettes, vaping devices, any kind of look-alike products or other related products or devices associated with tobacco or nicotine use or electronic nicotine delivery systems.
- n. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.

- o. Violating any Board policy or administrative rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
 - (1) Engaging in harassment of a student or staff member;
 - (2) Disobedience of administrative authority;
 - (3) Engaging in speech or conduct, including clothing that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity;
 - (4) Violation of the Corporation's acceptable use of technology policy or rules;
 - (5) Engaging in sexual behavior on school property;
 - (6) 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, or electronic 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. "Sexting" or using a cell phone, school issued technology, or any other personal communication device to send, distribute, share, view, or possess pictures, text messages, emails, or other material reasonably interpreted as indecent or sexual nature. In addition to taking any disciplinary action, phones will be confiscated and any images suspected to violate criminal laws will be referred to law enforcement authorities.
- x. Text messaging inappropriate comments, pictures or videos that contain sexual, humiliating, harassing or threatening messages.
- y. Possessing sexual-related materials or engaging in sexual activity that may include, but is not limited to, the showing of breasts, genitals or buttocks.
- 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 days 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.
 - 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 unless the Board of Trustees has voted to not hear any appeals. The NAFC Board of Trustees voted not to hear any appeals. The ruling of the Expulsion Examiner is final.
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 School Corporation 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 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 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 expelling or designed to expel 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 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 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. DRIVERS 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.

- a. "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.
 - b. "Suspension" means an out-of-school suspension and does not include an assignment to the Suspension Alternative Laboratory (SAL).
 - c. "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.
 - d. "Habitual Truant" refers to a student who has been truant for a period of:
 - (1) Ten (10) or more days during a school year;
 - e. "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.
 - f. "Parent" includes any person or agency legally responsible for a student.
 - g. "Principal" includes any designee of the principal.
 - h. "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.
 - i. "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.
 6. 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.

7. 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.
8. If a student less than eighteen (18) years of age withdraws from school before graduating for any other reason than financial hardship, the principal of the student's school will report the student's withdrawal under I.C. 20-33-2-21 and I.C. 20-33-2-11 and the student's operator's license or permit will be invalidated, or the student will not be eligible to receive such a license or permit. When a student seeks to withdraw, the principal will hold an exit interview and will determine the reason for the student's withdrawal. If the principal determines that the reason for withdrawal is not financial hardship, the student and the student's parent will receive a copy of the determination.
9. Nothing contained in this Policy shall limit disciplinary action under the Corporation's attendance policy for any individual instance of truancy or cutting class. The student who has been truant and the parent of such student will be informed of each truancy and the consequences of additional truantries under this policy.
10. 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.
11. 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.
12. 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.
13. The attendance record of a student who has been found to be a habitual truant shall be reviewed by the principal of the student's school at the end of each school year during which the student is designated a habitual truant.
 - a. In reviewing the student's attendance record, the principal will decide whether or not the student's attendance has improved to the degree that the student should no longer be designated a habitual truant and should become eligible to be issued an operator's license or permit upon fulfilling all other requirements for such license or permit, and the principal shall submit a recommendation to the Superintendent on this matter.
 - b. The Superintendent, acting on behalf of the Board of School trustees, will notify the student and the student's parent of the principal's recommendation and will offer the opportunity for a meeting under the School Corporation's student due process procedures, set out in the Student Guide.
 - c. The Superintendent, acting on behalf of the Board of School Trustees, will inform the student and the student's parents of his/her determination, and if he/she determines that a student is no longer a habitual truant, he/she will submit, to the Indiana Bureau of Motor Vehicles, the pertinent information concerning the student's eligibility to be issued an operator's license or permit.
 - d. The decision of the Superintendent, under subsection C, immediately above, may be appealed in accordance with the School Corporation's student due process procedures, in the Student Guide.
 - e. If a student who has been designated a habitual truant, and who remains ineligible to obtain an operator's license or permit, withdraws from the School Corporation for any reason, the student's former principal in the SCHOOL Corporation shall have no authority or duty to conduct a review of such student's attendance record; conversely, if such a student moves or transfers to the School Corporation, or to another school in the School Corporation, the principal of the school in which the student is newly enrolled shall conduct the appropriate review.
 - f. A determination that a student is no longer a habitual truant shall not cause the number of truantries to be erased for purposes of considering a charge that a student is a repeat habitual truant under this Policy.
14. 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.

VI. SCHOOL BUS SAFETY CODE

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.
2. Wait their turns to load and unload the bus. Avoid standing or playing on the road while waiting for the bus.
3. The bus driver and bus monitors should be treated with respect.
4. Show consideration for the property where their bus stops are located. Damage and destruction at "stops" result in the discontinuance of these "stops."
5. 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.
6. 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.
7. Students must wear seat belts on buses where they are available.

VII. TELECOMMUNICATION

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, misdeliveries, 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.

