HIGHLAND HILLS MIDDLE SCHOOL
2021-2022

FIRE DRILL / SAFETY LOCATIONS

Semester 1

Period 1 Room # _____ F.D. Door/Bus Slot/Location _____ Tornado Location _____

Period 2 Room # _____ F.D. Door/Bus Slot/Location _____ Tornado Location _____

Period 3 Room # _____ F.D. Door/Bus Slot/Location _____ Tornado Location _____

Period 4 Room # _____ F.D. Door/Bus Slot/Location _____ Tornado Location _____

Period 5 Room # _____ F.D. Door/Bus Slot/Location _____ Tornado Location _____

Period 6 Room # _____ F.D. Door/Bus Slot/Location _____ Tornado Location _____

Period 7 Room # _____ F.D. Door/Bus Slot/Location _____ Tornado Location _____

Semester 2

Period 1 Room # _____ F.D. Door/Bus Slot/Location _____ Tornado Location _____

Period 2 Room # _____ F.D. Door/Bus Slot/Location _____ Tornado Location _____

Period 3 Room # _____ F.D. Door/Bus Slot/Location _____ Tornado Location _____

Period 4 Room # _____ F.D. Door/Bus Slot/Location _____ Tornado Location _____

Period 5 Room # _____ F.D. Door/Bus Slot/Location _____ Tornado Location _____

Period 6 Room # _____ F.D. Door/Bus Slot/Location _____ Tornado Location _____

Period 7 Room # _____ F.D. Door/Bus Slot/Location _____ Tornado Location _____

MISCELLANEOUS INFORMATION

Email _____@student.nafcs.org _____

username_____ password_____

username_____ password_____

username_____ password_____

Locker #_____Homeroom_____1st period Teacher_____ Auditorium Location _____

Bus Information

Bus # _____ Bus Driver_____Slot # _____

Home Address _____

Property of:_____

The information in this book was the best available at press time. Watch for additional information and changes.

School Datebooks powered by sdi innovations

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Highland Hills Middle School

3492 Edwardsville Galena Road Georgetown, IN 47122
General Office (812) 542-8501
Attendance Hotline (812) 542-3101

HIGHLAND HILLS MIDDLE SCHOOL: SCHOOL SONG TO THE TUNE OF MINNESOTA ROUSER

Onward Jaguars to victory.
To our colors true we will always be.
Green, gold, black we wear them with pride.
Fighting ever, failing never,
Pulling for our team together
Jaguars we're on your side!
Highland Hills our name makes us proud.
Our school spirit, you'll always hear it loud.
Standing tall above all the rest,
Excellence in all we do,
That is what we'll prove to you.
Jaguars we are the best!

MISSION STATEMENT

Expect Excellence. Realize Potential

VISION STATEMENT

Find Success Within.

BELIEFS

- A broad curriculum should be exploratory, challenging, relevant, self-expressive and engaging.
- Diverse methods of instruction address the various learning styles of students.
- High expectations are set for all students. Parents, teachers, and staff all share responsibility in promoting quality learning. Each group may share the goal of providing a safe and supportive school environment.
- Meaningful relationships with students are paramount to the success of our school.
- Middle school students have unique educational, social and emotional needs that set them apart from elementary and high school students.

HIGHLAND HILLS MIDDLE SCHOOL TIME SCHEDULES

Main Office Opens at 8:30 / Front Doors Opens at 8:30 / Students enter classroom areas at 8:50

REGULAR SCHEDULE GRADE 7

Per. 1	9:00 – 9:51
Per. 2	9:55 – 10:45
Per. 3	10:49 – 11:39
Per. 4	11:43 – 12:33
Lunch	12:33 – 1:03
Per. 5	1:07 – 1:57
Per. 6	2:01 – 2:51
Per. 7	2:55 – 3:45

REGULAR SCHEDULE GRADE 8

Per. 1	9:00 – 9:51
Per. 2	9:55 – 10:45
Per. 3	10:49 – 11:39
Lunch	11:39 – 12:09
Per. 4	12:13 – 1:03
Per. 5	1:07 – 1:57
Per. 6	2:01 – 2:51
Per. 7	2:55 – 3:45

GENERAL INFORMATION

COUNSELING

There are four counselors available to assist students with any problem or concern. Issues may be of a personal nature, about disagreements with other students or teachers, family problems, or academic worries/challenges. Other needs may include, assistance with study skills, test anxiety, social skills, organizational tactics, and stress management. Counselors also offer individual and group counseling for students that need extra support and classroom guidance lessons.

Students should have a pass from their teacher before seeing their counselor. If their counselor is not available the secretary will inform the counselor to call the student to his/her office at a later time. Parents may also call the counselor to address concerns about their child or to set up a conference with the teachers.

DRILLS AND LOCKDOWNS (FIRE, TORNADO, INTRUDER)

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 a list of directions for each type of drill. All teachers will review the specific instructions for their room. Follow these directions without fail. It is essential that silence be maintained so that directions may be heard.

LIBRARY / MEDIA CENTER

HHMS takes great pride in offering and maintaining a great library for the students. Students are allowed to check out 2 books for 2 weeks. There will be a 5-day grace period for late books; however on the 6th day, a $.30 fee will be charged for each book with an increase of $0.05 daily, $3.00 maximum. If the student loses a book, the student is responsible for the replacement cost.

LOCKERS AND LOCKS

Locker assignments will be distributed with schedules. Students in grades 6th to 8th will be issued individual lockers.

Please report any locker problems to the office. Damage to locks will cost $5.00.

You may not change lockers during the school year unless approved by the counselor.

Students are requested to tell no one their lock combination or permit anyone else to use the locker. Students must close their locker door and turn the lock to ensure safety. Lockers are for books, coats, school supplies, and personal items.

INCLEMENT WEATHER PROCEDURE AFTER SCHOOL DAY HOURS

Because inclement weather may appear at any time, an after-hours procedure has been established that safeguards students.

1. Middle School athletic teams are to meet their coaches in the athletic area of the building. Students may use pay telephones (if available) in this area to contact their parents. In the event inclement weather poses a threat to students, coaches will escort students to a secure area.
2. Non-athletic teams housed in the main body of the school are to follow the standard emergency plan for the building if hazardous weather threatens.
3. Students who remain after school, in the event of hazardous weather, are to go to a secure area via the most direct path, as directed by their sponsor.

LOST AND FOUND

Lost items that have been found should be taken to the Lost and Found area (located in the cafeteria). Items of a higher value are stored in the office area. It is the responsibility of all students to turn in items they have found. Items that are left unclaimed are donated at the end of each month.

LUNCH

Four lines are available for the standard lunch. Adjustments will be made as needed. Students may bring their lunch to school and eat in the dining area. They may purchase any item without purchasing an entire lunch, provided the student has funds in their account. A full lunch is $2.70: 1 entrée, 3 sides (different fruits and/or vegetables), and low fat milk.

Students who have financial needs and cannot purchase their lunch should apply for a “free or reduced” lunch. The details of the “free and reduced” lunch program are available when the student enrolls and at the beginning of the school year. The student may pay in advance, a week at a time. Payments are made to HHMS, with students name & pin# at the bottom of the check. There are two black boxes for payments located in the commons. MealpayPlus.com (866-682-9289) may also be utilized to monitor accounts and transfer funds.

Policies for Student Meal Accounts

2021-2022

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 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 the 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. Elementary and secondary schools have procedures in place to ensure students do not go without a meal as outlined in the Meal Charge Policy.

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

SCHOOL BOOKS AND FEES

School books are rented on a one year basis with the cost of book rental and fees exceeding one hundred dollars. You will receive a form in the mail before school starts with your schedule and rental fees listed on it. Anyone in need of financial assistance should request assistance during registration. You must apply for assistance before October 30th. Any fees not paid will be turned over to a collection agency. Additional charges will be assessed for lost or damaged books.

STUDENT ACTIVITY FEE

The student activity fee will be paid at the same time book rental is paid. The fee is used for the handbook / planners.

STUDENT'S IDENTIFICATION CARD

Photo ID's are sent to school sometime after the start of the school year for distribution to each student having pictures made. Students may present their ID at the gate for free admission to non- tournament, home, athletic events.

STUDENT PHOTOGRAPHS

Photographs of each student are made in the Fall by a local photographer. Pictures will be paid for before they are taken. If there are imperfections in the photographs caused by the photographer, a "retake" may be requested at no cost to the student. A student, who simply does not like his/her photo, must pay for his/her "retake" as well as his/her first photo. The "retake" date will be announced.

VISITORS

All adult visitors must have approval from the principal's office on the day **before** they will be visiting. A background check will need to be conducted for all visitors. A visitor's pass will be issued from the principal's office before school begins. Student visitation is limited to those students seeking enrollment at Highland Hills Middle School, accompanied by a parent, and on scheduled tour dates. The length and frequency of parental visits cannot be invasive or disruptive to the privacy, safety, and learning of other students.

SCHOOL HEALTH SERVICES

A school nurse oversees the health services offered at this school. In case of illness or injury, a child will be cared for by the school nurse or 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.***

ADMISSION OF STUDENTS TO HEALTH OFFICE

If students present themselves at the health office and have been injured or are obviously ill, they may be admitted without a pass and will be cared for according to the medical standing orders approved by the medical advisor. All other students who wish to be admitted to the health office must have a pass from the teacher to whom they are responsible that period. Students who do not feel well may be allowed to remain in the health office for a maximum of thirty minutes. At the end of that time, the school nurse or health aide will determine if returning student to class, phoning a parent/guardian, or referral to a counselor or administrator will best meet the student's health and learning needs. Students should NOT call home from a personal cell phone or general use phone in the school to be excused for illnesses. When a student returns to class from the health office, the original pass will be used with the time of dismissal from health office and nurse or health aide's initials.

MEDICATIONS AT SCHOOL

1. A "Request for Administration of Medication" form must be signed and dated by the doctor and parent/legal caregiver. This written request must be on file in the school office before the medication, prescription or over-the-counter, will be administered by the staff. The request must contain the student's name, name of the medication, dosage, and time to be given. The form must be renewed at the beginning of each school year or if the medication changes during the school year.
2. A student may be authorized to possess and self-administer medication for a chronic or acute disease or medical condition if the medication is necessary in an emergency situation. The section of the medication form entitled "Possession and Self-Administration of Emergency Medication Authorization/Approval" must be signed and dated by the doctor and parent/legal caregiver.
3. The medication must be furnished to the school by the parent/legal caregiver on a daily basis. Any exception to this daily dosage requirement must be approved by the principal after consultation with the school nurse. The exception will be limited to a one (1) school week's supply of the medication and must be brought to school by the parent/legal caregiver, or by another arrangement approved in advance by the principal. The medication must come to school meeting the requirements listed in #5 below.
4. All nonprescription medication must be in the original container and be clearly labeled with the child's name.
5. All prescription medication must be in the pharmacy labeled bottle or packaging with the following information:
   Prescription number
   Child's name
   Doctor's name
   Name of medication
   Dosage
   Time to be given.
6. All medication brought to school for administration by staff will be kept in a locked container (unless needing to be secure but accessible for emergency use).
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. For each condition marked with "*", see #6 for additional details. If at school, students will be sent home from school for the following reasons:

1. *Temperature of 100.4 or over. Students must be fever-free for 24 hours *without the aid of fever-reducing medication such as Tylenol/Ibuprofen* before returning to school. See #6.
2. Temperature of 96.5 or lower.
3. Lice (pediculosis) – Students will be sent home if live bugs are found. If a student has nits, he/she may remain at school for the day but should be treated before returning to school. According to New Albany-Floyd County School Board Policy, classroom head checks will not be done.
4. *Vomiting. Student must be free of vomiting for 24 hours before returning to school unless documentation has been provided to indicate an underlying, non-contagious cause. See #6.
5. *Diarrhea. Student must be free of diarrhea for 24 hours before returning to school unless documentation has been provided to indicate an underlying, non-contagious cause. See #6.
6. During periods of community spread respiratory illness such as COVID-19, guidelines for returning to school may be extended. Input will be taken from the Floyd County Health Department, NAFCS medical advisor and the Indiana Department of Health.

SEVERE ALLERGIES AT SCHOOL

If your child has a potentially life threatening allergy to food, insect sting, latex, or other allergen, please be sure to have your child's health care provider complete an Allergy Action Plan for your child and provide the school with an EpiPen/autoinjector. A school nurse or other trained school employee may give the EpiPen/autoinjector according to the directions on the Allergy Action Plan.

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

HEALTH AND WELLNESS IN THE CLASSROOM

According to the NAFCS Wellness Policy, all foods that are provided, not sold, to students on the school campus during the school day, must comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards (https://foodplanner.healthiergeneration.org/calculator/). Individual school buildings are allowed up to three (3) exemption days from this policy for the purpose of classroom parties. Each building will independently decide the three (3) days in which food may be served (provided) that do not comply with the USDA guidelines. However, schools are encouraged to serve water and provide fruit or vegetable options as part of the celebration. All food items for parties or celebrations must be store-bought and have a label that includes ingredients, allergens, and carbohydrate counts. If classroom birthday celebrations are allowed, non-food items such as a classroom book, bouncy balls, party favors, or pencils rather than food items are encouraged.

IMMUNIZATIONS

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

MENINGOCOCCAL DISEASE

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

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

HEALTH AND EXTRACURRICULAR ACTIVITIES

New Albany-Floyd County Schools offers nursing services during school hours. However, a school nurse or health aide is not in the building after school hours. If your child has a medical condition requiring nursing care or a specialized care plan and intends to participate in any before or after-school activities, sports, or programs, please notify your school nurse. Many agencies/programs use our school buildings for student activities but do not have access to your child's health information or training on how to handle health concerns. Your school nurse can help you know what steps need to be taken to keep your child safe and healthy outside of the normal school day.

ATTENDANCE

ATTENDANCE POLICY AND PROCEDURES

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

Reporting Absences to School

Parents are to notify the office of a student's absence by 8:30.When reporting the absence please use the attendance line (812) 542-3101 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 8:30 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 absences. After ten days absence, a doctor's statement is required each time a student is absent for the remainder of the year. A statement from a licensed medical professional documenting an absence may allow an unexcused absence to be changed to an excused absence.

If one or more of the following occurs, your 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 you student's enrollment form. Please contact the school immediately if this information changes during the year.

Excused Absence-Definition

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

- Illness that involves fever, vomiting, injuries, or situations when a physician recommends the students be absent from school. The reason is to be reported to the school office by 8:30.
- Death of immediate family member
- Medical or dental appointments which cannot be scheduled outside the school day (a written doctor's statement is to be given to the school office)
- Religious Holidays
- Court-ordered absences
- Other unusual circumstances when approved by the principal and requested in advance of the event
- Travel for a limited time period involving new educational experiences for a student, which is requested on an infrequent basis by parents or guardian at least one week in advance of the proposed absence. Letters should be submitted to the school principal for approval.

Unexcused Absence-Definition

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

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

Tardy to School-Definition/Signing-in Late Procedure

Students who arrive at school after 9:00 are considered tardy. Those who arrive after 9:00 are to report to the office to obtain a pass that will permit them into the classroom. The tardy will be documented in the office.

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

Early Dismissal-Definition

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 extenuating circumstances.

If early dismissal is unavoidable, please follow this procedure:

- Students should bring a note to the office before school that states: student's name, reason for early dismissal, time of early dismissal, parent signature and date.
- The student will be added to the attendance sheet and given a pass.
- Parents must meet the student in the office in order to sign them out.

CORPORATION PROCEDURE FOR DEALING WITH EXCESSIVE ABSENCES, TARDIES, OR EARLY DEPARTURES:

Once a student obtains **ten** absences and/or early departures or **twenty** tardies which result in a negative impact on student achievement, a referral will be submitted to Child Protective Services. Referral documentation includes:

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

MISSING WORK

Parents may call in to request assignments before 10:00 a.m on the morning of the second consecutive absence. Parents should call 542-3101. The assignments will be available at the end of the following school day.

DISCIPLINE

BEFORE AND AFTER SCHOOL

Students are not to arrive at school before 8:30 a.m. Unsupervised students are to be out of the building by 4:00 p.m. If you stay after school for any extracurricular activities you must be under the direct supervision of a faculty, staff member, coach, or sponsor. Students are expected to plan for parents/guardians to pick them up promptly after completion of the extra-curricular activity.

BUS RULES

School rules should be followed. Students should sit in their designated area (seats should be assigned). Students should follow the directions of the driver. Students must have written parental permission in order to ride a different bus. The note must be taken to the office in order to receive a “bus pass.” Bus notes are located at the end of the handbook section.

CAFETERIA RULES

The students are expected to behave appropriately in the cafeteria. Chairs should not be moved to other tables. Students are responsible for their own tray and trash. Food or drinks should not be thrown or taken out of the cafeteria.

CLOTHING AND APPEARANCE

Students are allowed considerable latitude in the clothing they wear so long as the attire is not disruptive to the educational process. It is the responsibility of the students to not wear clothing that causes a health or safety concern.

- No hats or any headgear including bandanas.
- All tops must have sleeve and neck openings that are modest. Shirt should not be see-through.
- Students are cautioned against inappropriate shirts that may be suggestive, obscene or promote alcohol, tobacco or drug products or use.
- Undergarments, midriff, and personal body parts should never be visible.
- Shorts and skirts should at least hang from mid-thigh to the top of the knee.
- “Sagging” of pants is not permitted.
- Clothing that is torn or inappropriately exposes the body is prohibited.
- Shoes should cover the entire foot – no open toe or heels. No flip-flops or sandal type shoes will be worn.
- Pajamas, house slippers, heelies and sunglasses are not acceptable.
- Coats, backpacks and purses are to be kept in lockers.
- Students may not wear chains attached to their clothing or any accessory that could be easily converted into a weapon (spikes, chains, or metal).
- Swimsuits: Girls are required to wear a one-piece swimsuit. Boys are required to wear swim trunks. Swimsuits must meet the normal standards of modesty and decency.

COMMONS

The commons, located inside of Door #1, is a place where students sometimes gather (before school or after lunch). Students are expected to maintain responsible behavior while congregating in the commons.

GANG ACTIVITY

Gangs and any gang-related activities are prohibited on school property at any time. This includes clothing, accessories, signs, symbols, and membership recruitment. Any activity or form of clothing that can be construed as part of a gang or group that may serve to intimidate, separate, or distract the student body from the primary mission of the school is prohibited, and such activity is grounds for suspension or expulsion.

PASSES
Students should have a pass to be in the hallway during class time. Students should always use the most direct route when going to the place designated. Students are not to go anywhere or do anything other than that designated by the pass.

RESOLVING CONFLICTS
Students are responsible for reporting any conflict that may result in some altercation to someone on staff so that assistance in resolving the conflict can be arranged.

SAFE SCHOOL HELPLINE
Threats of violence and drugs endanger public schools nationwide. The Safe School Helpline has been introduced to assist you in anonymously reporting any wrongdoings that impacts schools, students, or staffs. Call 1-800-4-1-VOICE to leave your information.

SCHOOL SAFETY
A safe school environment is a benefit to everyone. Information about weapons and other hazards to safety should be immediately brought to the attention of school authorities. If you cannot make direct contact with a school official, please contact your local law enforcement agency. There is an anonymous reporting system located on the corporation website https://www.nafcs.k12.in.us/anonymous-alerts/

STUDENT'S RESPONSIBILITY
All students are required to report to their assigned teachers to get a pass **before** they may go to any unassigned destination. The student's first responsibility is always to the teacher.

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 parent or guardian and taken for evaluation to a mental health care professional.

WIRELESS COMMUNICATION DEVICES
The use of Cell phones, personal electronic devices (watches), 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 and 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.

INFRACTIONS & POTENTIAL CONSEQUENCES

Discipline is progressive, and the following list is guideline. Consequences will be determined based on the specific situation.

LTD = Lunch Time Detention (or after school) PN = Parent Notification TTD = Temporary Teacher Dismissal
ISS in SAL = in School Suspension OSS = Out of School Suspension WD = Work Detail

1.1	Disruptive behavior	LTD, TTD, PN, ISS, OSS
1.10	Profanity/Pornography	LTD, TTD, PN, ISS, OSS
1.11	Cheating/Falsification/Dishonesty	LTD, TTD, PN, ISS, OSS
1.12	Threats to others/intimidation**	SAL, OSS (up to 5, 5 days with alternative violence resolution program, 10 days pending expulsion)
1.13	Assault **	OSS (up to 5, 5 days with alternative violence resolution program, 10 days pending expulsion)
1.14	Inappropriate attire (dress code)	Change of attire, PN, LTD
1.15	Action Endangering Others/Self	LTD, TTD, PN, ISS, OSS
	Launching objects	LTD, WD, PN, ISS, OSS
	Running, pushing, horseplay	LTD, PN, ISS, OSS
	Endangering self	LTD, PN, ISS, OSS
	Injuring others	LTD, PN, ISS, OSS
1.16	Hall pass violation	Loss of pass privileges, LTD, TTD, PN, ISS, OSS
1.17	Not dressed for P.E.	warning, LTD, TTD, PN, Loss of points / grade effected
1.18	Failure to bring materials to class	LTD, TTD, PN
1.2	Inappropriate behavior	LTD, TTD, PN, ISS, OSS, expulsion
	In restricted area	LTD, WD, PN
	Intimacy	warning, PN, LTD
	Possession or sale of nonessential items	confiscation, PN, LTD
	Failure to return signed forms on time	LTD
	Littering and other inappropriate behavior	LTD, WD
	Violation of class rules	LTD, TTD
1.3	Inappropriate behavior on school bus	warning, LTD, PN, 1 - 5 day dismissal from bus
1.4	Inappropriate behavior in the cafeteria	LTD, work assignment
1.5	Inappropriate behavior in restroom	LTD, TTD, PN, ISS, OSS
1.52	Inappropriate behavior in library	LTD, TTD, PN, ISS, OSS
1.53	Inappropriate behavior in gym	LTD, TTD, PN, ISS, OSS
1.54	Out of control in classroom	LTD, TTD, PN, ISS, OSS, expulsion
1.6	Not completing homework	LTD, TTD, PN, ISS
1.61	Not completing work in class	LTD, TTD, PN, ISS
1.7	Fighting**	OSS (up to 5, 5 days with alternative violence resolution program, 10 days pending expulsion)
1.8	Disrespect shown to an adult	LTD, TTD, PN, ISS, OSS

1.9 Harassment..... See Human Dignity Policy, ISS, OSS up to 5 days with possible expulsion or alternative violence resolution program

1.90 Bullying ..... Bully prevention procedures, LTD, TTD, PN, ISS, OSS

1.91 Racial slurs .....LTD, ISS, OSS, expulsion

2.1 Damage to property .....LTD, WD, TTD, PN, ISS, OSS, expulsion, student or parent responsible for financial loss

2.2 Theft/Possession of stolen property/.....LTD, ISS, OSS student or parent responsible for financial loss.

2.4 Arson.....OSS, expulsion

2.5 Theft of a test or test key .....LTD, TTD, PN, ISS, OSS

3.1 Dangerous objects brought to school .....LTD, TTD, PN, ISS, OSS

3.2 Weapons/possession/use/threat.....OSS, expulsion

3.3 Contraband/Drug look-a-likes*..... OSS (up to 5, 5, 10 days pending expulsion)

3.4 Possession or use of controlled substance (alcohol/drugs)* ..... OSS (up to 5, 5, 10 days pending expulsion)

3.41 Alcohol possession/use/supply*..... OSS (up to 5, 5, 10 days pending expulsion)

3.5 False Alarms (Bomb threat) .....OSS, expulsion

3.6 Possession of tobacco product (liter)..... 1-3 day suspension

3.7 Possession/Use of tobacco on school property, at school event, or when under school jurisdiction: ..... ISS,OSS, expulsion referral to tobacco program, see policy below

3.9 Beeper, Cell Phone, IPOD, MP3..... Confiscation, LTD, PN

4.0 Excessive Absences: ..... letter to parent, CPS referral, probation referral (See Attendance policy)

4.1 Tardy to class per semester:……..…..warning, LTD, TTD PN

4.2 Tardy to school per school year:…… warning, LTD, TTD PN

4.3 Excessive early dismissals .....warning, LTD, TTD PN

4.4 Truancy from one class.....LTD, TTD, PN, ISS, OSS

4.5 Truancy from school.....LTD, TTD, PN, ISS, OSS

4.6 Leaving school without permission .....LTD, TTD, PN, ISS, OSS

4.7 Failure to report to detention..... LTD, TTD, PN

5.2 Excessive days in LTD..... PN, TTD, ISS, OSS

5.4 Failure to return form .....LTD, PN

* In accordance with NAFC Drug/Alcohol Policy. For further explanation, refer to students rights guide.

** In accordance with NAFC safety policy. For further explanation, refer to students rights guide.

LUNCH TIME DETENTION (LTD)

The 25 minute lunch detention serves as the "front line" of the school discipline policy. School/classroom policy violations are documented and entered into the student's discipline record for the current school year. It is designed to bring a student's objectionable behavior to the attention of that student and his/her parent/guardian. Once the form has been issued to the student by a faculty/staff member, it is the student's responsibility to get his/her parent/guardian's signature and return it to the school office before 1st period the following class day. Failure to return this form will result in an additional day's detention for each day it is overdue, not to exceed a total of 3 per incident. Failure to return the form in a timely manner or failure to serve the detention will result in a more serious action, (SAL). Students receiving LTD's are to report to the lunch supervisor, in the cafeteria, sign in and sit in the area designated. Bring study materials. Students are not allowed to serve more than 6 LTD's per 9 week grading period. Once the 6 LTD limit has been reached more serious consequences will be administered. More serious consequences occur once a student reaches the 6 LTD limit.

Lunch Time Detention – Maximum of 6 LTD's per 9 weeks. More serious consequences will be given once the LTD total is reached each grading period

DETENTION (AFTER SCHOOL)

Students required to stay after school for disciplinary reasons will be given a form by his teacher. It is the student's responsibility to get his/her parent or guardian's signature and return it to the teacher the following class day. It is the parent's responsibility to pick up their student at school at 4:20 p.m. on the day detention is served.

TEMPORARY TEACHER DISMISSAL (TTD)

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 five (5) school day, when a student interferes with the educational function of which the teacher is then in charge.

IN SCHOOL SUSPENSION (ISS) IN STUDENT ALTERNATIVE LAB (SAL)

Serious or repeated disciplinary problems may lead to suspension from school. An alternative to out of school suspension is SAL, a student placed in SAL must return his/her form signed by a parent or guardian, take study materials and comply with the directions of the supervisor. Work in SAL will replicate classroom work as closely as possible and will be counted in the student's grade. Failure to follow directions in SAL may lead to an out of school suspension.

OUT OF SCHOOL SUSPENSION (OSS)

Serious or repeated disciplinary will receive an Out of School Suspension. Students will not be allowed to attend school or any school functions while suspended.

PROBATION OR COMMUNITY SERVICE

The Floyd County Juvenile Probation Office may be contacted any time a student receives an out of school suspension.

SMOKING AT SCHOOL

A person less than 18 years old commits a Class C Infraction if they purchase, accept or possess tobacco. The fine is up to $500.00

Smoking by students is not allowed on or across from school grounds at any time, including extracurricular events. Possession of tobacco in any form, as well as lighters or matches, constitutes an offense. Each incident will be subject to a progressive disciplinary policy including suspension and/or expulsion. A smoking cessation class is available for all students caught smoking.

NEW STATE STATUTES REGARDING MINOR STUDENTS' USE OR POSSESSION OF TOBACCO PRODUCTS: The secondary schools in the NA/FC School System have adopted the following to address new state statutes regarding minor students' use or possession of tobacco products.

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	1-3 day suspension, PN, and tobacco referral program
2nd offense	1-3 day suspension; PN, and tobacco referral program, loss of license if applicable; parent notified.
3rd offense	3-5 day suspension; parent notified; referral to prosecutor's office if student is under 18 years of age.
4th 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 either the offices of the city police or the county sheriff, who will arrange to send an officer to the school to issue citations to students under 18 years of age. Generally, these citations would be issued once a week to the student offenders. 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 must accompany the students to the prosecutor's office. Students violating this policy will also by subject to loss of driving privileges, pass privileges, and lunch room privileges. These measures took effect January 5, 1998, and will be done on a yearly basis.

There will be **NO SMOKING** by Middle School students. Any Middle School student who disobeys this rule will be suspended and other disciplinary action will be taken. Tobacco products are not to be brought to school. Possession or use of tobacco leads to suspension, police citations, expulsion and diminished health. If you haven't smoked, don't start. If you do smoke and wish to quit, see your counselor.

DRUG AND ALCOHOL ABUSE FACT SHEET

1. A policy regarding students and drug/alcohol use is now in effect. If a student possesses, uses, or is under the influence of drugs or alcohol on school property or at a school function, he or she will be suspended for five days and the process for expelling that student will begin. (The policy also applies to prescription drugs. See the health office if prescription medication is to be taken at school.)
2. The school corporation has a program involving several community agencies where an intensive educational program will be offered as an alternative to expulsion to first time offenders.
3. The educational program as an alternative to expulsion will be offered only one time while a student is enrolled in the school corporation.
4. Students who transmit (give or sell) drugs or alcohol to someone else, or attempting to transmit will be immediately suspended and processed for a one-year expulsion. The alternative program is not available to students who are identified as transmitting drugs or alcohol.
5. The educational program requires 10 one-hour sessions to complete. The parents or guardians attend 2 of the sessions, the students 10.
6. No absences from the sessions are excused. Any missed sessions must be made up. Students may be terminated from the program for disruptive behavior and the expulsion process resumed.
7. Each of the participating agencies has a fee schedule for the program and the family is financially responsible for the cost. For income eligible families a reduced fee is available.

For more information please refer to the NAFCS Student Rights and Responsibilities Brochure in this handbook.

BULLYING/HAZING/HUMAN DIGNITY POLICY

DISCRIMINATION/SEXUAL HARASSMENT

The New Albany-Floyd County School Corporation expressly prohibits discrimination of any sort based upon color, creed, national origin, or gender. Included in this nondiscrimination philosophy and policy is harassment of any sort. Anyone found guilty of violating this policy will be subject to the penalties outlined by school board policy.

Our plan has met the approval of the New Albany Floyd County School Corporation Administration.

We have two powerful reasons to focus on bully prevention at HHMS:

1. Everyone has the right to feel physically and psychologically secure.
2. These feelings of security support student learning.

HIGHLAND HILLS MIDDLE SCHOOL RULES

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

CONSEQUENCES FOR BULLYING:

First Offense: **Awareness** – An action plan is signed that outlines consequences if behavior is repeated. Appropriate behavior encouraged.

Second offense:	**Level 1**:	Empathy – Complete empathy and reflection form.
Third offense:	**Level 2**:	Social Consequence 1 – Social privileges lost 1 day.
Fourth offense:	**Level 3**:	Social Consequence 2 – Social privileges lost 3 days.
Fifth offense:	**Level 4**:	Social Consequence 3 – 2 days out of school suspension and social privileges lost 5 days.

Please note: School/Corporation consequences will apply in addition to the bullying consequences if necessary.

ANTI-BULLYING

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

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

   1. places the targeted student in reasonable fear of harm to his or her person or property;
   2. has a substantially detrimental effect on the targeted student's physical or mental health;
   3. has the effect of substantially interfering with the targeted student's academic performance; or
   4. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, or privileges provided by the school. Bullying does not include:
      - participating in a religious event;
      - acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger;
      - participating in an activity consisting of the exercise of a student's freedom of speech rights;
      - participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults;
      - participating in an activity undertaken at the prior written direction of the student's parent; or
      - engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

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

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

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

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

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

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

ACADEMIC INFORMATION

ATTITUDE GRADES

5-excellent, 4-good, 3-fair, 2-poor, 1-unacceptable. Attitude grades reflect the student-teacher relationship. They indicate the attitude of the student toward the school, the subject being taken, or the learning situation. A grade below 3 is considered unsatisfactory. Honor Roll requires a 4 or 5 in attitude.

GRADE SCALE

90-100% - A 80-89% - B 70-79% - C 60-69% - D Below 60 - F

9 Weeks Grades Letter grade, attitude grade, and comment.
Semester Grades 9 weeks letter grade, semester grade, attitude grade, and comment.

GRADES

Students will receive classroom performance evaluations in the form of letter grades each 9 weeks. As a result, there will be four evaluation letter grades given during the course of a school year.

A **final** semester grade will be given and will appear on permanent records.

A **Progress Report** will be sent home with the student after five weeks of each grading period.

INOW Parent Portal also gives parents and student access from home to the electronic gradebook.

THE HOMEWORK HELPLINE

Rose-Hulman Institute of Technology provides a toll free science and math homework helpline. Help is available from 7:00 p.m. to 10:00 p.m. Sunday through Thursday (EST) at 1-877-ASK-ROSE and www.AskRose.org.

HONOR ROLL

A student may earn a position on the **All A Honor Roll** or the **All A and B Honor Roll.** A student must earn a letter grade of "A" in all subjects for the **All A Honor Roll**. A student must earn a mix of "A" and "B" in any subject for the **All A and B Honor Roll.** The Honor Roll is compiled and published each 9 weeks. We wish to encourage all students to earn honor roll standing. Special awards and recognition will be given at the end of each school year for All A Honor Roll.

PROGRESS REPORTS

Students or parents are able to check progress reports at any time on the INOW system. Login information will be sent after the start of the school year. Call the main office if you need assistance.

REQUIRED COURSES OF STUDY

7th Grade

1. Language Arts
2. Mathematics
3. Geography
4. Science
5. Physical Education and Health
6. Bus.Tech. and Art
7. One of the following electives:
   a. Band
   b. Orchestra
   c. Choral Music
   d. Handbells
   e. Wellness / World Language

8th Grade

1. Language Arts
2. Mathematics
3. United States History
4. Science
5. Physical Education and Health
6. Tech Ed. and Art
7. One of the following electives:
   a. Band
   b. Orchestra
   c. Choral Music
   d. Handbells
   e. Wellness / General Music

HIGHLAND HILLS MIDDLE SCHOOL ATHLETICS/CO-CURRICULAR

ART SHOW

A district Art Show is held in the Spring.

ATHLETICS

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.

CHESS TEAM

The Chess Team offers an opportunity to practice the game of chess with other Highland Hills students. Several matches with opposing schools are also planned throughout the school year.

EXTRA CURRICULAR POLICY

As activities for students increase, there is the possibility that conflicts in scheduling will occur. This can place the student and/or coach in a very difficult position. Our goal is to allow students to participate in as many activities as they desire.
In a situation where a scheduling conflict occurs, and the two sponsors/coaches cannot come to an agreement, the Principal will decide the matter using the following hierarchy of events:

1. Highland Hills programs - those programs that have been scheduled for the public will take precedent over practices and regular season scheduled games.
2. School Related State Programs will take precedent over Highland Hills programs and practice.
3. Conflicts between two state contests, Highland Hills programs, or games the student will make the choice.

4. Teachers and/or coaches are not to reduce a student's grade or penalize a student when such a conflict exists. Matters regarding "playing time" are considered as "coaching decisions." It is the student's responsibility to inform his teacher/coach of schedule conflicts as soon as possible. Note: Participants in musical performance groups is required and graded.

*Attendance and Extra-Curricular Events: Students must be in attendance for a full day (including PE for athletic events) the day of a school event and on the Friday before a weekend event. Students may make appeals to the principal or the activities director.

GEOGRAPHY BEE

Students may compete in the HHMS Geography Bee. The winner of the HHMS Geography Bee will then be given an opportunity to compete in the Indiana and National Geography Bee conducted by the National Geographic Society. Winter announcement.

INTRAMURALS

The intent of the Intramural Program is to give every student the opportunity to compete in various activities throughout the school year. The emphasis of the competition, however, is not placed on winning, but on participation. We feel there are many aspects of competition, besides winning, that aid a student in his growth to adulthood. We encourage the students to learn through participation and social interaction with peers. **Emphasis:** Learning from interaction and competition with others. Activity examples: basketball, volleyball, miniature golf, tennis, swimming, bowling, dodge ball, table tennis,board games and chess.

MUSICAL

Highland Hills Middle School has a long tradition of theatrical excellence having produced both straight plays and musicals since the school opened in 2004. Sometimes this is done through a school-wide production and sometimes it is broken into two productions for different grade levels. These shows are open to all students to participate. The theatre department prides itself on offering chances for students to get involved both onstage and backstage.

PHYSICAL EDUCATION CLASS

Students who need to be excused from physical education or swimming for injury or illness must submit a note from parents or physician **BEFORE 9:00 A.M. THE MORNING THEY WISH TO BE EXCUSED**. This note should be taken to the health office. Notes will not be accepted after 9:00 A. M. and students will be required to participate in class that day. A physician's statement will be required for any illness or injury lasting more than three days, including an anticipated date of return to activity. An alternative assignment may be given while student is unable to participate in regular activities.

STUDENT COUNCIL

The Highland Hills Student Council serves the interests and needs of students. Some of the purposes of the council include: planning extra - curricular activities; sponsoring worthwhile projects; setting a good example in proper conduct; and promoting agreeable relationships between students and the faculty of the school. Student council activities include: dances, teacher appreciation, Valentine Grams, fundraisers, philanthropic activities. Representatives are selected by application. Each grade level will be represented. There will be a president, vice president, secretary and treasurer elected by the previous years council.

TWENTY-FIRST CENTURY SCHOLARS PROGRAM

The 21st Century Scholars Program will be made to all qualified 7th, and 8th graders. Indiana 7th, and 8th grade students who qualify for the Twenty-First Century Scholars Program may receive up to four years of free college tuition to attend a participating Indiana public or private college, university or proprietary institution. For further information see your counselor for an application or contact the Twenty-First Century Scholars Office, PH# 1-800-992-2076.

WASHINGTON D.C. TRIP GUIDLINES

Eighth grade students may attend a Washington D.C. trip that is typically held in the Fall.

The following guidelines must be met to attend:

1. The window of behavior expectations for students begins the first day of the semester when planning for the trip starts.
2. Any OSS or multiple ISS may be cause for removal from the trip.
3. For new students, behavior from previous school will be considered.
4. An ad hoc committee (principal, Asst.Principal, counselor, teachers) will be formed to review cases and make final decisions.

YEARBOOK

HHMS has its own yearbook, **The Summit**, designed and created by the students along with a teacher advisor. The purchase price for the full-color yearbook is in the $35-$45 range, depending on publishing costs and payable at the time of purchase.

The Summit is a spring yearbook, which means it will be delivered to the school sometime before summer vacation begins. All students should have their school picture taken, even if they are not purchasing a book or picture packet, so that their picture will be included in the book.

Often times throughout the year there will be events that need yearbook coverage, it would be very helpful if any parents or students who attend during or after school events and take pictures would make their pictures available to our yearbook staff. Please check the HHMS website for more information about how to send in pictures to be used in the yearbook.

STATE AND DISTRICT POLICIES
NEW ALBANY-FLOYD COUNTY CONSOLIDATED SCHOOLS
STUDENT GUIDE FOR STUDENT RIGHTS AND RESPONSIBILITIES

PREAMBLE

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

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

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

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

(IV) School Safety Policy, (V) 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, including, but not limited to, wands 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 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. 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.

5. 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, herein.

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.

6. Criminal Organizations and Activity

As required by Indiana Law, I.C. 20-26-18-3, a copy of the School Corporation's criminal organization policy (Board Policy 5840 Criminal Gang Activity), is included below:

5840- CRIMINAL GANG ACTIVITY

Prohibited Conduct

New Albany-Floyd County Consolidated School Corporation prohibits criminal gang activity on school property, school buses, or at school-sponsored functions.

Definitions

Per IC 35-45-9-1, "criminal gang" means a group with at least three members that specifically either:

a. Promotes, sponsors, or assists in; or participates in; or

b. Requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (IC 35-42-2-1).

"Gang Activity" means knowing or intentional participation by a student in a criminal gang, or knowing or intentional solicitation, recruitment, enticement, or the intimidation of another individual to join a criminal gang.

Procedures for Reporting and Investigating

A school employee is required by law to report any incidence of suspected criminal gang activity, including criminal gang intimidation or criminal gang recruitment, to the principal and school safety specialist.

The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang activity.

Each school within the school corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the Superintendent who shall submit a written report to the Indiana Department of Education by June 1 of each year, starting in 2017.

Consequences

A confirmed incident of criminal gang activity is a violation of the school's code of conduct.

The principal or the principal's designee shall respond to criminal gang activity, according to the parameters described in the school's code of conduct.

Support Services

The principal may provide information or relevant support services to a student involved in, or suspected of, being involved in a criminal activity. The following types of services, including family support services, are available:

a. refer to counseling

b. establish programs to enhance school climate

c. enlist parent cooperation and involvement

d. enlist community cooperation and involvement

Criminal Gang Prevention and Education

The school corporation shall establish an evidence-based educational criminal gang awareness program for students, school employees, and parents (IC 20-26-18-4).

The school corporation shall implement school employee development to provide training to school employees in the implementation of its criminal gang policy (IC 20-26-18-4)

The superintendent shall ensure that notice of this policy appears in the student handbooks and on the corporation's website.

7. Criminal Organization Activities, Clothing or Accessories

Criminal organization and criminal organization related activities, clothing and accessories are prohibited on school property at all times. Signs, symbols and membership activities associated with criminal organizations are also prohibited. Any activity, clothing or accessory affiliated with a criminal organization 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

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 discrimination or harassment on the basis of a protected class including but not limited to race, color, ethnicity, national origin, sex, gender identity, sexual orientation, socioeconomic status, disability, genetic information, age or religion. This commitment applies to all Corporation operations, programs, and activities; thereby to protect employee and student interest in personal dignity and freedom from discrimination and harassment, 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 on the basis of a protected class including but not limited to race, color, ethnicity, national origin, sex, gender identity, sexual orientation, socioeconomic status, disability, genetic information, age, 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 a protected class including but not limited to race, color, ethnicity, national origin, sex, gender identity, sexual orientation, socioeconomic status, disability, genetic information, age, 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 strictly adheres to all non-discrimination and anti-harassment laws and does not tolerate acts of discrimination or harassment. The School Corporation has appointed Bill Briscoe, Assistant Superintendent for Administration and Operations, 2813 Grant Line Road, Telephone 812-542-2106, as the Complaint Coordinator 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 Complaint Coordinator. The Complaint Coordinator shall document all reports of discrimination and harassment and establish a protocol for recordkeeping.

e. Harassment or discrimination of students, employees, and guests is prohibited at all academic, extra-curricular, and school sponsored activities. Behavior prohibited by this policy also includes conduct in any school program or activity taking place in school facilities, on school transportation, or any off campus conduct that has continuing effects on campus or in any school program or activity. The School Corporation prohibits discrimination and harassment through a computer, computer system, or computer network. Notwithstanding any other prohibition, the School Corporation will not take action to regulate expression protected by the United States and Indiana Constitution.

f. Harassment and Discrimination may take many forms, including: verbal acts and name-calling; graphic and written statements; sexual violence or unwanted sexual contact; or other conduct that may be harmful, humiliating, or physically threatening. Harassment and discrimination do not have to include the intent to harm, be directed at a specific target, or involve repeated incidents, but may be present in peer-to-peer, staff-to-staff, staff-to-student, or student-to-staff interactions. Harassment and discrimination may be any act, speech, or gesture sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability to participate in or benefit from the services, activities, or opportunities provided by the School Corporation.

g. Anyone who believes that a student or employee has possibly been the target of discrimination or harassment is encouraged to immediately report the situation to an appropriate employee such as a teacher, counselor, administrator, or Complaint Coordinator. Any employee who observes, suspects, or is notified of discrimination or harassment must report the behavior to his/her immediate superior. The reporter need not be the target of the discrimination or harassment.

Complaints against an employee should not be reported to the accused staff. Instead, complaints against an employee should be reported to that employee's supervisor or appropriate coordinator based on the form of harassment or discrimination.

h. The Corporation will address both formal and informal complaints of discrimination and harassment. Complaints of discrimination and harassment should be received within thirty (30) days of discovering the alleged discrimination or harassment.

i. Procedures for investigating and responding to harassment and discrimination can be

found in Board Policy 5517, or by contacting the Complaint Coordinator listed

above. For any questions, concerns, or to file a complaint, contact the Complaint Coordinator listed above.

j. 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 of Civil Rights, Region V, 500 West Madison Street, Chicago, Illinois 60661. 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.

Parents and eligible students who wish to file a complaint under FERPA should do so by submitting the complaint form found at www.studentprivacy.ed.gov/file-a-complaint electronically to FERPA.Complaints@ed.gov. Alternatively, individuals may print out the form, sign, and mail to the following address:

U.S. Department of Education

Student Privacy Policy Office

400 Maryland Ave., SW

Washington, DC 20202-8520

12. Screening for Health Concerns

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

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 (812-542-2142).

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 a least sixteen (16) years of age and who wishes to enroll after an expulsion to attend an alternative program.

h. 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, and the list of disciplinary actions are not exhaustive.

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, color, ethnicity, national origin, sex, sexual orientation, gender identity, socioeconomic status, disability, genetic information, age, religion, or other protected characteristics in violation of the Policies described in Article I, Section 8, 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 or private property, stealing or attempting to steal school or private property.

c. 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.

d. 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.

e. 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.

f. 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.

g. 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.

h. 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.

i. It may be grounds for an immediate expulsion for any student to knowingly transmit or attempt to transmit any drug including:

- all dangerous controlled substances as so designated and prohibited by Indiana statute;
- all chemicals which release toxic vapors;
- all alcoholic beverages;
- 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;
- any "look-alike" substances;
- any chemicals or substances that are precursors to drug manufacturing;
- any other illegal substance so designated and prohibited by law;
- any substance not taken as directed or prescribed;
- any substance that alters behavioral patterns and is not prescribed by a physician.

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.

It is a violation of this Policy for a student to transmit paraphernalia used with any of the substances listed herein.

A charge of transmitting a substance covered by this subsection may include a charge of possession of such substance. It may be grounds for an immediate ten (10) day suspension.

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.

It is a violation of this Policy for a student to possess paraphernalia used with any of the substances listed herein.

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.

First time offenders determined to be in possession or under the influence of a prohibited substance, as set out herein, may be immediately suspended up to five (5) days pending expulsion; however, an alternative to expulsion may 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.

Second or repeat offenders determined to be in possession or under the influence of a chemical substance, as set out herein may be immediately suspended pending expulsion without being offered the alternative educational program.

- 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.
- 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.
- 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.
- 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.

j. 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.

k. 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.

l. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.

m. 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.

n. 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.

o. Excessive truancy or absence from school without the knowledge and consent of both the parent and the school.

p. Excessive cutting of classes and/or tardiness to classes.

q. Living outside of the New Albany-Floyd County Consolidated School Corporation attendance area without approval of the Corporation.

r. 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.

s. Falsely accusing any person of sexual harassment, or violating a school rule, and/or state or federal law.

t. 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.

u. "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, **the device or devices in question** will be confiscated and any suspected violations of criminal law(s) will be reported to law enforcement authorities.

v. Personal or group messaging of inappropriate comments, pictures, emojis or videos that contain sexual, humiliating, harassing or threatening messages.

w. Possessing sexual-related materials or engaging in sexual activity that may include, but is not limited to, the showing of breasts, genitals or buttocks.

x. 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.

y. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.

z. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.

aa. Engaging in pranks or other similar activity that could result in harm to another person.

bb. Violating any school conduct rule the building principal establishes and give notice to students and parents.

cc. 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 (10) 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 (5) 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 (10) 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 (10) school days. Such conduct may 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 may be immediately suspended for ten (10) 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. DRIVER'S LICENSE POLICY

This Policy, adopted by the Board of School Trustees, is designed to comply with 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.

1. 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.

2. 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.

3. The opportunity for an expulsion meeting will be offered, when a student is charged with conduct for which expulsion is recommended.

4. 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.
5. 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, 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.
6. 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 may proceed with the suspension or the recommendation for expulsion and notify the Indiana Bureau of Motor Vehicles.
7. If a student less than eighteen (18) years of age withdraws from school before graduating for any other reason than financial hardship, the principal of the student's school will report the student's withdrawal under I.C. 20-33-2-21and I.C. 20-33-2-11 and the student's operator's license or permit may 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.
8. Nothing contained in this Policy shall limit disciplinary action under the Corporation's attendance policy for any individual instance of truancy or cutting class. The student who has been truant and the parent of such student will be informed of each truancy and the consequences of additional truancies under this Policy.
9. 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.
10. 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 may 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.
11. 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.
12. 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 truancies to be erased for purposes of considering a charge that a student is a repeat habitual truant under this Policy.

13. 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

Student Access to the Internet

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

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

NEW ALBANY-FLOYD COUNTY CONSOLIDATED SCHOOL CORPORATION TELECOMMUNICATIONS USE AGREEMENT

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

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

INTERNET-TERMS AND CONDITIONS

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

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

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

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

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

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

   d. E-mail is not guaranteed to be private. System Operators may have access to all e-mail. Messages relating to or in support of illegal or improper activities will be reported to the proper authorities.

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

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

   g. Word messages carefully and be brief.

   h. Passwords may not be shared except with the teacher/supervisor and the System Operator.

   i. Users may not access another person's files or account without their permission.

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

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

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

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

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

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

HIGHLAND HILLS BUS OR DISMISSAL FORM

DATE: _____

STUDENT NAME _____

TEACHER NAME (5 & 6 grades only)_____

( ) Student will ride home with named friend _____

Bus slot # _____ Bus # _____ Bus Driver's Name _____

( ) If student is not riding home with a friend, but is getting off at a location different than the normal drop off please list the address and bus #

( ) Student is a car rider and will be picked up at door #10 after school.

( ) Student has a change of dismissal time and will be picked up at _____ today by (person picking up student)

Parent Signature:_____

HIGHLAND HILLS BUS OR DISMISSAL FORM

DATE: _____

STUDENT NAME _____

TEACHER NAME (5 & 6 grades only)_____

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Bus slot # _____ Bus # _____ Bus Driver's Name _____

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Parent Signature:_____

CALENDAR YEARS

2021

January

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

February

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

March

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

April

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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May

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						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
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23	24	25	26	27	28	29
30	31					

June

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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July

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4	5	6	7	8	9	10
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

August

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
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September

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5	6	7	8	9	10	11
12	13	14	15	16	17	18
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October

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November

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28	29	30				

December

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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
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2022

January

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

February

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March

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April

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24	25	26	27	28	29	30

May

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29	30	31				

June

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July

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24	25	26	27	28	29	30
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August

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September

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October

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November

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December

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2023

January

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22	23	24	25	26	27	28
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February

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March

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June

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