**Fairmont Elementary**

**School**

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**Parent and Student Handbook**

**2022-2023**

Principal- Susie Gahan

Assistant Principal- Taylor Eiler

1725 Abbie Dell Ave, New Albany, IN 47150

Office: [(812) 542-5501](https://www.google.com/search?gs_ssp=eJzj4tLP1TcwN0szNsk1YLRSNaiwsDCzNEs2NjYzMTVJMbRMsjKoMEk2TLEwSk01tzS2sDQ2S_aSSkvMLMrNzytRSM1JzU3NK0ksqlQoTs7Iz88BAEsaF7Q&q=fairmont+elementary+school&rlz=1C5CHFA_enUS876US880&oq=fairmont+elementary+school&aqs=chrome.1.69i57j46j0j46j0j46l2j0.6705j0j7&sourceid=chrome&ie=UTF-8)

Attendance Line: (812) 981-7430

Follow us on Facebook: @FairmontCards

School Website: <https://fairmont.nafcs.k12.in.us/>

**Dear Fairmont Family,**

**Welcome to the 2022-2023 school year! Our theme this year is “Learning is an Adventure”. We are excited to be back in school and are ready for a great year.**

**There are many ways to be involved at school, but the most important is to work with your child and his/her teacher to ensure that your child is learning. Please monitor your child's practice work at home and call us if you have any questions. Check his or her folder each night for work, completed assignments and any notes from school. We send a newsletter each Friday with information about upcoming events, extra-curricular opportunities, the menu and more. Remember, the best way to make sure your child succeeds in school is for all of us to work together. Thank you for choosing Fairmont Elementary School, we are glad you are here!**

**Sincerely,**

**Susie Gahan, Principal and Taylor Eiler, Assistant Principal**



**Vision Statement**

Fairmont Elementary School empowers all students with academic and social skills to become lifelong learners and contributing members of society.

**Mission Statement**

Fairmont Elementary provides an environment where all students learn.

**Belief Statements**

· Challenge all students to learn and excel.

· Provide a safe and nurturing environment for all children.

· Implement current educational practices to meet each child’s individual needs with our knowledgeable and caring staff.

· Encourage all students to be respectful and responsible for their actions.

· Parental involvement, encouragement, and support are keys to student success.

· Continuous communication with parents helps them feel welcome, wanted and an important part of their child’s education.

**Purpose**

We ensure high levels of learning for all students.

**General Information:**

School Colors: Red, Black, and White

School Mascot: Cardinal

**KINDNESS PLEDGE: (We start our day with reciting this)**

*I pledge to myself of this day*

*To try to be kind in everyway*

*To every person big and small*

*I will help them if they fall*

*When I love myself and others too*

*That is the best that I can do.*

**Fairmont Faculty and Staff**

Principal Susie Gahan

Assistant Principal/Title 1 Coordinator Taylor Eiler

Office Manager Donna Cullen

Office Clerk Crystal McConnell

Counselor Katie Fahy

Heath Aide Amie Thompson

Literacy Coordinator Missy Julian

Kindergarten Megan Hill, Carrie Ransom, Hannah Thomas

First Grade Dee Burke, Nancy Mires, Pam Warren

Second Grade Philip Forkert, Rachel Seitz, Lindsay Smith

Third Grade Brigitte Emmert, Steven Tinius, Stephanie Watson

Fourth Grade Sarah Drake, Shari Smith

Special Education Emily Blankenbaker, Lisa Feeney, Marilene Fletcher

Speech Shannon Whitaker

Acceleration Teachers Blair Goldschmidt, Jean Martin, Tabitha Resener, Keith Whitaker

EL Brian Clemons, Susan Robbins, Miguel Monroy

EL Translators Jimmy Hinton, Luchy Vera de Anderson, Ramey Satterly

Music Paraprofessional Jenny Casey

Music Teacher Providing Support Sally Barrett

Art Paraprofessional Andrea Hutchinson

Art Teacher Providing Support Mary Arnold

Physical Movement (PE) Paraprofessional Glenn Kennedy

PE Teacher (Providing Support) Zach Koetter

Computer Lab Sydney Davis

Media Clerk Tonda Wilhoite

Plant Operator

Food Services Manager Margie Plummer

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**ADMISSIONS**

Your child must have attained his/her fifth birthday by August 1**st** to enter Kindergarten.

A child must have a completed health form (shot record) on file and his/her parents/guardians must be residents of Fairmont School attendance area.

Any transfers must be approved at the Administrative Service Center.

**DETENTION**

Your child will be may be excluded from a “special” or receive a lunch detention if home practice, schoolwork or behavior has been a problem. The classroom teacher will send a form home with your child to be signed and returned.

**ARRIVAL**

School begins at 8:00am. Car riders are to be dropped off behind the building at door #5; please enter from Roanoke Ave. Buses will drop off in the front of the building and use Door #1. Students will enter the school and go directly to class Monday-Thursday. Breakfast is served from 7:40 – 7:55am and can be picked up in the cafeteria before reporting to class. Friday students will report to the gym or cafeteria upon arrival.

Please do not allow your child to arrive at school before 7:40am. Teachers and staff members are not on duty until 7:40am. There is no supervision of students until 7:40am. **Please do not drop off at the front of the building. Students being dropped off by car or daycare need to use Door #5.**

Only buses may park in the bus drop off area (front of building). This will help ensure the safety of our students. Cars are not allowed to park in the bus lane.

**ART, MUSIC, PHYSICAL MOVEMENT**

All activities and curriculum will be developed by certified teachers who are experienced in the respected areas of instruction. Take special care to notice any displays throughout our school and to join us to view school plays and programs.

**ATTENDANCE POLICIES 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 should be avoided.

**Reporting Absences to School**

Parents are asked to notify the office of a student’s absence by 9:30am. Please report the absence by calling the attendance line (812)981-7430 and provide complete information with child’s name, teacher, request for picking up homework, and the reason for the absence. Failure to contact the school office with information regarding the student’s absence by 9:30am will result in an unexcused absence.

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

Students are sent home for the following reasons: Temperature of 100 or higher, vomiting, severe pain in the chest or stomach, fainting, live lice is found in hair, and/or injury. *Please have two current emergency contacts listed on your child’s enrollment form. Please contact the school immediately if this information changes during the year.*

**Excused Absence-Definition**

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

* Illness that involves fever, vomiting, injuries, or situations when a physician recommends the students be absent from school. The reason is to be reported to the school office by 9:30am.
* Death of immediate family member
* Medical or dental appointments which cannot be scheduled outside the school day (a written doctor’s statement is to be given to the school office)
* Religious Holidays
* Court ordered absences
* Other unusual circumstances when approved by the principal and requested in advance of the event
* Travel for a limited time period involving new educational experiences for a student, which is requested on an infrequent basis by parents or guardian at least one week in advance of the proposed absence. Letters should be submitted to the school principal for approval.

**Unexcused Absence-Definition**

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

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

**Tardy to School-Definition**

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

An excused tardy is one that is verified in writing by a medical professional, counselor or has been approved by the building principal due to extenuating circumstances.

**Early Dismissal-Definition**

A request to release children from school prior to 2:20pm creates a disruption to the learning environment. Excused early departures are those departures that are verified in writing by a medical professional, counselor or those departures approved by the building principals for extenuating circumstances.

If early dismissal is unavoidable, please follow this procedure:

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

**Procedure for Dealing with Excessive Absences, Tardys, or Early Dismissals**

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

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

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

**Make-up Work/Requesting Assignments**

Notify the school or appropriate teacher by the beginning of the school day of any requested homework. The parent of the student who is missing school is responsible for seeing that arrangements are made for the assignments and all assignments should be picked up in the office from the secretary.

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

Picking up your child before 2:20 will be an unexcused tardy without a doctor statement. Perfect attendance for each nine weeks consists of no absences and no tardy arrivals or early dismissals.

**ATTENDANCE AWARDS**

Perfect attendance certificates will be presented to students at the end of each grading period. Perfect attendance is defined as no absences and no tardy/early departure in the nine weeks. End of the year Perfect Attendance Awards will be given to students that have perfect attendance for each grading period

**BOOKSTORE**

We have the following supplies in our bookstore: pencils, pens, rulers, paper, glue sticks, erasers, scissors, markers, and highlighters. Our bookstore is open 7:40 - 7:55am.

**BULLYING**

Fairmont is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. Bullying behavior toward a student whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. Bullying as defined in state law means overt, repeated acts or gestures, including verbal or written communications transmitted, physical acts committed, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.

Any student who believes she/he has been or is currently the victim of bullying or is aware of a situation involving bullying should immediately report the situation to an adult. All complaints about bullying behavior shall be promptly investigated. Fairmont has developed a building-specific bullying prevention action plan.

**CANCELLATION OF SCHOOL**

If school must be closed because of bad weather or other emergencies please listen to the local radio stations WHAS (84 AM) and WNAS (88.1 FM) and WHAS-TV (Channel 11) and WNAS Cable TV. You may also check the corporation web site. Snow days will be e-learning or made up during Spring Intersession.

Please do not call the school for cancellations or delays. We also get our information from the above sources. If the school system has your current phone number then you will receive a phone call from the corporation about delays or cancellations. Parents can also sign up for text messages from the school system.

**CHANGE OF ADDRESS/PHONE**

Please notify the school office immediately if you have a change of address or phone number during the school year. Up-to-date address records are essential for emergency administrative reasons.

**CLASSROOM PARTIES**

Room parties are limited to three per year. Our classroom parties are: Fall Party, Winter Party, and Valentine's Day. The classroom teacher and the PTO room parents work together to coordinate these activities.

It is impossible to celebrate each student's birthday with a party and treats. However, we will acknowledge birthdays within the classroom, cafeteria, and morning assembly as a student's very special day. Your cooperation is appreciated.

**COMMUNICATIONS**

Our teachers and our principal send a “Weekly Newsletter” home every Friday with upcoming events and/or special accomplishments. School breakfast and lunch menus are sent home at the beginning of the school year. Throughout the year you will receive information from the office and your child's teacher. Be sure to read these carefully and respond if necessary.

In grades K-2, our teachers will be sending home a weekly folder of your child's work. In grades 3 & 4, each student will have a daily assignment book for the parent to check.

We encourage parents to communicate with us. Please call the office or write a note with any questions.

**CONFERENCES**

Teachers will meet with parents for fall conferences in November. We are also available to meet with parents to discuss any concerns at any time of the school year. Please feel free to call us at (812) 542-5501.

**DISMISSAL**

Buses will be called over the Public Address System and students must listen for their bus to be called. Bus riders will exit out door #1 (main entrance) doors. Car riders: will be dismissed through door #5 (back of school, near ally by playground). We will deliver your child to your *car.* ***We ask that parents/adults do not talk on cell phones while in the car-rider line. Please do not smoke in the car-rider line. All schools in NAFCS are smoke free***. Daycare riders: will exit out door #8 by Ormand Drive. Walkers: Parents/guardians that wish to meet their child may wait at door #6 & 7 at the back of the school by the park. Please instruct your child to observe all traffic rules, cross at the designated area and not accept rides from strangers. No cars are allowed in front of the building for safety reasons.

We expect the same type of behavior from our students during arrival and dismissal as we do during school. Bus drivers will review the rules with your child at the beginning of school. Each child must follow the rules to ensure the safety and welfare of all students. Failure to observe the rules could result in a suspension of bus transportation.

**If you are going to change your usual dismissal plan, you must contact us before 1:30 PM. We will not change how a child goes home without talking to a parent.**

**DRESS CODE**

Fairmont Elementary School has a uniform policy. The Fairmont Staff along with the PTO Executive Committee believe that our dress code will improve school discipline, promote school safety, enhance the learning environment so that all students are successful academically and socially, and teach students to dress appropriately. We are committed to seeking out donations and economically priced clothing for our families to help make the dress code a convenient policy.

The approved uniform for Fairmont Elementary School:

SOLID NAVY, KHAKI/TAN OR BLACK MADE OF SOLID COTTON TWILL

PANTS

SKIRTS

JUMPERS/DRESSES

SHORTS (NO SHORTS BETWEEN OCTOBER 31 THROUGH APRIL 1)

SOLID RED, WHITE, PINK, YELLOW, BLUE (LIGHT AND DARK), OR BLACK

SHIRTS

FAIRMONT LOGO SHIRTS

SWEATSHIRTS

SWEATERS

Shirts will be tucked in, and belts must be worn if students are in grades 1 - 4 (if any item has belt loops). Some variances may be permitted for religious reasons. These situations will be handled individually and with appropriate respect for diversity. Uniforms can be purchased at Target, Kohls, Wal-Mart, Dillard's, Goodwill, Salvation Army, and Dollar General Store. Clothing that is NOT considered Fairmont uniform attire includes the following: Spaghetti strap shirts, shirts that show the belly, athletic wear such as sweatpants, leggings, or nylon shorts/pants, or any clothing item that is not considered appropriate for school. Shorts may NOT be worn from October 31 to April 1 due to the weather. Shoes that are also skates are NOT allowed.

Consequences for not following the dress code are as follows:

1st offense-A letter will be sent home

2nd offense-Student will have a working lunch

3rd offense-Conference with principal

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Fridays will be “Casual Friday”. Students may wear non-dress code clothing of their choice. They will be expected to be within the corporation rules of appropriate dress. See page 57 of this document for corporation dress code policy.

**EMERGENCY DRILLS**

All schools are required by state law to conduct the following drills on a rotating basis:

**·** fire drill

**·** take cover (intruder/earthquake) drills

**·** one take shelter (tornado) drill

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

Fire drills are held monthly. The purpose of a fire drill is to teach students to evacuate the building in a rapid, orderly, and safe manner.

Tornado drills will be scheduled once per semester. Students are taught to take shelter in a structurally sound location in the basement of the building with no windows. Students face the wall in a kneeling position and cover their heads.

Earthquake drills are optional and may be held once per year. Students are taught to quickly get under a piece of furniture for protection in the event of an earthquake.

Intruder drills (manmade occurrence) are also held, at minimum, once per semester. Students and teachers take cover to get out of harm’s way should an intruder be on the school grounds.

**EMERGENCY INFORMATION**

In case of an emergency each student is required to have on file at the school office the following:

1. Parent(s) or guardian(s) name(s).

2. Complete and up-to-date address.

3. Home phone and parent(s) or guardian(s) work number.

4. Emergency phone number of friend or relative.

5. Physician's name and phone number.

6. Medical alert information.

7. Early release form.

**FIELD TRIPS**

Field trips within our city and to nearby points of interest are scheduled once a year. These trips supplement our curriculum and introduce students to the resources of the community.

Parents will receive notices of field trips in advance of the scheduled trip date. Any special arrangements such as cost, special clothing, and sack lunch will be included in your notice. ***If a student has been suspended for behavior or poor work habits during the nine weeks, he/she is not eligible for any field trips during the 9 week period. A student must have an A, B or C in conduct to attend field trips.***

**FOOD SERVICES**

Breakfast and lunch are served at Fairmont. The cost for breakfast is $1.75 daily. We serve breakfast from 7:35-8:00 AM. Reduced price is $0.30 daily. Adult breakfast is $2.25 daily. Professional cooks work in cooperation with a dietician to prepare school lunches. The cost for lunch is $2.60 daily. Reduced prices are $0.40 daily. Extra milk is $0.60. Students may bring their own lunch from home, although we request no glass containers or soft drinks. Students may purchase milk for their sack lunch for .60 cents. Adult supervision is provided at lunchtime and proper conduct by each child is required. Adult lunch is $3.55 daily. Applications for free or reduced lunches are available on the district website.

Policies for Student Meal Accounts

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

MyPaymentsPlus

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

***Meal Charge Policy -* Go to** [**www.NAFCSnutrition.com**](http://www.nafcsnutrition.com) **for full details of “Charge Policy.”**

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

Refunds

Money will only be refunded from accounts to parents upon written request. Go to [**www.NAFCSnutrition.com**](http://www.nafcsnutrition.com) for guidelines. Print the “Refund Meal Account” form and submit to the school Food & Nutrition Manager.

**GRADE SCALE**

New Albany/Floyd County School Corp. has adopted the following grading scale:

***A+ = 100% -99% A=98-92% A- =91-90%***

***B+=89-88% B=87-82% B-=81-80%***

***C+=79-78% C=77-72% C-=71-70%***

***D+=69-68% D=67-62% D-=61-60%***

***F=59% and below***

**GUM**

There is no gum allowed at school.

**HARASSMENT**

Policy on racial discrimination, racial harassment, sexual discrimination, and discrimination or harassment on the basis of other protected characteristics

1. POLICY

A. It is the policy of the New Albany-Floyd County Consolidated School Corporation to maintain and operate a learning and working environment that is free from racial discrimination and racial harassment and from harassment and discrimination on the basis of sex, age, color, creed, disability, family status, national origin or religion; thereby to protect employees' and students' interest in personal dignity and freedom from humiliation, to make available to the Corporation against domestic strife and unrest which would menace its democratic institutions, to preserve the public safety, health 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 a student based upon race, sex, age, color, creed, disability, family status, national origin or religion. It shall be a violation of this policy for any student to discriminate or harass another student or an employee based upon race, sex, age, color, creed, disability, family status, national origin, or religion.

1. If you wish to file a complaint, please contact the school office for forms and procedures

2. BULLYING STATE LAW:

The State of Indiana defines bullying is overt, repeated acts or gestures, including: (1) verbal or written communications transmitted; (2) physical acts committed; or (3) any other behavior committed; by a student or group of students against another student with the intent to harass, ridicules, humiliates, intimidate, or harm the other student.

3. FAIRMONT BULLY PREVENTION ACTION PLAN:

A. Bullying is repeated acts of aggression causing embarrassment, pain, or

discomfort, to another person. It can take many forms such as physical,

verbal, and/or nonverbal behaviors.

B.Fairmont Bully Rules

a.We will not bully others.

b.We will help students that are bullied.

c.We will include students that are left out.

d.When we know somebody that is being bullied, we will tell an adult at school and at home.

C.Bully Prevention Lab (BPL)

a.Student will met at the door/or the office, in the morning, by an adult escort.

b.Adult walks student to the room where they will be housed.

c.Student will be isolated in a study carrel where they will work for the day.

d.Counselor and teacher will work out a lunch arrangement that keeps student in isolation.

e.Student is escorted to their bus or car at the end of the day.

D.Staff Responsibilities

a.Identify when a student is being bullies.

b.Stop the bullying.

c.Fill out an office referral form.

d.Follow up.

Level 1- Awareness

**·** Student is made aware that their behavior is unacceptable, hurtful, and will not be tolerated.

**·** Student is encouraged to be more respectful and responsible.

**·** Student will receive corporation consequences (if apply).

**·** Student will sign action plan.

Level 2-Empathy

**·** Student has repeatedly participated in bullying behavior.

**·** Student is made aware that their behavior is unacceptable, hurtful, and will not be tolerated.

**·** Student will call their parent/guardian to explain their actions.

**·** Student is encouraged to be more respectful and responsible.

**·** Student will receive corporation consequences (if apply).

**·** Student will sign action plan.

Level 3-Social Consequences 1

**·** Student has repeated bullying behavior a third time.

**·** Student is made aware that their behavior is unacceptable, hurtful, and will not be tolerated.

**·** Student will eat lunch in a timeout area for 1 week.

**·**  Student will call their parent/guardian to explain their actions.

**·** Student will receive corporation consequences (if apply) and 1 day in BPL.

**·** Student is encouraged to be more respectful and responsible.

**·** Student will sign action plan.

Level 4-Social Consequences 2

**·** Student has repeated bullying a fourth time.

**·** Student is made aware that their behavior is unacceptable, hurtful and will not be tolerated.

**·** Student will call their parent/guardian to explain their actions.

**·** Student will receive corporation consequences (if apply) and 1 day in BPL and 1 day out of school suspension.

**·** Student will be put on a B.O.S.S. Folder with Daily Behavior check-ins.

**·** Student is encouraged to be more respectful and responsible.

**·** Student will sign action plan.

Level 5-Social Consequences 3

***·*** Student has repeated bullying behavior a fifth time.

**·** Student is made aware that their behavior is unacceptable, hurtful, and will not be tolerated.

**·**  Student will call their parent/guardian to explain their actions.

**·** Student will receive corporation consequences (if apply).

**·** Student will receive 5 days out of school suspension and the safety plan is enacted.

**·** Student is encouraged to be more respectful and responsible.

**·** Student will sign plan action

**SCHOOL HEALTH SERVICES**

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

**MEDICATIONS AT SCHOOL**

* 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.
* 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.
* 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.
* All nonprescription medication must be in the original container and be clearly labeled with the child’s name.
* 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.

1. 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).
2. School nurses will provide instruction/training as needed to those staff members who dispense medication to students.
3. Non-medicated lip balms and up to 2 cough drops per day (with parent note) is allowed without a doctor’s statement.

**ROUTINE 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 being excluded from school and returning to school may be extended and include additional symptoms. 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 the YMCA childcare program, please notify your school nurse. Many agencies use our school buildings for student activities but do not have access to your child’s health information or training on how to handle health concerns.

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

**HOMEWORK /PRACTICE**

Homework is the part of the curriculum that extends and reinforces learning experiences. Practice supports the mastery of the Indiana Academic Standards while developing responsibility, independence, positive study habits, and thinking skills. Homework will be based on the ability and needs of the student and will be assigned with clear direction. Parents’ cooperation and positive attitude make a great difference in their child’s attitude and effort toward home practice. Please contact the teacher if there are specific questions.

**INSURANCE**

School insurance will be offered at the beginning of each school year.

Please take time to read the policy and additional information that will be provided, so that you can determine if your family is interested in participation.

**LIBRARY / MEDIA CENTER**

Fairmont has an excellent library! Each class will visit the library once a week. Students may use our library to check out books and to do independent research at other times providing they have permission from their teacher. Please encourage your child to share with you his/her library book(s). Just by sharing you will be able to see your child's progress and development and help so much to support your child in his/her school success. Our students are responsible for returning books on time and replacing lost or damaged books. Fairmont parents are welcome to checkout games, books and materials from our Parent Lending library.

**LOST AND FOUND**

Fairmont’s lost and found is located by the gym doors. Please have your child check for lost articles. ***Please put your child’s name on all items and clothing.*** At the end of each quarter we donate all lost and found items to a community agency.

**PARENT VOLUNTEERS**

Fairmont School considers parent volunteers as a valuable resource. We encourage you to help in our classrooms and programs. Please call the office if you have time or skills you are willing to donate to make our school a better place for students to learn and grow. We must conduct a criminal background check on every parent volunteer.

**PHYSICAL MOVEMENT**

Physical movement is an important part of your child's educational experience and is an integral part of our school curriculum. Developing and maintaining a healthy body is essential for physical well-being as well as good mental health. While attempting to develop character, we can focus on leadership, sportsmanship, and congeniality skills.

Your child should be prepared for physical movement, unless he/she has been ill. If this is the case, please write the teacher a short note explaining the situation and noting when your child can resume activities.

**PROTECTION OF PUBLIC AND PERSONAL PROPERTY**

Our school is public property. It is up to all of us to maintain it and to keep it in excellent condition. We have a plant operator and custodians who work hard, along with the rest of our staff, to maintain Fairmont. We need the cooperation of all students and parents to respect and care for our building and grounds. Fairmont is equipped with a vandal and fire alarm monitoring system. However, if you see any questionable activity, please call 585-2253 (Able Alarm) or the local police. Personal items may be lost, stolen, damaged or misplaced. We will help to locate these items, but we do expect each child to be responsible for his/her own belongings. ***Clothing (especially coats) should be marked with your child's name. Your child should never carry amounts of money more than necessary for the school day.***

**PTO**

Our PTO (Parent Teacher Organization) at Fairmont is involved with improving our school for our students, staff and parents. We urge all parents/guardians to join and participate in this organization and to show your support to Fairmont. If you would like to get involved please call the school office and we will forward your call to one of our PTO executive committee members. There will be opportunities to join our PTO at Open House. We look forward to your participation in this activity.

**RELEASE OF STUDENTS DURING THE SCHOOL DAY**

Your child's safety is a major concern for us. We will adhere to the following guidelines concerning students leaving during the school day.

1. Children will not be released directly from the classroom. Please report to the office and we will ask the student to come to the office***. Students must be released at the school office.***

2. Children are not permitted to meet their parents outside the school building. They must be picked up at the school office.

3. Children will not be released to anyone other than a parent or guardian, unless we have written permission from the parent or guardian stating the parent or guardian's approval.

4. If you plan to pick up your child for lunch, please write the teacher a note, check

in at the office when you arrive and observe the thirty-minute lunch period by having your child back to school at the correct time.

5. Leaving school early will be considered an unexcused tardy without doctor statement.

**REPORT CARDS**

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

**RETENTION**

We are concerned about our students and their development; therefore, we have developed the following procedure for our teachers when considering retention of students (s). The teacher will bring the student before the RTI (Response to Intervention) Committee. We will review the Light Retention Scale as it pertains to your student and utilized it as a tool. The purpose of this instrument is to make us aware of all aspects that must be considered. We will meet with the student's former teacher and the teacher in the next grade to get input on this decision. The committee strongly discourages a double retention, but realizes there may be reasons that exist that could justify this action.

Parents will be informed of retention decision near the end of the third quarter. Retention is a very serious decision and will be treated as such.

Assigned: If a student is assigned to the next grade, a conference will take place at the end of the first nine weeks to assess the student's progress. We will try to arrange this during the Parent Conference Day. At that conference it will be determined if the student has been properly placed or other if options need to be explored. All assigned students are sent a letter stating this policy. Each classroom teacher must note assigned students.

**RIGHTS AND RESPONSIBILITIES**

Parents/guardians will notice part two of this handbook is “Student Rights and Responsibilities.” For the purpose of this booklet we would like to simplify behavior expectations by pointing out a few "Nevers" and reminding everyone that our student behavior expectations are based on a combination of common courtesy, respect and safety considerations.

The following types of conduct are never permissible: (1.) Fighting, (2.) Defiance of school staff, (3.) The use of profanity, (4.) Refusal to prepare assignments or to participate in class, (5.) Possession of weapons or other dangerous objects, (6.) Possession or use of tobacco, or alcohol (7.) Possession or use of any controlled substance. These rules are in effect on all school buses, school sponsored activities, and at school bus stops.

Fairmont's School Wide Rules and Bill of Rights are:

1. I HAVE THE RIGHT AND RESPONSIBILITY TO LEARN.

2. I HAVE THE RIGHT TO BE SAFE AND TREATED WITH RESPECT, AND

THE RESPONSIBILITY TO TREAT OTHERS THE SAME.

3.I HAVE THE RIGHT TO A SAFE, CLEAN, AND HEALTHY ENVIRONMENT IN WHICH TO LEARN AND THE RESPONSIBILITY TO HELP KEEP IT THAT WAY.

**SAFE SCHOOL HOTLINE**

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

**SCHOOL HOURS**

7:35-----Doors open-buses arrive

7:40-----Breakfast begins in classrooms

8:00----School Begins

10:30 - 1:30-----Lunch (staggered lunch schedule)

2:20- Dismissal

**SCHOOL PICTURES**

Individual student pictures are taken at school by a professional studio each fall. You will receive additional information on pictures as time approaches. Pictures may also be taken in the spring. Information will be sent to you in plenty of time to participate if you choose.

**SPECIAL SERVICES**

Fairmont and New Albany-Floyd County School Corporation offers many activities and services beyond our state designed curriculum.

One of our special services at Fairmont is a Title One program. This program is designed to give extra help to our students who need additional support in reading and math. This Federally funded program concentrates on personal tutoring, phonics, vocabulary, comprehension and math skills. Through these special services, our student’s success and enjoyment in school is increased.

**STUDY SKILLS**

A parent can help his/her child be aware of skills and techniques, which makes learning easier and more enjoyable. Encourage your child to develop the following good study habits:

1. Come to class prepared with pencil, paper, and other necessary material.

2. Be an active participant in class. Listen well and take part in class.

3. Ask questions to clarify problems.

4. Plan your day and schedule time for homework.

5. Use what you learn and apply that knowledge to new situations.

6. Strive to do the very best work possible.

**TARDINESS**

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes a loss of instructional time. All students should arrive at school, be in the gym and ready to begin opening exercises by 7:55 AM. Dismissal of a student before 2:20 PM without a doctor statement will also be considered a tardy. Students need to report to the office if they are late to school***. An adult should come in with the student to sign in at the office.***

**TEXTBOOKS**

There is a rental fee for use of books and supplies. The fee varies for each grade level. The fee covers the cost of books, art supplies and test material in all grades. Book rental should be paid at the time of enrollment. Partial payments are accepted and/or a deferred payment plan may be arranged with the principal. If your child moves out of our corporation, a refund will be made according to our corporation's schedule.

**UNAUTHORIZED ARTICLES**

Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. Students should not bring toys or unusual items to school unless they are intended for a specific purpose in the classroom and the teacher has given permission. Certain items are forbidden at school and will be taken and held until parents reclaim them. These items include but are not limited to the following:

1. Matches, lighters, and cigarettes/e-cigarettes

2. Firecrackers, shells or any explosive device

3. Knives or sharp instruments

4. Spray paint

5. Cinnamon oil or cinnamon toothpicks

6. Drugs of any kind (exception-see medications)

7. Obscene pictures or literature

8. Guns of any type (water, toy, BB, air, etc.)

9. Toys (except with teacher's permission)

10. Animals (except with teacher's and principal's permission)

11. Radios, CD players, and IPODS. (except with teacher's permission), and any other electronic gadgets such as Game boys, Nintendo DS, cell phones (are allowed if they are turned off during the school day) and etc.

12. Any clothing, jewelry or hair color (such as blue, green, purple, etc.) that disrupts the educational process.

13. NO wheelie shoes.

**VISITORS**

Visitors to Fairmont Elementary School are expected to report to the school office. Here you will register with a photo identification and receive a visitor's identification tag to be worn during your visit. We follow this procedure to protect our students and to limit disruption to our classrooms.

Parents/guardians are encouraged to visit classes. However, we would like for you to observe a few simple policies.

1. Teachers would like to have the day started before visitors arrive, but most agree the morning provides the best visiting time.

2. Try not to schedule your visits prior to a vacation.

3. We do not permit classroom visitors during testing.

4. Teachers need to know when to expect visitors. Always call and talk with the teacher before visiting.

5. Children younger than school age are not permitted to join you when you are visiting or observing a classroom. This can be very disruptive to the educational process.

6. Visits are limited to one hour unless prior arrangements are made.

7. Please do not use this visit as a parent-teacher conference. Visitors may schedule a conference later, if necessary.

8. Always report to the office before going to the classroom.

9. All exterior doors are locked, except the main entrance, for the protection of our students.

By visiting your child's class, a parent/guardian will be better able to understand their child's role as he/she relates himself/herself to his/her classmates and the teacher's role as an instructional leader.

**Wireless Communication Devices**

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 vibrated or silent mode) during school hours and stored out of sight. Students are permitted to use (WCDs) after school hours and at school events. Parents may contact their student during the school day by calling the school office. Students may use school phones to contact parents/guardians during the school day.

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 Smartphones, Wi-Fi-enabled or broadband access devices, two-way radios or video broadcasting devices. Students may not use WCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school. Students may use WCDs while riding to and from school on a school bus or other vehicle provided by the Board unless there is distracting behavior or noise that creates an unsafe environment. Also, during after school activities when directed by the administrator or sponsor, WCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight.

The requirement that WCDs must be powered completely off will not apply in the following circumstances when the student obtains prior approval from the building principal: The student has a special health circumstances (e.g. an ill family member, or his/her own special health condition). 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 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 pools. 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. Violation 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.

New Albany-Floyd County Schools



Student Rights

and

Responsibilities

**PREAMBLE**

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

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

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

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

(IV) School Safety Policy, (V) 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.

1. **BASIC RIGHTS AND RESPONSIBILITIES OF STUDENTS**
   1. **Freedom of Speech and Assembly**
      1. 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.
      2. 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**
      1. 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.
      2. 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** 
      1. 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.
      2. 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.
      3. 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.
      4. 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.
      5. 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.
      6. 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.
      7. 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.
      8. 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.
2. **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.

1. **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 aggressiveacts 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.

1. **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:

1. Promotes, sponsors, or assists in; or participates in; or
2. 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:

1. refer to counseling
2. establish programs to enhance school climate
3. enlist parent cooperation and involvement
4. 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.

1. **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.

1. **Policy Against Discrimination and Harassment Including Title IX**

**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 Jeanine Corson, 2813 Grant Line Road, Telephone 542-2118, as the Title IX and 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 Title IX and Complaint Coordinator. The Title IX and 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 the Title IX and Complaint Coordinator. Any employee who observes, suspects, or is notified or 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 Title IX and Complaint Coordinator listed above. For any questions, concerns, or to file a complaint, contact the Title IX and 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.

1. **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.

1. **Notification of Rights under the Family Educational Rights and Privacy Act (FERPA)**
   1. 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.

* + 1. 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.
    2. 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](http://www.studentprivacy.ed.gov/file-a-complaint) electronically to [FERPA.Complaints@ed.gov](mailto: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.

* 1. 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.

1. **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.

1. **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.

1. **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:

* 1. 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;
  2. 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.

1. **Expulsion**
   1. **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.

* 1. 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.
  2. 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.
  3. 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.
  4. The expulsion process offers the opportunity for a student due process meeting (See Article III, below).
  5. 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.

* 1. 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.

1. The Board has voted to not hear any appeals on the decision of the Expulsion Examiner.
2. **Other Disciplinary Actions Which Do Not Constitute a Suspension or An Expulsion**
   1. 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;

1. Rearranging class schedules;
2. Requiring a student to remain in school after regular school hours to do school work or for counseling;
3. Restricting athletic and other extracurricular activities, including removal from participation in such activities; and
4. Removing a student from any noncredit school activity.
   1. 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.

* 1. A principal or designee may remove a student from school sponsored transportation;
  2. The disciplinary actions listed in this Section do not constitute suspensions or expulsions, and the list of disciplinary actions are not exhaustive.

1. **Application of the Grounds for Expulsion or Suspension**

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

* 1. On a school bus;
  2. 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);
  3. Off school grounds at a school activity, function, or event, or;
  4. 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.
  5. 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.

1. **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.

* 1. 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;

1. Setting fire to or substantially damaging any school building or property;
2. Making bomb threats, false 911 calls, false fire alarms or throwing smoke bombs, fireworks or other comparable conduct;
3. Firing, displaying or threatening use of firearms, explosives, or other weapons on school premises for any unlawful purpose.
4. 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;
5. 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.
6. 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 characteristicsin violation of the Policies described in Article I, Section 8, above.
7. 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.
8. Violating the School Safety Policy (Section IV).
   1. Causing or attempting to cause damage to school or private property, stealing or attempting to steal school or private property.
9. 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.
10. 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.
11. 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 engag e in a violent activity.
12. 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.
13. 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.
14. 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.
15. It may be grounds for an immediate expulsion for any student to knowingly transmit or attempt to transmit any drug including:
    * 1. all dangerous controlled substances as so designated and prohibited by Indiana statute;
      2. all chemicals which release toxic vapors;
      3. all alcoholic beverages;
      4. any “medication” including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies, including, but not limited to, herbal remedies, 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;
      5. any “look-alike” substances;
      6. any chemicals or substances that are precursors to drug manufacturing;
      7. any other illegal substance so designated and prohibited by law;
      8. any substance not taken as directed or prescribed;
      9. 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 upto 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.

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. Engaging in any activity forbidden by the laws of Indianathat constitutes an interference with school purposes or an educational function.
8. 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:
9. Engaging in harassment of a student or staff member;
10. Disobedience of administrative authority;
11. Engaging in speech or conduct, including clothing that is profane, indecent, lewd, vulgar, or refers todrugs, tobacco, alcohol, sex, or illegal activity;
12. Violation of the Corporation’s acceptable use of technology policy or rules;
13. Engaging in sexual behavior on school property;
14. Violation of the Corporation’s administration of medication policy or rules.
15. 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. Students who make threats, whether spoken, written, by gesture, or expressed in digital means; and/or students whose behavior gives rise to a reasonable belief that the student is substantially likely to injure the student or others may be the subject to a Threat Assessment by the Corporation.

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**

* + 1. **“**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.
    2. “Suspension” means an out-of-school suspension and does not include an assignment to the Suspension Alternative Laboratory (SAL).
    3. “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.
    4. “Habitual Truant” refers to a student who has been truant for a period of:
       1. Ten (10) or more days during a school year;
    5. “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.
    6. “Parent” includes any person or agency legally responsible for a student.
    7. “Principal” includes any designee of the principal.
    8. “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.
    9. “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 :
   1. Is under a second suspension from school for the school year;
   2. Is under an expulsion from school;
   3. Is a habitual truant; or
   4. 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:
   1. The student becomes eighteen (18) years of age;
   2. 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;
   3. Thirty (30) days after a student resumes school attendance following an expulsion.
   4. The expulsion is reversed through the student due process procedures set out in the Student Guide; or
   5. 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 mayproceed 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~~s~~ 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.
    1. 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.
    2. 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.
    3. 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.
    4. 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.
    5. 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.
    6. 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.

**VIII. 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

**IX. 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.

**5511 Student Dress and Appearance**

**Replacement Policy**

The School Board believes that student dress and appearance should be respectful and not interfere with the learning environment.  This replacement policy begins with the 2022-2023 school year.

The School Board understands that schools may have special days/events where the principal allows restricted items to be worn (e.g. sunglasses on Beach Day).

Clothing and jewelry which includes depictions or symbols of the following are prohibited:

1. sex or sexual innuendo;
2. lewd, vulgar, indecent, or plainly offensive speech, including profanity;
3. violence, destruction of property, or advocating the use of force;
4. urging violation of the law or school regulations;
5. alcohol, drugs, tobacco, or tobacco like products;
6. anything that humiliates others or which may be considered racist, sexist, ethnically derogatory, including the confederate flag
7. anything that substantially or materially disrupts the school environment.

Restricted items will include the following:

1. Any item deemed inappropriate by a building administrator
2. Any item that may cause safety concerns/issues
3. Head covering of any kind unless the item (e.g. religious headwear) is approved by the principal
4. Pants and skirts must be worn at the waist
5. Tops without sleeves unless deemed appropriate by a building administrator and cover the stomach
6. Pajamas or similar nightwear
7. Sunglasses without a doctors statement
8. Clothing or holes in clothing that exposes stomach/private areas

Principals should consider the following progressive consequences when students do not follow the policy:

1. Warning
2. Warning and parent contact
3. Parent conference at the school
4. In school suspension
5. Out of school suspension

Principals have the authority to develop a school uniform policy, if they follow the following procedure:

1. A committee made up of parents, students, certified staff, non-certified staff, and administrators should meet to develop a school uniform policy.
2. Parents, staff, and students, grade 3 or higher, should be surveyed to get their opinions.
3. The principal will bring a recommendation to the Superintendent.
4. The Superintendent shall bring a recommendation to the Board.
5. The Board will vote on the recommendation.

The Superintendent has the authority to approve a recommendation by the principal to dissolve the school uniform policy.  The Superintendent will communicate his/her decision to the Board.

Approved 5-9-22