



*Career Education Center*

# **STUDENT HANDBOOK 2023-2024**





*Career Education Center*

4202 Charlestown Road  
New Albany, Indiana 47150

Phone: 812-542-8508

Fax: 812-542-4799

**24 Hour Attendance Hotline:** 812-542-6601

Website: [www.prossercareers.com](http://www.prossercareers.com)

### ***MISSION STATEMENT***

*Prosser Career Education Center ensures each student the skills for continued education and for career readiness.*

### **CORPORATION MISSION STATEMENT**

The New Albany-Floyd County School Corporation works together with parents and the community to provide an outstanding education in a safe, nurturing environment where all are challenged to reach their maximum potential as respectful, responsible, contributing members of a diverse society.

#### **AM SESSION**

7:55 AM - 10:35 AM

#### **PM SESSION**

11:20 AM - 2:00 PM

### **ADMINISTRATION**

Dr. Kyle Lanoue - Director of CTE Programs

Mrs. Nancy Campbell, Principal

Mrs. Jaime Green, Assistant Principal

### **STUDENT SERVICES**

Valerie Prince, Counselor

Emory Jones, Career Education Coordinator

Scott Sams, School Resource Officer

Jenna Orwick, Work-based Learning Coordinator

**Sherral, Ellen**

This book begins with the preamble to the student rights of all NAFCS students. This handbook is subject to change throughout the school year as warranted by changes in policies and state statutes. The school district has other rules and regulations for students. Acts of questionable judgment are also prohibited.

## FACULTY AND PROGRAMS

### Office Staff

Natalie Lovell, Tommi Griffin, Lori Nevitt

### Success Coaches

Gracilia Espara Devine, Samuel Nein,  
Dara Overberg, Olivia Stout

### Health Nurse

Stacy Zielke

### Bookkeeper

Peggy Hardaway

### Vincennes Univeristy Early College Cherly Dragon

### Aircraft Operations

Evan Peele

### Automation & Robotics

Joseph Earl

### Automotive Collision Repair

Matt Mayfield  
Michael Walker

### Automotive Technology

Glenn Dethy  
Mark Hyers

### Business

Matthew Hyde

### Computer Programming

Michael Webb

### Cosmetology

Christy Cates  
Trudy Grimes  
Jennifer Hottel

### Construction Technology

Brad Spine  
Ron Zimmer

### Criminal Justice

Don York  
TBD

### Culinary Arts

Vanessa Goode  
Haley Soeder

### Cyber Security

Amy Doyle

### Dental Careers

Amy Kuhman

### Diesel Technology

Shane Maples

### Drafting and Design

Joe Smith

### Industrial Maintenance

Mike Bauerla

### Health Science

Amanda Gulley  
Betty McGee  
Penne Reed  
Christal Bell-Stephenson  
Jennifer Lewis

### Heavy Equipment Operator

Jerry Pellman

### Interactive Media

Mark Sickles

### Landscape Management

TBD

### HVAC

Mark Doyle

### Fire and Rescue & EMT

Matthew Kidd

### Networking

Ben Caple

### Precision Machining

TBD

### Welding Technology

Perry Warren  
Jerry Walton

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## **PREAMBLE**

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

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

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

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

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

# **I. BASIC RIGHTS AND RESPONSIBILITIES OF STUDENTS**

## **1. Freedom of Speech and Assembly**

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

## **2. Freedom to Publish**

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

## **3. Search and Seizure**

- a. A student is presumed to have no expectation of privacy in a school locker, desk or other area assigned to the student, or in the contents of those assigned areas.
- b. The school principal or another member of the administrative staff designated by the principal may search a student's locker or other assigned area at any time.
- c. Other than a general search of student lockers or other assigned areas, any search shall be, where possible, conducted in the presence of the student whose locker is the subject of the search.



- d. A law enforcement officer with appropriate jurisdiction may, at the request of the school principal, assist the school administration in searching such a locker and its contents.
- e. The principal or designee may search the person or property (including vehicles) of a student, with or without the student's consent, whenever they have reasonable suspicion to suspect that the search is required to discover evidence of a violation of law or of schools rules. The extent and conduct of a search will be governed by the student's age, gender, and the nature of the infraction. Strip searches are prohibited.
- f. To combat escalating school violence and the potential presence of weapons in our schools, and in accordance with School Corporation policy and procedures, the School Corporation may utilize metal detectors, including, but not limited to, wands for random and reasonable suspicion-based searches to detect firearms, knives, and other weapons.
- g. Driving to school and utilizing the school parking lot are privileges for student drivers. Any student who parks his/her car in a school parking lot consents to a search of the car if the school administration has reasonable suspicion.
- h. In an effort to promote a drug-free campus and to protect the safety and health of the district's faculty, staff, and students, the district may routinely partner with local law enforcement to conduct random searches of lockers, classrooms, and school parking lots. During those partnerships, the Board has authorized the use of specially trained dogs to locate and detect the presence of weapons and prohibited drugs on school property.

#### **4. Identification**

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

#### **5. Student Conduct at Events On and Off School Grounds and at Other Times When Not at School**

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

obedient in response to all reasonable orders from school personnel whether on or off school grounds.

## **6. Criminal Organizations and Activity**

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

### **5840- CRIMINAL GANG ACTIVITY**

#### **Prohibited Conduct**

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

#### **Definitions**

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

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

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

#### **Procedures for Reporting and Investigating**

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

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

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

#### **Consequences**

A confirmed incident of criminal gang activity is a violation of the school's code of conduct. The principal or the principal's designee shall respond to criminal gang activity, according to the parameters

described in the school's code of conduct.

### Support Services

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

- a. refer to counseling
- b. establish programs to enhance school climate
- c. enlist parent cooperation and involvement
- d. enlist community cooperation and involvement

### Criminal Gang Prevention and Education

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

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

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

## **7. Criminal Organization Activities, Clothing or Accessories**

Criminal organization and criminal organization related activities, clothing and accessories are prohibited on school property at all times. Signs, symbols and membership activities associated with criminal organizations are also prohibited. Any activity, clothing or accessory affiliated with a criminal organization that can be construed to intimidate, separate or distract students from the primary mission of the schools is prohibited and provides grounds for suspension or expulsion under Article II, herein.

## **8. Policy Against Discrimination & 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 of discrimination or harassment must report the behavior to his/her immediate superior. The reporter need not be the target of the discrimination or harassment. Complaints against an employee should not be reported to the accused staff. Instead, complaints against an employee should be reported to that employee's supervisor or appropriate coordinator based on the form of harassment or discrimination.

- h. The Corporation will address both formal and informal complaints of discrimination and harassment. Complaints of discrimination and harassment should be received within thirty (30) days of discovering the alleged discrimination or harassment.
- i. Procedures for investigating and responding to harassment and discrimination can be found in Board Policy 5517, or by contacting the 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.

## **10. Charges by a Parent/Student**

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

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

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

parent's or eligible student's consent, such parent or eligible student must submit a written signed statement indicating that consent must be secured to: Director of Human Resources, 2813 Grant Line Road, New Albany, Indiana 47150. Such statement must be submitted not later than October 15 of a school year or within thirty (30) days of the student's initial enrollment for the school year.

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

Parents and eligible students who wish to file a complaint under FERPA should do so by submitting the complaint form found at [www.studentprivacy.ed.gov/file-a-complaint](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.
- b. The authorization and physician's statement described in subsection (a) must be submitted annually.

**17. Enrollment/Residence/Withdrawal**

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

**18. Parental Involvement/Visitor/Media**

The school welcomes and encourages parental visits to school, parent volunteering, and other parental involvement in their student's education. But in order for the educational program to continue undisturbed when



visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls.

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

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

**19. McKinney-Vento**

Children who meet the legal definition of a "homeless" student (McKinney-Vento) will not be denied enrollment based on a lack of proof of residency and will be provided a free appropriate public education in the same manner as all other students of the District. Questions about enrollment of a student who may be considered homeless should be directed to Katie Stein, Licensed School Social Worker (812-542-5505) or Tony Duffy, Assistant to the Superintendent for Elementary Education (812-542-2142).

**20. Asbestos**

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

**II. ENFORCEMENT OF RULES AND REGULATIONS**

When self-discipline fails, regulations for management of school behavior must be enforced by those directly responsible for the operation of the schools. School staff members will make every effort, individually, collectively, and cooperatively, with appropriate available community resources, to help each student gain acceptable self-discipline standards. The Board of School Trustees of the New Albany-Floyd County Consolidated School Corporation has this legal responsibility along with each student's school corporation of enrollment. 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.

Discipline, particularly suspensions and expulsions, will be ultimately addressed by each student's school corporation of enrollment. New Albany-Floyd County Consolidated School Corporation will collaborate with and provide disciplinary recommendations to administrators of

sending school corporations on matters of discipline for a sending school's participating students.

**1. After School Detainment**

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

**2. Restraint and Seclusion**

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

**3. Teacher Temporary Dismissal**

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

**4. Suspension**

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

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

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

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

## **5. Expulsion**

a. An expulsion is:

(1) A denial of the right of a student to take part in any school function for any period greater than ten (10) school days;

(2) A separation from school attendance for the remainder of the current semester or current year unless the student is permitted to complete required examinations in order to receive credit for courses taken in the current semester or current year.

b. Generally, an expulsion will not be longer than the remainder of the school year in which the expulsion took effect if the misconduct occurred during the first semester. If the misconduct occurred during the second semester of the school year, a principal may request that an expulsion remain in effect through the following summer session and/or the first semester of the following school year.

c. An expulsion for a full school year may be for fewer than the total number of student days in a full school year when such expulsion results in the loss of school credit for two school semesters, or for two school semesters and a summer session.

d. An expulsion for violation of the rule against knowingly possessing, handling, or transmitting a firearm, while under the jurisdiction of the School Corporation, will be for a full calendar year, as set out in Article II, Section 8, f., below.

e. The expulsion process offers the opportunity for a student due process meeting (See Article III, below).

f. An expulsion that takes effect more than three (3) weeks before the beginning of the second semester of a school year must be reviewed before the beginning of the second semester. An expulsion that will remain in effect during the first semester of the following school year must be reviewed before the beginning of the school year. Such reviews shall be conducted by the Superintendent or his/her designee after notice of the review has been given to the student and the student's parent or guardian. The review is limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original expulsion meeting and may lead to a recommendation that the student be reinstated for that semester.

g. A principal may require a student who is at least sixteen (16) years of age and who wishes to enroll after an expulsion to attend an alternative program.

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

a. A principal, teacher or other school staff member who supervises students may discipline a student by:

1. Counseling with a student or group of students;
2. Conferencing with a parent or group of parents;
3. Assigning additional work; Rearranging class schedules;
4. Requiring a student to remain in school after regular school hours to do school work or for counseling;
5. Restricting athletic and other extracurricular activities, including removal from participation in such activities; and
6. Removing a student from any noncredit school activity.

b. A principal or designee may assign a student to:

- (1) A special course of study;
- (2) An alternative educational program; or
- (3) An alternative school.

a. A principal or designee may remove a student from school sponsored transportation;

b. The disciplinary actions listed in this Section do not constitute suspensions or expulsions, and the list of disciplinary actions are not exhaustive.

## **7. Application of the Grounds for Expulsion or Suspension**

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

- a. On a school bus;
- b. On school grounds immediately before, during, and immediately after school hours and at any time when the school is being used by a school group (including summer school or intersession);
- c. Off school grounds at a school activity, function, or event, or;
- d. Traveling to or from school or a school activity, function, or event. The grounds for expulsion or suspension may also apply when a student's conduct is unlawful and may reasonably be considered to be interference with school purposes or an educational function when such activity occurs during weekends, holidays, school recesses, or during the summer when a student may not be attending classes or other school functions.
- e. The grounds for bullying may be applied regardless of physical location of the bullying behavior when a student demonstrating bullying behavior and the targeted student attend a school within the Corporation.

## **8. Grounds for Expulsion or Suspension are:**

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

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

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

- a. Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or other conduct, constituting an interference with school purposes, or urging other students to engage in such conduct:
  - (1) Occupying any school building, school grounds, or part thereof with intent to deprive others of its use;
  - (2) Blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to or exit from, or use of, the building or corridor or room;
  - (3) Setting fire to or substantially damaging any school building or property;
  - (4) Making bomb threats, false 911 calls, false fire alarms or throwing smoke bombs, fireworks or other comparable conduct;
  - (5) Firing, displaying or threatening use of firearms, explosives, or other weapons on school premises for any unlawful purpose.
  - (6) Preventing or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any lawful meeting or assembly on school property;
  - (7) Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other school personnel to conduct the educational function under their supervision. This subparagraph shall not, however, be construed to make any particular student conduct a ground for expulsion where such conduct is constitutionally protected as an exercise of free speech or assembly or other right under the Constitution of Indiana or the United States.
  - (8) Discriminating or harassing on the basis of race, color, ethnicity, national origin, sex, sexual orientation, gender identity, socioeconomic status, disability, genetic information, age, religion, or other protected characteristics in violation of the Policies described in Article I, Section 8, above.
  - (9) Possessing, handling or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
  - (10) Violating the School Safety Policy (Section IV).
- b. Causing or attempting to cause damage to school or private property, stealing or attempting to steal school or private property.
- c. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself and/or another person is not a violation of this rule.
- d. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, hazing, or other comparable conduct.
- e. Engaging in violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.

- f. A student will be expelled for a full calendar year for knowingly possessing, handling, or transmitting a firearm, deadly weapon, and/or destructive device as defined by Indiana law, while under the jurisdiction of the School Corporation. Under I.C. 35-47-1-5, a “Firearm” means any weapon that is capable of or designed to or that may readily be converted to expel a projectile by means of an explosion. Under I.C. 35 – 31.5-2-86, a “Deadly Weapon” means 1) a loaded or unloaded firearm; 2) a destructive device weapon, device, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury; 3) an animal that is readily capable of causing serious bodily injury, and used in the commission or attempted commission of a crime; or 4) a biological disease, virus, or organism that is capable of causing serious bodily injury. Under I.C. 35-47.5-2-4, a “Destructive Device” means 1) an explosive, incendiary, or overpressure device that is configured as a bomb, grenade, rocket with a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge or more than one-quarter (1/4) ounce, mine, molotov cocktail or device that is substantially similar to an item previously described; 2) a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half (1/2) inch; or 3) a combination of parts designed or intended for use in the conversion of a device into a destructive device. A student expelled under this provision will not be reenrolled in the School Corporation until the beginning of the semester following the end of the expulsion. The length of the expulsion may be reduced by the Superintendent or designee, if the circumstances warrant such reduction.
- g. Threatening (whether specific or general in nature) injury to persons or damage to property or intimidating any person for any purpose, including obtaining money or anything of value regardless of whether there is a present ability to commit the act.
- h. Failing to report the actions or plans of another person to school personnel where those actions or plans, if carried out, could result in harm of another person or persons or damage property when the student has information about such actions or plans.
- i. It may be grounds for an immediate expulsion for any student to knowingly transmit or attempt to transmit any drug including:
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 up to five (5) days pending expulsion; however, an alternative to expulsion may be offered, by the school administrator to the student and his/her parents or guardian. A student is eligible for participation in this alternative program only one (1) time at each level of instruction (elementary, middle, and high) during his/her total enrollment in the New Albany-Floyd County Consolidated School Corporation.

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

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.
- j. Intending to cause intoxication, euphoria, excitement or a similar condition, ingesting or inhaling, or attempting to ingest or inhale the fumes of model glue or a substance containing toluene, acetone, benzene, N-butyl nitrite or other similar substances.
- k. Possessing, using, distributing, purchasing, or selling tobacco, nicotine-containing products of any kind or in any form. These products include e-cigarettes, vaping devices, any kind of look-alike products or other related products or devices associated with tobacco or nicotine use or electronic nicotine delivery systems.
- l. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
- m. Violating any Board policy or administrative rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
  - (1) Engaging in harassment of a student or staff member;
  - (2) Disobedience of administrative authority;
  - (3) Engaging in speech or conduct, including clothing that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity;
  - (4) Violation of the Corporation's acceptable use of technology policy or rules;
  - (5) Engaging in sexual behavior on school property;
  - (6) Violation of the Corporation's administration of medication policy or rules.
- n. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where such failure constitutes an interference with school purposes or an educational function.
- o. Excessive truancy or absence from school without the knowledge and consent of both the parent and the school.
- p. Excessive cutting of classes and/or tardiness to classes.
- q. Living outside of the New Albany-Floyd County Consolidated School Corporation attendance area without approval of the Corporation.
- r. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
- s. Falsely accusing any person of sexual harassment, or violating a school rule, and/or state or federal law.
- t. While on school grounds during school hours, knowingly possessing or using a laser pointer or electronic device in a situation or for a



purpose not related to a school activity or an educational assignment without permission from the school principal or designee.

- u. “Sexting” or using a cell phone, school issued technology, or any other personal communication device to send, distribute, share, view, or possess pictures, text messages, emails, or other material reasonably interpreted as indecent or sexual nature. In addition to taking any disciplinary action, **the device or devices in question** will be confiscated and any suspected violations of criminal law(s) will be reported to law enforcement authorities.
- v. Personal or group messaging of inappropriate comments, pictures, emojis or videos that contain sexual, humiliating, harassing or threatening messages.
- w. Possessing sexual-related materials or engaging in sexual activity that may include, but is not limited to, the showing of breasts, genitals or buttocks.
- x. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation that is unrelated to a school purpose or function.
- y. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.
- z. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
- aa. Engaging in pranks or other similar activity that could result in harm to another person.
- bb. Violating any school conduct rule the building principal establishes and give notice to students and parents.
- cc. Engaging in bullying which is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including electronically or digitally); physical acts committed, aggression, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student, creating for the targeted student an objectively hostile school environment that:
  - (1) Places the targeted student in reasonable fear of harm to his or her person or property;
  - (2) Has a substantially detrimental effect on the targeted student’s physical or mental health;
  - (3) Has the effect of substantially interfering with the targeted student’s academic performance; or
  - (4) Has the effect of substantially interfering with the targeted student’s ability to participate in or benefit from the services, activities, or privileges provided by the school.

### III. REMOVAL FROM PROGRAM

Where Prosser administration has determined that a student disciplinary offense rises to the level of a Suspension or Expulsion, such student will be removed from the program for the appropriate length of time. Prosser administration will collaborate with and provide a disciplinary

recommendation to, sending school administration of any non-New Albany Floyd County Consolidated School Corporation student. However, the decision of New Albany Floyd County Consolidated School Corporation as to the removal of a student from Prosser is final, regardless of the disposition of discipline to the student by the sending school.

#### **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 may be immediately suspended for up to five (5) school days. Such students shall also be required to meet with the school counselor upon returning to school.
4. The remainder of this policy notwithstanding, when a first-time offender has engaged in violent conduct or has continued to demonstrate aggressive behavior after being told by a school employee to cease and desist (students must be able to immediately demonstrate restraint and self-control) such student may be suspended for ten (10) school days pending expulsion. The students may, upon the recommendation of the building principal, be given the option of participating in an approved educational/counseling program outside the School Corporation. The cost of such outside educational/counseling program shall be the responsibility of the student and the student's parents or guardians. The Superintendent may consider a reduction in the length of the expulsion upon satisfactory completion of this program.
5. Second time offenders who threaten or commit aggressive acts toward persons or property and who are not in possession of and have not handled, used, threatened to use or transmitted weapons, firearms or explosives shall be immediately suspended up to ten (10) school days. Such conduct may also be grounds for expulsion; however, an educational/counseling alternative to expulsion provided by an approved outside agency may be offered by the building principal to the student and his/her parents or guardians. If the educational/counseling alternative is offered, required documentation must be presented upon return to school.
  - a. This program will be designed to assist students in successfully managing and resolving conflicts in a nonviolent and non-aggressive manner, so that they may successfully complete school after experiencing the consequences of their violation of this policy.
  - b. If the outside educational/counseling program is chosen by the student and parents or guardians the student must attend all sessions of the program. Any cost for this program will be the responsibility of the student and the student's parents or guardians.
  - c. If the student enrolls in the outside educational/counseling program and then withdraws or otherwise fails to satisfactorily complete the program, the building

administrator shall immediately resume the expulsion process for such student.

- d. If the student or his/her parents or guardians do not choose to participate in the outside educational/counseling program, the building administrator shall immediately resume the expulsion process for such student. Such student may be referred to the Floyd County Probation Office for any appropriate action.
6. Students who threaten or commit aggressive acts on more than two occasions may be immediately suspended for ten (10) school days pending expulsion.
7. If a student's behavior is a criminal act, in addition to school discipline, the school will also notify the proper authorities.

## **V. DRIVER'S LICENSE POLICY**

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

### **1. Definitions, For Purposes of This Policy**

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

- d. "Habitual Truant" refers to a student who has been truant for a period of: 1 Ten (10) or more days during a school year;
  - e. "Operator's License or Permit" includes an operator's license, learner's permit, temporary motorcycle learner's permit, motorcycle operator's endorsement, motorcycle operator's license, or any other license or permit issued by the Indiana Bureau of Motor Vehicles to operate a motorized vehicle in the State of Indiana.
  - f. "Parent" includes any person or agency legally responsible for a student.
  - g. "Principal" includes any designee of the principal.
  - h. "Student Guide" refers to the New Albany-Floyd County Consolidated Schools Student Guide for Student Rights and Responsibilities, Enforcement of Rules and Regulations and Due Process Procedures, as adopted by the Board of School Trustees and, from time to time amended.
  - i. "Superintendent" includes any designee of the Superintendent.
2. Indiana law prohibits the issuance of an operator's license, or permit and invalidates any existing license or permit, if a person less than eighteen (18) years :
    - a. Is under a second suspension from school for the school year;
    - b. Is under an expulsion from school;
    - c. Is a habitual truant; or
    - d. Withdraws from school before graduating in an effort to circumvent the sanctions listed in this subsection or for any reason other than financial hardship.
  3. When a student, who is at least fourteen (14) years of age, but less than eighteen (18) years of age, is suspended for the first time in a school year, the parent and the student will be informed of the consequences of a second suspension under this Policy.
  4. The opportunity for an expulsion meeting will be offered, when a student is charged with conduct for which expulsion is recommended.
  5. A student whose operator's license or permit has been denied or invalidated under the terms set out above, will become eligible for an operator's license or permit, or to have such a license or permit revalidated upon one of the following events:
    - a. The student becomes eighteen (18) years of age;
    - b. One hundred eighty (180) days after the student is suspended, or the end of a semester during which the student returns to school, whichever is longer;

- c. Thirty (30) days after a student resumes school attendance following an expulsion.
  - d. The expulsion is reversed through the student due process procedures set out in the Student Guide; or
  - e. If 2 (d) above applies, the student in good standing has re-enrolled in school and attended for thirty (30) days.
6. When a student has been suspended twice or expelled, the student's principal will communicate the pertinent information to the Indiana Bureau of Motor Vehicles. The student's principal will, at the appropriate time, provide such student the information necessary for the student's operator's license or permit to be revalidated by the Indiana Bureau of Motor Vehicles.
7. If a principal has reason to believe that a student is withdrawing from school in order to avoid a second suspension in a school year or an expulsion, the principal may proceed with the suspension or the recommendation for expulsion and notify the Indiana Bureau of Motor Vehicles.
8. If a student less than eighteen (18) years of age withdraws from school before graduating for any other reason than financial hardship, the principal of the student's school will report the student's withdrawal under I.C. 20-33-2-21 and I.C. 20-33-2-11 and the student's operator's license or permit 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.
9. Nothing contained in this Policy shall limit disciplinary action under the Corporation's attendance policy for any individual instance of truancy or cutting class. The student who has been truant and the parent of such student will be informed of each truancy and the consequences of additional trancies under this Policy.
10. The parent of a student charged by a principal with being a habitual truant will receive notice of such charges and may request a meeting under the provisions of the School Corporation's student due process procedures set out in the Student Guide.
11. The Superintendent acting on behalf of the Board of School Trustees, will inform the student and the student's parent of his/her determination, and if he/she determines that a student is a habitual truant, he/she 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.
12. The Superintendent will provide the principal of each secondary school in the Corporation a copy of each list of habitual truants and will

provide the principal of the student's school a copy of the official determination for inclusion in the student's education record.

13. The attendance record of a student who has been found to be a habitual truant shall be reviewed by the principal of the student's school at the end of each school year during which the student is designated a habitual truant.
  - a. In reviewing the student's attendance record, the principal will decide whether or not the student's attendance has improved to the degree that the student should no longer be designated a habitual truant and should become eligible to be issued an operator's license or permit upon fulfilling all other requirements for such license or permit, and the principal shall submit a recommendation to the Superintendent on this matter.
  - b. The Superintendent, acting on behalf of the Board of School Trustees, will notify the student and the student's parent of the principal's recommendation and will offer the opportunity for a meeting under the School Corporation's student due process procedures, set out in the Student Guide.
  - c. The Superintendent, acting on behalf of the Board of School Trustees, will inform the student and the student's parents of his/her determination, and if he/she determines that a student is no longer a habitual truant, he/she will submit, to the Indiana Bureau of Motor Vehicles, the pertinent information concerning the student's eligibility to be issued an operator's license or permit.
  - d. The decision of the Superintendent, under subsection C, immediately above, may be appealed in accordance with the School Corporation's student due process procedures, in the Student Guide.
  - e. If a student who has been designated a habitual truant, and who remains ineligible to obtain an operator's license or permit, withdraws from the School Corporation for any reason, the student's former principal in the School Corporation shall have no authority or duty to conduct a review of such student's attendance record; conversely, if such a student moves or transfers to the School Corporation, or to another school in the School Corporation, the principal of the school in which the student is newly enrolled shall conduct the appropriate review.
  - f. A determination that a student is no longer a habitual truant shall not cause the number of trancies to be erased for purposes of considering a charge that a student is a repeat habitual truant under this Policy.
14. For purposes of this Policy, when a student enrolls in the School Corporation and the student's attendance and disciplinary records are obtained from the student's previous school(s), the principal of the newly enrolled student shall treat such records as if the conduct of the student recorded therein had occurred with this School Corporation.

Similarly, the principal shall recognize a previous school's designation or determination of truancy and habitual truancy, as well as any suspension or expulsion.

## **VI. SCHOOL BUS SAFETY CODE**

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

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

Students must do the following:

1. Be at their bus pickups on time.
2. Wait their turns to load and unload the bus. Avoid standing or playing on the road while waiting for the bus.
3. The bus driver and bus monitors should be treated with respect.
4. Show consideration for the property where their bus stops are located. Damage and destruction at "stops" result in the discontinuance of these "stops."
5. Nothing (arms, hands, heads, books, etc.) shall be allowed to protrude from open windows on the bus. Windows may only be opened or closed with the permission of the bus driver. Feet should be kept on the floor at the seats and not protrude into aisles of the bus.
6. Horseplay, littering, loud and boisterous conduct on the bus will not be allowed. This type of conduct distracts a driver and may result in a serious accident endangering every person on the bus.
7. Students must wear seat belts on buses where they are available.

## **VII. TELECOMMUNICATION**

### **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.

## IX. ACADEMIC AND GENERAL INFORMATION

### Attendance

Students are expected to attend school regularly in order to derive the maximum benefits from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. Research indicates lack of attendance is the most common reason for failure in school or the workplace. The student attendance policy formulated by the Board of School Trustees firmly places on the student and his or her parent or legal guardian the responsibility for regular school attendance.

- If a student is absent from Prosser for any reason, a parent or guardian must notify Prosser's 24-hour attendance hotline, 812-542-6601. **CALLING THE STUDENT'S SENDING SCHOOL WILL NOT GET THE ABSENCE EXCUSED.** If the student is not in attendance and a parent/guardian has not notified the attendance clerk, a faculty or staff member may call the parent/guardian. **All students that receive an unexcused absence or tardy to school will receive an automated call. The school reserves the right to determine if an absence is excused or unexcused.** All students are expected to attend school regularly and to be on time.
- A student will be considered truant if the parent/guardian does not call with notice of the student's absence or if the parent/guardian cannot be contacted.

Session	Schedule
AM	7:55 – 10:35 AM

PM	11:20 AM – 2:00 PM
2-Hour Delay	No AM Session

### Types of Absences

The New Albany-Floyd County Consolidated School Corporation School Board adopted a district-wide attendance policy. Excessive absences jeopardize students' educational success.

- *Excused*-When parents and the school agree an absence is excused.
- *Unexcused*-Unexcused absences are counted toward the excessive absence limits.
- *Truancy*-Truancies are unexcused absences, and they are counted toward the excessive absence limits.
- *Out-of-School Suspension or Expulsion*-Such absences are unexcused, but they are not counted toward the excessive absence limits. Students **are** allowed to make-up missed work.
- *Exempt/Waived*-Exempt absences are not counted as days of attendance for the student.

### Waived, Excused, Unexcused Absences, & OSS

- Work **will be** allowed to be made up regardless of the reason the student is absent, including unexcused absences, truancies, and OSS.
- Waived absences will be documented but will not count toward excessive absence limit:
  - service as a page or as an honoree of the Indiana General Assembly;
  - service on a precinct election board or helper at election polls;
  - appearance as a witness in judicial proceedings, under subpoena;
  - service on active duty with the Indiana National Guard for not more than ten days in a school year. The student must provide a copy of the official order;
  - military intake procedures;
  - attending a pre-approved function at the home school (field trip, ISTEP+, ASVAB, PSAT, or other mandated standardized tests, etc.);
  - convocations or assemblies at the student's home school (i.e. pep assemblies, holiday observance assemblies, etc) **will not** be waived absences;
  - participation in out-of-class school, sanctioned activities;
  - visiting a college with verifying documentation-juniors will be allowed one per year and seniors will be two;
  - death of an immediate family member (parent, legal guardian, sibling, or death of grandparent-3 in state/5 out of state);
  - students being admitted to the hospital as a patient with documentation;
  - absence determined by administrator or designee.
- Excused absences will count toward the excessive absence limit

and may include:

- personal illness;
- funeral for a friend or close family member (other than a parent, legal guardian, sibling, or grandparent);
- medical appointments that cannot be scheduled outside of school day;
- celebration by a student and parents/guardians of religious holidays;
- travel with parent/guardian for a limited time period and verified/arranged with parent/guardian;
- absence determined by administrator or designee.
- Unexcused absences occur if the parent/guardian fails to call Prosser to report the student's absence or if the parent cannot be contacted in order to verify the absence. **If a student's absence is questionable and is not clearly defined as excused or waived, the principal, assistant principal, or designee reserves the right to determine if a student's absence is unexcused.**
- Out-of-School Suspension or Expulsion-Such absences are unexcused, but they are not counted toward the excessive absence limits and students are allowed to make up work missed.
- Class "skip days" are unexcused and may result in a suspension.

#### Request for a Planned Absence

- Before a planned absence, students must request homework assignments and complete the Request for Planned Absence form. This approved form does not guarantee your absence will be waived, only excused. The planned absence form needs only to be filled out if the days absent exceed one (1) day.
- After a planned absence, a student must turn in homework upon return to school. Any tests that were missed need to be made up. Some absences incurred as part of the classroom or other education-oriented activities may be designated as "exempt." **Exempt** absences are the only ones that do **not** count. For example, juniors may be granted one and seniors may be granted two exempt absences per year for visits to college campuses. Of course, missed work must still be made up. Religious retreats are also not exempt absences for attendance records. Such retreats may be counted as excused absences.

#### Semester Absence & Action or Intervention

*4th absence* (excused or unexcused) – Written notification may be mailed to parent/guardian

*6th absence* (excused or unexcused) – A student/parent/guardian conference may happen

*8th absence* (excused or unexcused) – Second written notification may be mailed to parent/guardian; in addition, a recommendation to pull student's work permit

*10th absence* (excused or unexcused) – A second student/parent/guardian conference may happen including a sending school representative present at the conference

*12th absence* (excused or unexcused) – Request for a conference student/parent/guardian and a sending school representative to determine corrective action and placement

### Perfect Attendance

Some out-of-school student activities will not count as absences. Service as a page in the state legislature, field trips, some college visitations and service at an election are activities that meet the perfect attendance restrictions (I.C. 20-33-2-14 through I.C. 20-333-2-17) and are considered exempt from the attendance policy. Religious retreats are not exempt absences for the purpose of perfect attendance.

Family vacations are not considered legitimate reasons for missing school. They may or may not be considered an excused absence from school, especially at quarter or semester breaks when exams are given. A planned absence form does exist for students to notify teachers an extended absence will be taking place. The school reserves the right to determine if an absence is excused or unexcused.

### Late Arrivals/Early Dismissals

Prosser's faculty and staff expect students to arrive on time and stay until the end of the instructional day. **Students who arrive after or dismiss early in the AM Session at 9:15 or PM Session at 12:15 will result in a .50 absence.** Students who drive to Prosser and who accumulate 8 or more incidents of being tardy to school will have their driving privileges revoked. This includes late sign-ins, early sign-outs and or full-day absences. Accumulated unexcused tardiness could result in disciplinary action.

- Tardiness – This policy is effective for each individual semester. After each semester, the policy starts again.
  - 1st: Warning recorded by office/teacher
  - 2nd: Warning recorded by office/teacher/call parents
  - 3rd: Consequence/student conference given by the teacher
  - 4th: Referred to office/disciplinary action will follow
  - 5th: Referral to office/disciplinary action will follow
  - 6th: Referral to office/consequence assigned/loss of driving privilege or out of school suspension
- Truancy – involving skipping an instructional session or extended lab involves the following consequences:
  - 1st: Referral to the office/student conference/parent contact
  - 2nd: Referral to the office/one day ISS
  - 3rd: Referral to the office/disciplinary action will follow including OSS
  - 4th: Referral to the office/disciplinary action will follow/student is placed on a probationary contract
  - 5th: Referral to the office/suspension pending expulsionClass "skip days" are unexcused and may result in a suspension.

### **Sign Out Procedure**

Students may not leave school grounds without permission from the principal, assistant principal, or designee. Pending parent/guardian approval with a note before class, a student and parent/guardian (if applicable) desiring to leave school during regular school hours should sign the "sign out sheet" and obtain a slip from

student services. The student will then report to Student Services where he/she will record his/her name, date, destination, time of leaving, and time of return if applicable. Students not following this procedure will be subject to disciplinary actions.

### **Book Rental Fees**

Students are to pay book and lab fees each year. They will receive this fee schedule after school starts. Fees can be mailed in, paid over the phone (during school hours), or dropped off. Parents may ask for credit and make payments to the bookkeeper if they cannot pay the full amount. The bookkeeper will set a payment plan with the parents.

### **Bullying**

“Bullying” is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically); physical acts committed; aggression; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student, creating for the targeted student an objectively hostile school environment that places the targeted student in reasonable fear of harm to his or her person or property; has a substantially detrimental effect on the targeted student’s physical or mental health; has the effect of substantially interfering with the targeted student’s academic performance; or 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.

### **Cafe**

Prosser Café is often open during the week from 10:35 to 11:20 AM (September – May). Students may wish to eat in the café but are advised **not** to miss their bus. If this happens because of the café, the student will have to get his/her own ride back to their home school. PM students must exit the café at 11:15 AM and report to class by 11:20 AM; not doing so could result in disciplinary action.

### **Cell Phones/ECD Policy**

A student may possess a cellular phone or ECD (electronic communication device). If a phone is causing a disruption during prohibited hours, it will be confiscated by the school employee and taken to the office. If there is any suspicion concerning the violation of other school rules (cheating, threats, or potential criminal activity), the phone may be turned over to law enforcement officials.

Use of device cameras or video functions is prohibited when on school grounds or at a school-sponsored activity. A more serious disciplinary consequence will occur if a student is found using this function.

Parents are asked not to contact students via cell phone during school hours. Please contact the office at 812-542-8508, and the message will be relayed to the student.

### **Charges by Parents or Students**

A student or his/her parents may file a signed complaint form with the

administration when the student:

- is being improperly treated
- improperly denied participation in any educational function of the School Corporation
- is being subject 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

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.

## **Cheating or Plagiarizing**

Dishonesty or cheating on school work is strictly prohibited. Students are cautioned that academic cheating of any sort is grounds for suspension and/or expulsion from school. Plagiarism is defined as the use of ideas or writings of another, in whole or in part, without credit. ct of 1990 Prohibit Discrimination on the Basis of Disability.

### Academic Integrity Policy

Policy Goals: In keeping with the school's role for all types of learning, including the building of character of life after high school, Prosser resolves to teach all students the meaning and relevance of integrity in their academic and professional careers. The goal of Prosser Integrity Policy is to create a school community in which every member is assured that integrity and fairness. Violations of this goal are not tolerated, and actions that undermine this expectation are handled firmly, consistently, and in a timely manner. In the end, the purpose of this policy is to create a school where each student can proudly state each assignment: *This work is my own. I have neither used, received, nor given aid unauthorized by a teacher when turning in completed work.*

### Definition of Academic Dishonesty

Academic dishonesty is any gain of academic credit or recognition to which one is not entitled or to assist others to do so. Academic dishonesty includes, but not limited to:

- copying, or allowing the copying of, graded or ungraded work;
- collaborating with others beyond what the classroom teacher (authorized) allows;
- gaining unauthorized prior knowledge of assessments or providing such knowledge to others;
- transmitting or receiving information related to the content of graded or ungraded work;
- misrepresenting situations for academic gain, including a means to receive additional time to complete work;
- falsifying data or sources in graded or ungraded work;
- manipulating the system to gain an unfair advantage;
- altering a grade, whether on an individual assignment or in student records (grade book);



- violating the rules of school-sponsored academic competitions or assignments;
- plagiarism-the stealing or using others' words, original ideas, or work without crediting the original source.

Examples would be using others' words or phrases without giving accurate documentation or downloading information from the internet.

As members of the Prosser community, all teachers, students, administrators, and parents have a responsibility to work together to ensure the **Prosser Academic Integrity Policy** is upheld and followed for the purpose of education in the development of knowledge, skills, and habits, not just the accumulation of points.

Students have the responsibility to:

- read and understand the policy;
- clarify with the teacher;
- take an active role in their education;
- report to a staff member violations of the policy.

Parents have the responsibility to:

- familiarize themselves with the policy;
- discuss policy with their child;
- support school consequences for violations;
- be sensitive to pressure students face.

## **Civil Rights Statement**

The Civil Rights Act of 1964 prohibits discrimination of educational opportunities and facilities because of race, color, creed, religion, sex, disability, family status, limited English proficiency or national origin. PL 90-202 prohibits discrimination because of age. Title IX of the Education Amendments of 1972, prohibits discrimination on the basis of sex. Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act amendments thereto.

## **Classroom/Lab Settings/Operation of Equipment**

All of the programs include some instructions in a traditional classroom setting. Another portion of the instruction occurs in a lab setting, and students learn and practice through hands-on training. All students must comply with all safety regulations in order to maintain a safe environment. Guardians/Parents grant permission on the Intent to Enroll form for their students to operate power tools, machines, and equipment in the lab areas. Operating machinery after successfully passing the safety examination is at their own risk.

## **Computer Use**

- Students violating the use of computer labs or internet services may have all computer privileges revoked. Students found to be using programs or invading directories without permission may also have privileges revoked. Students using computers in the school independently must have a pass from a teacher for a specific assignment.
- Students may not use school internet services without a signed agreement from a teacher on record. The school is not responsible for student internet activity. Whether an item is posted from school or any

other location, internet activity that disrupts the educational process or raises concerns about safety can result in disciplinary and or legal action.

- Violation of the computer use policy may result in permanent removal from class, suspension or expulsion.

## **Credits Earned Toward Diploma Requirements**

Prosser does not issue high school credits but recommends sending schools the number of credits that may be awarded to students. Prosser recommends that 3 credit hours per semester will be awarded to students who successfully pass a course. Most students have the opportunity to earn six credits for a full-year course, and the student's home school records on the student's transcript earned credits. **Students have the opportunity to be eligible to earn dual college credits in some programs, see the program guide for how many and what programs have to offer. All transcripts are completed through Vincennes University or IVY Tech.**

## **Diploma Requirements**

Students may earn one of four diploma types: General, Core 40, Core 40 with Academic Honors, and Core 40 with Technical Honors. Per state legislation, the Core 40 is the minimum required curriculum for all students with an opt-out provision available. In addition, some home schools have additional local graduation requirements that apply to the students within that school.

- Students must see their home school guidance counselor to review local graduation requirements to exceed these minimal state requirements.

## **Directory Information**

Under regulations of the No Child Left Behind Act of 2001, schools are required to give military recruiters the same access to secondary school students as they provide to postsecondary institutions or to prospective employers. Schools are generally required to provide students' names, addresses, and telephone listings to recruiters when requested. Parents may opt-out of providing directory information to third parties. A letter requesting that directory information NOT be released must be on file in the Office of the Superintendent, New Albany-Floyd County Schools, 2813 Grant Line Road, P.O. Box 1087, New Albany, In 47150.

## **Dress & Appearance**

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:

- a. sex or sexual innuendo;
- b. lewd, vulgar, indecent, or plainly offensive speech, including profanity;
- c. violence, destruction of property, or advocating the use of force;
- d. urging violation of the law or school regulations;
- e. alcohol, drugs, tobacco, or tobacco like products;
- f. anything that humiliates others or which may be considered racist, sexist, ethnically derogatory, including the confederate flag
- g. anything that substantially or materially disrupts the school environment.

Restricted items will include the following:

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

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

- a. Warning
- b. Warning and parent contact
- c. Parent conference at the school
- d. In school suspension
- e. Out of school suspension

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

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

## **Drills**

**All classroom, lab, and outside doors should remain locked at all times.** State law and district policies require all public schools to conduct a specific number of fire, disaster and intruder drills in the course of the school year. Each classroom posts a list of directions for each type drill. All teachers will go over the specific instructions for their room. Follow these

directions without fail. It is essential that silence is maintained so that directions may be heard. Careful haste (but no running) is encouraged.

When the **fire** alarm sounds, instructors will inform each class of the proper exit route to follow. Do not take time to close windows or clean up; simply turn off equipment, proceed to the assigned exit, and close the room door when the room is vacated. Wait outside the building until the “all clear” sound is signaled. Safety and fire prevention requires unfailing awareness.

When students hear the sound for a **tornado** drill, a high-Low pitched siren sound, they are to leave their classrooms and labs to proceed to assigned hallways and restroom areas. They are to crouch down or sit on the floor facing the wall. Everyone should be quiet so that needed information can be given over the public address system. An “all clear” will be sounded to return to class.

Teachers will **lock** the classroom door and retain students in the classroom or lab area during a lockdown. If students or teachers are out of the classroom, they are to proceed to a predetermined secure area. Everyone is to remain at the location until notified to return to their classroom or lab setting.

## **Driving**

Students are not permitted to drive to Prosser without signed permission from your homeschool principal and our Assistant Principal. Prosser reserves the right to revoke driving privileges by any student for excessive attendance, misconduct, or driving violations while on campus. Students who obtain permission must park in the student parking lot. Any student who violates the driving policy is subject to disciplinary consequences. If students miss their bus at their home school, they are advised to contact their school administration for further direction. Students are not allowed to ride with other students to and from their sending schools. They must ride the school bus.

## **Email**

All faculty and staff have a corporation-issued email address and will communicate via email when asked to respond to an email message.

## **Earbud/Headphone Policy**

Hallway – You must be able to hear in the hallway so you may only wear one earbud at a time; the other ear must be free.

Classroom – For the most part, you should not be using earbuds in the classroom. This includes the wireless kind. Exceptions could include doing online activities for the class that include sound. Other classroom exceptions are at the teacher's discretion.

## **Eye Protection**

Eye safety protection and an initial pair of safety glasses will be provided, and all students are required to wear eye protection in shop areas where the possibility of eye injury exists. If the student loses or damages the initial pair of safety glasses, she/he may purchase an additional pair for \$1.00.

## Field Trips

Field trips are planned as an extension of the classroom. Classroom objectives for each field trip are filed with the Assistant Superintendent for Curriculum and Instruction of the New Albany-Floyd County Schools. Students may be excluded from field trips if they have too many absences, failed to make up work from previous trips or for any other reason deemed appropriate by the principal.

The student must submit to the instructor a “Class Release Form” signed by the parent/guardian/homeschool counselor and office staff before the student will be allowed to participate in the field trip. In addition, if the field trip requires the student to miss classes at his/her home school, the student must seek permission from the principal or administrative designee permission to participate in the field trip.

## Early College

Prosser Career Education Center Early College students will get a head start on their post-secondary goals by earning high school credits and credits toward a certificate or associate degree. In combination with the appropriate dual credit courses at the home high school, Early College students may graduate high school while simultaneously earning a Vincennes University certificate or associate degree. Prosser Early College is a joint effort of Prosser Career Education Center and Vincennes University.

## Food and Drink

**Teachers may permit students to have bottled water in the classroom only.** Students are not permitted to leave school to get food, bring food in, or order food to school.

## Fundraising

Many valuable and worthwhile fundraising activities occur each year. No fundraising event may take place without prior approval from the principal’s office. Students may not sell or solicit for personal gain. No solicitation of any kind is allowed during the school day.

## Gambling

Gambling of any form is prohibited on school grounds. Students caught gambling could be suspended from school. Playing cards and dice are not permitted during the school day.

## Grading Scale

A+	100-97%		C+	79.99-77%
A	96.99-93%		C	76.99-73%
A-	92.99-90%		C-	72.99-70%
B+	89.99-87%		D+	69.99- 67%
B	86.99-83%		D	66.99-63%
B-	82.99-80%		D-	62.99-60%
			F	59.99- below

Cosmetology has a different grading scale - please see your instructor.

## **Hazing**

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

## **Inclement Weather**

For school updates, please check the NAFCS website (<http://www.nafcs.org>). If NAFCS Corporation announces a two-hour delay, the AM session will be canceled. The PM session will start at the normal time. Students should check with their sending school as to where to report if their school is in session, and Prosser is closed. If Prosser is open and a student's sending school is not in session, students are expected to be at Prosser if transportation is provided.

## **Intent to Enroll Form**

Students who are interested in attending Prosser and enrolled in one of Prosser's sending schools should secure an Intent to Enroll form from their home school guidance counselor and return to the home school counselor the completed enrollment form. A committee made up of the sending schools' counselors and Prosser staff review the enrollment forms. During their review, they recommend or deny a student's request to be admitted to Prosser. The committee may deny a student's enrollment in Prosser because of low or failing academic grades or because of poor attendance at the student's home school. Students will receive a letter of congratulatory acceptance or a letter of unfortunate denial. Students who are denied enrollment in a Prosser program will meet with their home school counselor in order to create a full-day schedule at the home school. Students not enrolled in a traditional high school program should contact Prosser for information and secure an Intent to Enroll form.

## **Lab Cleaning**

Instructors plan a portion of each instructional day for students to clean labs and workplace settings, and instructors expect students to carry out their responsibilities in order to keep tools, equipment, and work areas clean at all times. This expectation is a necessary part of students' training since these habits will be of assistance during the remainder of their working life.

## **Length of Courses**

Prosser courses are either one (1) or two (2) years in length. After the first two (2) weeks of school, withdrawal from Prosser to return to home school all day or to transfer from one program to a different program offered at Prosser will be considered on a case-by-case/individual student basis.

## **Locks/Lockers**

Lockers will be assigned near the beginning of each school year and are located in lab areas, halls, and locker rooms. In some cases, students will have a lock, which is the property of the school and not to be removed from the locker. Prosser is not responsible for loss or theft from lockers. Students are advised to not leave wallets and/or money in lockers. If

valuables are stolen, students cannot be reimbursed.

### **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 activities off school grounds.

### **Makeup Work**

It is the student's responsibility to initiate the request to make up work. The length of time permitted to make up work will depend on the length of the absence at the discretion of the teacher. Suspended or truant students **can** make up their work.

### **National Technical Honor Society Selection Process**

For many students selection as a member of the National Technical Honor Society is the pinnacle of their achievement in school. This honor, recognized throughout the nation, is both the public recognition of accomplishment and the private commitment to continued excellence on the part of the new member. Selection to NTHS is a privilege, not a right. Students do not apply for membership instead they provide information to be used by the Faculty Council to support their candidacy for membership.

### **Off-Campus Behavior**

**Students conduct events on and off school grounds at other times when not at school.**

The New Albany-Floyd County Consolidated School Corporation has adopted a School Safety Policy governing students who commit, attempt to commit, or threaten aggressive acts toward persons (students, employees or visitors) or property. This Policy applies when a student is on a school bus, on school grounds, off school grounds at a school activity, function or event and while traveling to and from school or a school activity, function or event.

This Policy may also apply when a student's conduct is unlawful and may reasonably be considered to be 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 (1) school year or one (1) calendar year, as set out in Article II.

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.

### **Pledge of Allegiance/Moment of Silence**

The Pledge of Allegiance and a moment of silence will be observed every

day. (I.C. 10.1-4-0.5 and I.C. 20-10.1-4-3.5)

### **Posting/Publishing**

Students must receive from the principal or assistant principal permission to post materials in school or on school property. Students may not use school equipment to print or publish materials for personal use.

### **Privacy**

Students may be photographed or videotaped unless a specific request not to be photographed is on file in the Superintendent's office.

### **PRIDE**

Students are expected to have conduct that exhibits the characteristics of "Persistence, Respect, Initiative, Dependability, and Efficiency". Senior students must meet attendance requirements and (6) six hours of community service to be eligible to earn the "Work Ethic Certificate", signed by the Governor of Indiana.

### **Public Display of Affection**

Inappropriate displays of affection on school grounds will be treated as discipline problems. Hugging, kissing, or inappropriate closeness is not acceptable.

### **Registration**

Students will receive a Snapcode letter over the summer. All students should complete the online registration process of general and health information before school starts. It is imperative that this process is completed before students are placed in lab environments.

### **Safe School Hotline**

The school district has made available the services of a national safe school for parents and students to report any safe school issues anonymously on the school website. These issues could include acts of vandalism, theft, drug or alcohol use, any form of harassment, violence, suicide or weapons on campus. These reports will be passed on to the appropriate school. The number is 812.542.2230.

### **School Safety**

Every student is entitled to a safe school environment. Weapons of any sort, including pocket knives, are forbidden. Lighters and matches are also prohibited. Students pulling false alarms, starting fires, or phoning in false "911" reports are subject to suspension and/or expulsion from school. Students engaging in fighting or intimidation are also subject to suspension and/or expulsion. Students should report any school safety information immediately to school authorities.

### **Sign Out Procedure**

Students may not leave school grounds without permission from the principal, assistant principal, or designee. The student will report to the front desk where he/she will record his/her name, date, destination, time of



leaving, and time of return if applicable. Students not following this procedure will be subject to disciplinary actions.

### **Student Organizations**

Students who participate in co-curricular organizations strengthen their own self-esteem and develop valuable leadership skills. Faculty and staff encourage students to participate in co-curricular clubs that include but may not be limited to Future Farmers of America (FFA); Skills/USA; American Welding Society (AWS); National Technical Honor Society (NTHS).

### **Student Services**

Prosser's Student Services department provides to all students personal, academic, and career and post-secondary assistance.

If a student wishes to get approval to transfer or withdraw from a program, they must complete the form in Student Services as well as communicate with their sending school counselor. In addition, Prosser's teachers and Student Services personnel actively communicate with home school counselors and teachers to enhance their academic performance while at Prosser.

### **Suicide Threats**

An administrator or counselor will immediately call the parent/guardian of any student who indicates through comments, writing, or statements that he/she is contemplating physical harm to himself/herself. The student must be taken to an approved referral site for a medical release prior to returning to school.

### **Testing**

- Accuplacer - Ivy Tech Community College and Vincennes University require that Prosser students take their college entrance exam in their junior year to qualify for some dual credits in some Prosser Career Programs. Students test onsite in Mathematics, Sentence Structure, and Reading to qualify for dual credits in their junior and/or senior year.
- PA - An End of Pathway Assessment is given in some programs.
- Industry-Based Certifications - Some programs offer certification opportunities that require testing.

### **Tobacco Products**

Students will be suspended from school if they use or have possession of tobacco or tobacco-like substances (i.e. spice, electronic cigarettes, potpourri, etc.) on Prosser property. Students will be suspended if they possess or use lighters and/or matches on Prosser property. In addition, students under 18 years of age are subject to written citations. First-time offenders may take an online class offered.

### **Tours of Building**

Underclassman students from sending schools and other outside groups tour our facility at various times. Current students should try to be helpful in their lab area or in the halls to answer any questions these visitors ask.

## **Transportation**

Prosser provides no transportation to or from sending schools. Students should consult with home school officials regarding the home school transportation policy. Students who drive to Prosser without prior permission will receive disciplinary consequences. Students are not allowed to be transported by Uber/Lyft.

## **Tuition**

Tuition for regularly enrolled high school students is paid by the local school corporation. Home school students enrolled in certain home school programs may have to pay tuition.

## **Vehicle Regulations**

**New Albany-Floyd County and many other school districts are not permitted to drive to Prosser.**

Any student driver must get permission from home school and guardian to drive before they arrive at Prosser. Temporary permission slips are available at the front desk. Student drivers are expected at all times to drive their vehicles in a safe and courteous manner. Students who drive must register their vehicle in the main office. The driver must place the permit in the upper corner of the front windshield on the driver's side of the vehicle. If vehicles are found parked on Prosser's property after this time without a permit may be towed at the owner's expense.

Students who do not respect this request or violate the accepted standards for driving and parking on school property will have their driving privileges suspended. Student vehicles are subject to search under reasonable suspicion. Students are not allowed to transport or ride in the car with other students without permission.

Students must park in the designated location. All student drivers will exit the parking lot out of the main drive and may not exit through the lots behind the office and the Schuler/Bauer office.

All Indiana traffic laws must be obeyed while on Prosser property. No student is permitted to ride in the back of a pickup truck, and flags are discouraged. Students may be given a discipline referral and a possible vehicle violation citation for not following traffic laws.

## **Violence, Threats, and Verbal Abuse**

Student violence directed towards staff or other students will not be tolerated. Threats made to anyone about personal safety or property may result in suspension and/or expulsion from school. Violations of the safety policy will be reported to legal authorities, and the student may be arrested. Verbal abuse and offensive language directed towards others are an offense subject to suspension or expulsion. Intimidation and threats directed toward public school employees may be considered a felony under Indiana Code (IC 35-45-2-1).

## Visitors

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

## Voice Mail

Each faculty and staff member has a voice mail extension.

## Work-based Learning

Prosser Career Education Center is committed to providing multiple work-based learning experiences and programs to all students. Work-based learning activities collaboratively engage local employers and Prosser instructors to provide structured learning experiences for students. These experiences allow students to apply knowledge and skills learned in the classroom and lab to real-world situations. All work-based learning experiences and activities are strategically integrated within the CTE curriculum. Some of this valuable learning will occur within the classroom environment while much of it will occur in a place of business or community organization. Work-based learning includes, but is not limited to, the following programs and activities: job shadow, guest speakers, industry field trips, industry simulated projects, post-secondary visits, school-based enterprises, community-based projects, micro-internships, internships, and mock interviews. Students who are on internship/clinical experiences, but fail to report, could face disciplinary consequences. For more detailed information, check out the Prosser Career Education Center website (<http://prosser.nafcs.k12.in.us/>) under Work-based learning.

- All first-year students will participate in a **job shadow** experience of a minimum of (4) four hours. Details of the job shadow experience will be discussed further by each individual teacher.
- All senior students will go through a **mock interview** process.

## Wireless Communications 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 vibrate or silent mode) during school hours and stored out-of-sight. Students are permitted to use (WCDs) after school hours and at school-related events.

A “wireless communications 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 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 requirements 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 is a member of a volunteer fire company/department, ambulance or rescue squad.
- The student has a special health circumstance (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.

### School Health Services

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

### Admission of Students to Health Office

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

### 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.

1. 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.

2. 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.
3. All nonprescription medication must be in the original container and be clearly labeled with the child's name.
4. 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.
- 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).
- School nurses will provide instruction/training as needed to those staff members who dispense medication to students.
- Non-medicated lip balms and up to 2 cough drops per day (with parent note) is allowed without a doctor's statement.

## **Illness and Returning to School**

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

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

**Students should not come to school if they are experiencing any of the conditions mentioned below. For each condition marked with "\*", see #6 for additional details. If at school, students will be sent home from school for the following reasons:**

1. \*Temperature of 100.4 or over. Students must be fever-free for 24 hours *without the aid of fever-reducing medication such as Tylenol/Ibuprofen* before returning to school. See #6.
2. Temperature of 96.5 or lower.
3. Lice (pediculosis) – Students will be sent home if live bugs are found. If a student has nits, he/she may remain at school for the day but should be

treated before returning to school. According to New Albany-Floyd County School Board Policy, classroom head checks will not be done.

4. \*Vomiting. Students 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. Students must be free of diarrhea for 24 hours before returning to school unless documentation has been provided to indicate an underlying, non-contagious cause. See #6.
6. During periods of community spread respiratory illness such as COVID-19, guidelines for returning to school may be extended. Input will be taken from the Floyd County Health Department, NAFCS medical advisor and the Indiana Department of Health.

### Severe Allergies at School

If your child has a potentially life threatening allergy to food, insect sting, latex, or other allergen, please be sure to have your child's health care provider complete an Allergy Action Plan for your child and provide the school with an EpiPen/auto injector. A school nurse or other trained school employee may give the EpiPen/auto injector 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/auto injector 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 6<sup>th</sup> grade), with a booster dose at 16 years old (prior to starting 12<sup>th</sup> grade). The meningococcal vaccine is required for 6th-12th grade students to attend school.

### Health and Extracurricular Activities

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

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

**24 Hour Attendance Hotline: 812-542-6601**