

# HIGHLAND HILLS MIDDLE SCHOOL 2023-2024

## FIRE DRILL / SAFETY LOCATIONS

### Semester 1

Period 1, Elective, or Block 1 Room # _____	F.D. Door/Bus Slot/Location _____	Tornado Location _____
Period 1, Elective, or Block 1 Room # _____	F.D. Door/Bus Slot/Location _____	Tornado Location _____
Period 3 or Block 1 Room # _____	F.D. Door/Bus Slot/Location _____	Tornado Location _____
Period 4 or Block 2 Room # _____	F.D. Door/Bus Slot/Location _____	Tornado Location _____
Period 5 or Block 2 Room # _____	F.D. Door/Bus Slot/Location _____	Tornado Location _____
Period 6 or Block 3 Room # _____	F.D. Door/Bus Slot/Location _____	Tornado Location _____
Period 7 or Block 3 Room # _____	F.D. Door/Bus Slot/Location _____	Tornado Location _____

### Semester 2

Period 1, Elective, or Block 1 Room # _____	F.D. Door/Bus Slot/Location _____	Tornado Location _____
Period 1, Elective, or Block 1 Room # _____	F.D. Door/Bus Slot/Location _____	Tornado Location _____
Period 3 or Block 1 Room # _____	F.D. Door/Bus Slot/Location _____	Tornado Location _____
Period 4 or Block 2 Room # _____	F.D. Door/Bus Slot/Location _____	Tornado Location _____
Period 5 or Block 2 Room # _____	F.D. Door/Bus Slot/Location _____	Tornado Location _____
Period 6 or Block 3 Room # _____	F.D. Door/Bus Slot/Location _____	Tornado Location _____
Period 7 or Block 3 Room # _____	F.D. Door/Bus Slot/Location _____	Tornado Location _____

## MISCELLANEOUS INFORMATION

Locker # \_\_\_\_\_ Homeroom \_\_\_\_\_ 1st period Teacher \_\_\_\_\_ Auditorium Location \_\_\_\_\_

### Bus Information

Bus # \_\_\_\_\_ Bus Driver \_\_\_\_\_ Slot # \_\_\_\_\_

Home Address \_\_\_\_\_

## Highland Hills Middle School

3492 Edwardsville Galena Road Georgetown, IN 47122

General Office (812) 542-8501

Attendance Hotline (812) 542-3101

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

Onward Jaguars to victory.

To our colors true we will always be. Green, gold, black we wear them with pride.

Fighting ever, failing never, Pulling for our team together, Jaguars we're on your side!

Highland Hills our name makes us proud. Our school spirit, you'll always hear it loud.

Standing tall above all the rest, Excellence in all we do, That is what we'll prove to you.

Jaguars we are the best!

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

# TABLE OF CONTENTS

Academic Information	13	Infractions and Potential Consequences	10 / 40
Admission to the Health Office	5	Intramurals	14
Athletics	14	Library / Media Center	4
Attendance	6	Lockers	4
Attitude Grades	13	Lost and Found	4
Before and After School	7	Lunch	4
Bullying	13 / 20	Lunch Time Detention	10
Bus Rules	7 / 35	Medications at School	5 / 24
Cafeteria Rules	7	Missing Work	7
Clubs	13	Musical	14
Counseling	4	Out of School Suspension	11
Discipline	7 / 27	Physical Education Class	15
Discrimination	19	Progress Reports	13
Drills and Lockdown	4	Resolving Conflict	9
Drug and Alcohol	30	SAFE School Helpline	9
Extra Curricular	13	School Rules	7 / 27
General Information	4	School Safety	34
Grade Scale	13	Student Council	15
HHMS Bus Dismissal Form	41	Student Dress and Apperance	8
Homework Helpline	13	Student Rights and Responsibilities	15
Honor Roll	13	Suicide Threats	9
Illness and Returning to School	5	Temporary Teacher Dismissal	10
Immunizations	6	Time Schedules	3
In School Suspension (ISS or SAL)	10	Tobacco	12
Inclement Weather	4	Wireless Communication Device	9

*The HHMS Handbook includes the HHMS specific procedures along with the NAFCS preamble and the Student Rights of all NAFCS students. The handbook is subject to change throughout the year as warranted by changes in policies and state statutes.*

	<b>5th Grade</b>			<b>6th Grade</b>		
	Block 1	9:00 - 9:45		Electives	9:00 - 9:45	
	Electives	9:50 - 10:40		Block 1	9:50 - 11:20	
	Block 1	10:45 - 11:30		Block 2	11:25 - 12:15	
	Block 2	11:35 - 1:05		Lunch	12:20 - 12:50	
	Lunch	1:10 - 1:40		Core +	12:55 - 1:20	
	Core +	1:45 - 2:05		Block 2	1:25 - 2:10	
	Block 3	2:10 - 3:40		Block 3	2:15 - 3:45	
	<b>7th Grade</b>			<b>8th Grade</b>		
	Period 1	9:00 - 9:51		Period 1	9:00 - 9:51	
	Period 2	9:55 - 10:45		Period 2	9:55 - 10:45	
	Lunch	10:45 - 11:15		Period 3	10:49 - 11:39	
	Period 3	11:19 - 12:09		Lunch	11:39 - 12:09	
	Period 4	12:13 - 1:03		Period 4	12:13 - 1:03	
	Period 5	1:07 - 1:57		Period 5	1:07 - 1:57	
	Period 6	2:01 - 2:51		Period 6	2:01 - 2:51	
	Period 7	2:55 - 3:45		Period 7	2:55 - 3:45	

## HIGHLAND HILLS MIDDLE SCHOOL TIME SCHEDULES

Main Office Opens at 8:40 / Front Doors Opens at 8:40 / Students enter classroom areas around 8:50.  
 5th grade Dismissal at 3:40 / 6th, 7th, and 8th grade dismissal at 3:45.

## **GENERAL INFORMATION**

### **COUNSELING**

There are four counselors available to assist students with any problem or concern. Issues may be of a personal nature, about disagreements with other students or teachers, family problems, or academic worries/challenges. Other needs may include assistance with study skills, test anxiety, social skills, organizational tactics, and stress management. Counselors also offer individual and group counseling for students that need extra support and classroom guidance lessons. \* Students should have a pass from their teacher before seeing their counselor. Parents may also call the counselor to address concerns about their child or to set up a conference with the teachers.

### **DRILLS AND LOCKDOWNS (FIRE, TORNADO, INTRUDER)**

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

### **LIBRARY / MEDIA CENTER**

HHMS takes great pride in offering and maintaining a great library for the students. Students are allowed to check out 2 books for 2 weeks. If the student loses a book, the student is responsible for the replacement cost.

### **INCLEMENT WEATHER PROCEDURE AFTER SCHOOL DAY HOURS**

A corporation decision will be made and then communicated with students and their households (website, TV channels, phone / text, and email).

### **LOCKERS AND LOCKS**

Locker assignments will be distributed with schedules. Students in grades 6th to 8th will be issued individual lockers. Please report any locker problems to the office (there is a form in the front office). Damage to locks will cost \$5.00. You may not change lockers during the school year unless approved by the counselor or administration. Students are requested to tell no one their lock combination or permit anyone else to use the locker. Students must close the locker door and turn the lock to ensure safety. Lockers are for books, coats, school supplies, and personal items.

### **LOST AND FOUND**

Most found items are stored in the cafeteria. Items of a higher value are stored in the office area. It is the responsibility of all students to turn in items they have found. Items that are left unclaimed are donated at the end of each month.

### **LUNCH**

Please see the NAFCS Food and Nutrition Services of the corporation website for the most inclusive, up to date information including: menu items, nutritional information, pricing, and payment information.

HHMS has 4 lines that are available for the standard lunch. A full lunch is \$2.90: 1 entrée, 3 sides (different fruits and/or vegetables), and low fat milk. Adult lunch price is \$4.60. Breakfast is \$1.90. Students may purchase any item without purchasing an entire lunch, provided the student has funds in their account. Students may bring their lunch to school.

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

### **Policies for Student Meal Accounts**

Meal Charge Policy - The NAFCS recognizes on rare occasions, students may forget to bring money to school for meals. Charging can be embarrassing to the students. Students and adults are expected to pay daily or in advance for all food purchases. See full details on [NAFCSnutrition.com](http://NAFCSnutrition.com) for Charge Policy.

Emergency Meals - An emergency meal is necessary when a student wants a meal but does not have money to pay for it. Elementary and secondary schools have procedures in place to ensure students do not go without a meal as outlined in the Meal Charge Policy.

## SCHOOL BOOKS AND FEES

*New info coming for 23-24.* School books are rented on a one year basis with the cost of book rental and fees exceeding one hundred dollars. Anyone in need of financial assistance should request assistance during registration. You must apply for assistance before October 30th. Any fees not paid will be turned over to a collection agency. Additional charges will be assessed for lost or damaged books or devices. Chromebooks are also a part of this cost and damaged or lost devices will be charged. Pay online at EFUNDS website: <http://payments.efundsforschools.com/v3/districts/56501>

## STUDENT'S IDENTIFICATION CARD

Photo ID's are sent to school sometime after the start of the school year for distribution.

## STUDENT PHOTOGRAPHS

Photographs of each student are made in the Fall by a local photographer, and there is a cost for picture packages. If there are imperfections in the photographs caused by the photographer, a "retake" may be requested at no cost to the student. The "retake" date will be announced.

## VISITORS

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

## SCHOOL HEALTH SERVICES

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

## ADMISSION OF STUDENTS TO HEALTH OFFICE

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

## MEDICATIONS AT SCHOOL

1. A "Request for Administration of Medication" form must be signed and dated by the doctor and parent/legal caregiver. This written request must be on file in the school office before the medication, prescription or over-the-counter, will be administered by the staff. The request must contain the student's name, name of the medication, dosage, and time to be given. The form must be renewed at the beginning of each school year or if the medication changes during the school year.
2. A student may be authorized to possess and self-administer medication for a chronic or acute disease or medical condition if the medication is necessary in an emergency situation. The section of the medication form entitled "Possession and Self-Administration of Emergency Medication Authorization/Approval" must be signed and dated by the doctor and parent/legal caregiver.
3. The medication must be furnished to the school by the parent/legal caregiver on a daily basis. Any exception to this daily dosage requirement must be approved by the principal after consultation with the school nurse. The exception will be limited to a one (1) school week's supply of the medication and must be brought to school by the parent/legal caregiver, or by another arrangement approved in advance by the principal. The medication must come to school meeting the requirements listed in #5 below.
4. All nonprescription medication must be in the original container and be clearly labeled with the child's name.
5. All prescription medication must be in the pharmacy labeled bottle or packaging with the following information:  
Prescription number Child's name Doctor's name Name of medication Dosage  
Time to be given.
6. All medication brought to school for administration by staff will be kept in a locked container (unless needing to be secure but accessible for emergency use).
7. School nurses will provide instruction/training as needed to those staff members who dispense medication to students.
8. Non-medicated lip balms and up to 2 cough drops per day (with parent note) is allowed without a doctor's statement.

## ILLNESS AND RETURNING TO SCHOOL

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

1. Reddened eye(s) with possible drainage, matting, or discomfort.
2. Recurrent or persistent skin infections – including scabies.

3. Unexplained or undiagnosed rash.
4. Injury involving documented loss of consciousness.
5. Untreated drainage from skin.

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

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

## SEVERE ALLERGIES AT SCHOOL

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

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

## HEALTH AND WELLNESS IN THE CLASSROOM

According to the NAFCS Wellness Policy, all foods that are provided, not sold, to students on the school campus during the school day, must comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards ([https:// foodplanner.healthiergeneration.org/calculator/](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.

## HEALTH AND EXTRACURRICULAR ACTIVITIES

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

## ATTENDANCE POLICY AND PROCEDURES

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

Parents are to notify the office of a student's absence by 8:30. When reporting the absence please use the attendance line (812) 542-3101 and provide complete information as to the student's name and the reason for the absence. Failure to contact the school office with information regarding the student's absence by 8:30 will result in an unexcused absence.

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

If one or more of the following occurs, your student will be sent home: temperature of 100 or higher, vomiting, severe pain in the chest or stomach, fainting, live lice found in hair, and/or injury. Please have two current emergency contacts listed on your student's enrollment form. Please contact the school immediately if this information changes during the year.

**Excused Absence-Definition:** Absences for the following reasons will be considered as *excused absences*:

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

**Unexcused Absence-Definition:** Absences for the following reasons will be considered as *unexcused absences*:

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

**Tardy to School-Definition/Signing-in Late Procedure**

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

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

**Early Dismissal-Definition**

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

If early dismissal is unavoidable, please follow this procedure:

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

**CORPORATION PROCEDURE FOR DEALING WITH EXCESSIVE ABSENCES, TARDIES, OR EARLY DEPARTURES:** Once a student obtains **ten** absences and/or early departures or **twenty** tardies which result in a negative impact on student achievement, a referral will be submitted to the Department of Child Services. Referral documentation includes:

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

**MISSING WORK - Longer Term**

Most assignments are posted on google or sent electronically. Parents may call in to request assignments for longer term absences.. Parents should call 542-3101.

## **DISCIPLINE and EXPECTATIONS**

### **BEFORE AND AFTER SCHOOL**

Students are not to arrive at school before 8:40 a.m. Unsupervised students are to be out of the building by 4:00 p.m. If you stay after school for any extracurricular activities you must be under the direct supervision of a faculty, staff member, coach, or sponsor. Students are expected to plan for parents/guardians to pick them up promptly after completion of the extra-curricular activity.

### **BUS RULES**

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

### **CAFETERIA RULES**

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

## **CLOTHING AND APPEARANCE**

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 doctor's statement
- h. Clothing or holes in clothing that exposes stomach/private areas
- i. Backpacks must be kept in lockers

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.

## **COMMONS**

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

## **GANG ACTIVITY**

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

## **PASSES**

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



## RESOLVING CONFLICTS

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

## SCHOOL SAFETY

A safe school environment is a benefit to everyone. Information about weapons, threats, drugs and / or other hazards to safety should be immediately brought to the attention of school authorities. If you cannot make direct contact with a school official, please contact your local law enforcement agency. There is an anonymous reporting system ("Safety Alert Form") located on the corporation website <https://www.nafcs.k12.in.us/anonymous-alerts/> The Safe School Helpline is also available for anonymous reporting: Call 1-800-4-1-VOICE to leave your information.

## STUDENT'S RESPONSIBILITY

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

## SUICIDE THREATS

Students who indicate through comments, writing, or statements that they are contemplating physical harm to themselves fall under a policy that requires the student to be picked up by a parent or guardian and taken for evaluation to a mental health care professional.

## WIRELESS COMMUNICATION DEVICES

*HHMS follows the "Away for the Day" philosophy. Devices (including wireless headphones) should be put away before students enter the main part of the building on their way to 1st period. The items stay away all day until dismissal.*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **DISCIPLINE INFRACTIONS**

Good Behavior is expected at HHMS and all HHMS events. Consequences will be determined based on the specific situation, and the discipline is progressive with consequences. The discipline policy and consequences are in line with all NAFCS policy. For further explanation, refer to the students right and responsibilities.

## **POTENTIAL CONSEQUENCES**

LTD = Lunch Time Detention (or after school) / PN = Parent Notification / TTD = Temporary Teacher Dismissal / ISS in SAL = in School Suspension / OSS = Out of School Suspension / School Service WD = Work Detail or Service. See pages 40 and 41.

## **LUNCH TIME DETENTION (LTD)**

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

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

## **DETENTION (AFTER SCHOOL)**

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

## **TEMPORARY TEACHER DISMISSAL (TTD)**

A teacher may dismiss a student from participation in any educational function under that teacher’s charge and supervision for a period not to exceed five (5) school day, when a student interferes with the educational function of which the teacher is then in charge.

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

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

## OUT OF SCHOOL SUSPENSION (OSS)

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

## PROBATION

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

## INFRACTIONS & POTENTIAL CONSEQUENCES

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

Disruptive behavior.....	LTD, TTD, PN, ISS, OSS
Profanity/Pornography .....	LTD, TTD, PN, ISS, OSS
Cheating/Falsification/Dishonesty.....	LTD, TTD, PN, ISS, OSS
Threats to others/intimidation.....	SAL, OSS (up to 5, 5 days with alternative violence resolution program, 10 days pending expulsion) <i>See page 27 / 32</i>
Inappropriate attire (dress code).....	Change of attire, PN, LTD
Action Endangering Others/Self.....	LTD, TTD, PN, ISS, OSS
Launching objects .....	LTD, WD, PN, ISS, OSS
Running, pushing, horseplay.....	LTD, PN, ISS, OSS
Endangering self .....	LTD, PN, ISS, OSS
Injuring others.....	LTD, PN, ISS, OSS
Hall pass violation .....	Loss of pass privileges, LTD, TTD, PN, ISS, OSS
Not dressed for P.E. ....	warning, LTD, TTD, PN, Loss of points / grade effected
Failure to bring materials to class.....	LTD, TTD, PN
Inappropriate behavior .....	LTD, TTD, PN, ISS, OSS, expulsion
In restricted area .....	LTD, WD, PN
Intimacy .....	warning, PN, LTD
Possession or sale of nonessential items .....	confiscation, PN, LTD
Failure to return signed forms on time.....	LTD
Littering and other inappropriate behavior.....	LTD, WD
Violation of class rules .....	LTD, TTD
Inappropriate behavior on school bus .....	warning, LTD, PN, 1 - 5 day dismissal from bus
Inappropriate behavior in the cafeteria.....	LTD, work assignment
Inappropriate behavior in restroom .....	LTD, TTD, PN, ISS, OSS
Inappropriate behavior in library.....	LTD, TTD, PN, ISS, OSS
Inappropriate behavior in gym.....	LTD, TTD, PN, ISS, OSS
Out of control in classroom.....	LTD, TTD, PN, ISS, OSS, expulsion
Not completing homework.....	LTD, TTD, PN, ISS
Not completing work in class.....	LTD, TTD, PN, ISS

Fighting.....	OSS (up to 5, 5 days with alternative violence resolution program, 10 days pending expulsion) <i>See page 27 / 32</i>
Disrespect shown to an adult .....	LTD, TTD, PN, ISS, OSS
Harassment.....	See Human Dignity Policy, ISS, OSS up to 5 days with possible expulsion or alternative violence resolution program
Bullying.....	Bully prevention procedures, LTD, TTD, PN, ISS, OSS <i>See page 17</i>
Racial slurs.....	LTD, ISS, OSS, expulsion
Damage to property.....	LTD, WD, TTD, PN, ISS, OSS, expulsion, student or parent responsible for financial loss
Theft/Possession of stolen property.....	LTD, ISS, OSS student or parent responsible for financial loss.
Arson.....	OSS, expulsion
Theft of a test or test key.....	LTD, TTD, PN, ISS, OSS
Dangerous objects brought to school.....	LTD, TTD, PN, ISS, OSS
Weapons/possession/use/threat .....	OSS, expulsion
Contraband/Drug look-a-likes .....	OSS (up to 5, 5, 10 days pending expulsion) <i>See page 28</i>
Possession or use of controlled substance (alcohol/drugs).....	OSS (up to 5, 5, 10 days pending expulsion) <i>See page 28</i>
Alcohol possession/use/supply.....	OSS (up to 5, 5, 10 days pending expulsion) <i>See page 28</i>
False Alarms (Bomb threat).....	OSS, expulsion
Possession of tobacco product (liter) .....	1-3 day suspension
Beeper, Cell Phone, IPOD, MP3 .....	Confiscation, LTD, PN
Excessive Absences:.....	letter to parent, CPS referral, probation referral (See Attendance policy)
Tardy to class per semester:.....	warning, LTD, TTD PN
Tardy to school per school year:.....	warning, LTD, TTD PN
Excessive early dismissals.....	warning, LTD, TTD PN
Truancy from one class .....	LTD, TTD, PN, ISS, OSS
Truancy from school.....	LTD, TTD, PN, ISS, OSS
Leaving school without permission.....	LTD, TTD, PN, ISS, OSS
Failure to report to detention .....	LTD, TTD, PN
Excessive days in LTD .....	PN, TTD, ISS, OSS
Failure to return form.....	LTD, PN

*For further explanation, refer to students rights and responsibility guide.*

## **TOBACCO AT SCHOOL**

### **Proposed Tobacco policy for 2023 - 2024**

1st offense: Attend on-site Smoking Cessation (on site), 1 day of I.S.S., Refer to Law enforcement for citation

2nd offense: 1 day of O.S.S, Refer to law enforcement for citation

3rd offense: 2 days of O.S.S., Refer to law enforcement for citation, pending expulsion

Repeated offenses: 3 days of O.S.S - Refer to law enforcement for citation, pending expulsion

## **HIGHLAND HILLS MIDDLE EXPECTATIONS**

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

## **POTENTIAL CONSEQUENCES FOR BULLYING / ANTI-BULLYING STRATEGIES:**

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

**Empathy** – Complete empathy and reflection form.

**Social Consequence 1** – Social privileges lost 1 day.

**Social Consequence 2** – Social privileges lost 3 days.

**Social Consequence 3** – 2 days out of school suspension and social privileges lost 5 days.

## **ACADEMIC INFORMATION**

### **ATTITUDE GRADES**

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

### **GRADE SCALE**

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

### **9 Weeks Grades / Semester Grades**

Letter grade, attitude grade, and comment.

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

A **final** semester grade will be given and will appear on permanent records for both 1st and 2nd semesters.

A **Progress Report** will be posted in the INOW Parent Portal.

### **THE HOMEWORK HELPLINE**

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

### **HONOR ROLL**

A student may earn a position on the **All A Honor Roll** or the **All A and B Honor Roll**. A student must earn a letter grade of "A" in all subjects for the **All A Honor Roll**. A student must earn a mix of "A" and "B" in any subject for the **All A and B Honor Roll**. The Honor Roll is compiled, and Special awards (PTO SuccessCards) will be given to students.

## **HIGHLAND HILLS MIDDLE SCHOOL ATHLETICS/CO-CURRICULAR**

### **ART SHOW**

A district Art Show is held in the Spring.

## ATHLETICS

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

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

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

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

## CHESS TEAM

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

## EXTRA CURRICULAR POLICY

As activities for students increase, there is the possibility that conflicts in scheduling will occur. This can place the student and/or coach in a very difficult position. Our goal is to allow students to participate in as many activities as they desire.

In a situation where a scheduling conflict occurs, and the two sponsors/coaches cannot come to an agreement, the Principal will decide the matter using the following hierarchy of events:

1. Highland Hills programs - those programs that have been scheduled for the public will take precedent over practices and regular season scheduled games.
2. School Related State Programs will take precedent over Highland Hills programs and practice.
3. Conflicts between two state contests, Highland Hills programs, or games the student will make the choice.
4. Teachers and/or coaches are not to reduce a student's grade or penalize a student when such a conflict exists. Matters regarding "playing time" are considered as "coaching decisions." It is the student's responsibility to inform his teacher/coach of schedule conflicts as soon as possible. Note: Participants in musical performance groups is required and graded.

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

## INTRAMURALS

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

## MUSICAL

Highland Hills Middle School has a long tradition of theatrical excellence; having produced both straight plays and musicals since the school opened in 2004. This tradition continues through a school-wide musical production and is open to all students to participate. These shows are open to all students to participate. The theatre department prides itself on offering chances for students to get involved with both onstage and backstage opportunities. Floyd Central theatre students and professionals offer mentoring as well.

## PHYSICAL EDUCATION CLASS

Students are expected to dress in the physical education uniform and participate fully in daily activities. Students are expected to use the lock provided to secure belongings during class. Students who need to be excused from physical education or swimming for injury or illness must submit a note from parents or physician **BEFORE 9:00 A.M. THE MORNING THEY WISH TO BE EXCUSED (or prior to the class if issue arises later in the day)**. This note should be taken to the health office. A physician's statement will be required for any illness or injury lasting more than three days, including an anticipated date of return to activity. 3 excused swim notes will be allowed per semester for girls with a parent note. An alternative assignment may be given while the student is unable to participate in regular activities.

## STUDENT COUNCIL

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

## TWENTY-FIRST CENTURY SCHOLARS PROGRAM

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

## YEARBOOK

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

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

It would be very helpful if any parents or students who attend during or after school events and take pictures would make their pictures available to the yearbook staff. Please check the HHMS website for more information about how to send in pictures to be used in the yearbook.

## NAFCS CORPORATION: PREAMBLE

The New Albany-Floyd County Consolidated School Corporation recognizes: (a) that education is important to citizenship; (b) that students have 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 or other relevant provisions 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 principles 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 FREEDOMS AND RESPONSIBILITIES OF STUDENTS**

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

- a. The School Corporation recognizes students' constitutional rights to free expression. While participating in, or present at, any school activity or any school sponsored extracurricular activity, students may not engage in speech (spoken or written) or conduct (including by wearing clothing, jewelry, or hairstyles) that: is obscene, lewd, vulgar, indecent or plainly offensive ; actually or is reasonably be expected to substantially disrupt the school; promotes alcohol or other illegal drug use; incites imminent lawless action; threatens violence; asserts false statements of fact about another person or entity; or expresses school sponsored speech that is inconsistent with educational interests.
- b. The School Corporation recognizes students' freedom to assemble peacefully. 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. In considering such requests, the principal shall not unlawfully withhold permission based on the identity of the speaker or viewpoint being expressed. The use of obscenities is prohibited. Violence, threats of violence and possession, use or threatened use, of weapons are prohibited.

### **2. Freedom to Publish**

- a. 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 include the name of any student author(s) and distributor(s). Students may not write, edit, publish, or distribute materials that violate I.1.a above 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 has no expectation of privacy in a school locker, desk or other area assigned to the student for use, or in the contents of those assigned areas.
- b. The school principal or designee may search a student's locker, desk, or other assigned area at any time without reasonable suspicion.
- c. Other than a general search of student lockers, desks, or other assigned areas, any search shall be, where appropriate as deemed by the principal, 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 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. Permission for a student to bring a vehicle on school property shall be conditional upon consent of the search of the vehicle and all containers inside the vehicle by an administrator without individualized reasonable suspicion. The student and the owner of the vehicle shall have no expectation of privacy in any vehicle or in the contents of any vehicle on school property. The Superintendent shall prepare a written agreement consistent with this Policy to be signed each school year by each student driving to school and the owner of each vehicle driven to school. Each vehicle brought on school property by a student shall display a decal showing that the written agreement permitting the search of that vehicle has been signed.

Student vehicles parked off school property but falling within the scope of this Policy shall be subject to search by a school administrator with individualized reasonable suspicion.

- h. In an effort to promote a drug-free campus and to protect the district's educational purposes, including campus safety and health of the district's faculty, staff, and students, the district may routinely direct 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.
- i. Anything found in the course of a search pursuant to this Policy which constitutes evidence of a violation of a law or a school rule or which endangers the safety or health of any person shall be seized and utilized as evidence if appropriate. Seized items of value shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items of no value and seized items that may not lawfully be possessed by the owner shall be destroyed or turned over to an appropriate law enforcement authority.

### **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 at school events, 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.

New Albany-Floyd County Consolidated School Corporation prohibits reprisal or retaliation against individuals who report criminal gang activity or who are victims, witnesses, bystanders, or others with reliable information about criminal gang activity.

### **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 education 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**

Students may not display signs, wear clothing or hairstyles, or otherwise display symbols that advertise criminal gang activity. Any activity, clothing or accessory affiliated with a criminal organization that can be construed to intimidate, separate or distract students from the primary mission of the schools is prohibited and provides grounds for suspension or expulsion under Article II, herein.

### **8. Policy Against Discrimination and Harassment Including Title IX**

- a. 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, national origin, age, religion, disability or sex (including sexual stereotype nonconformity), in the programs or activities which it operates or the employment therein or admission thereto. The Corporation strictly adheres to all non-discrimination and anti-harassment laws. Discrimination, harassment, hazing, provocation, or intimidation of another person is prohibited and will not be tolerated on school grounds immediately before, during, or immediately after school hours; in any school program or activity taking place in school facilities, on school transportation, or at other off-campus locations, such as at school-sponsored field trips or a training program; or using property or equipment provided by the school, including school-owned computers and the school's computer network.
- b. The School Corporation has appointed as Title IX and Complaint Coordinator to coordinate and carry out its Policies against discrimination and harassment on the basis of any protected characteristic:

Jeanine Corson  
2813 Grant Line Road  
Telephone 812-949-4200  
[jcorson@nafcs.org](mailto:jcorson@nafcs.org)

The coordinator is responsible for monitoring and ensuring compliance with all non-discrimination and anti-harassment law. The coordinators shall document all reports of discrimination or harassment and establish a protocol for recordkeeping. Nothing in this procedure shall supersede or substitute an employee's other mandatory reporting obligations including, but not limited to, reporting suspected child abuse and neglect and bullying.

- c. Individuals with questions regarding non-discrimination laws may contact the appropriate coordinator listed above or the United States Department of Education, Office for Civil Rights' Chicago Office, which serves Indiana, as follows:

Office for Civil Rights, Chicago Office  
U.S. Department of Education  
Citigroup Center  
500 W. Madison Street, Suite 1475  
Chicago, IL 60661-4544  
Telephone: 312-730-1560  
Fax: 312-730-1576; TDD: 800-877-8339  
Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

A student violating this Policy is subject to discipline including suspension and expulsion. An employee violating this Policy is insubordinate and is therefore subject to discipline, including reprimand, suspension without pay and discharge.

Information on the Corporation's nondiscrimination and anti-harassment policy and procedures can be found on the Corporation's website <https://www.nafcs.k12.in.us>. Hard copies can be obtained in office upon request by Jeanine Corson.

## 9. ANTI-BULLYING

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

### Definition

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

- (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;
- (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 Corporation.

Bullying does **not** include, and should not be interpreted to impose any burden or sanction on, any of the following:

- a) participating in a religious event;
- b) acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger;
- c) participating in an activity consisting of the exercise of a student’s freedom of speech rights;
- d) participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults;
- e) participating in an activity undertaken at the prior written direction of the student’s parent; and
- f) engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

“Bullying,” as defined by this policy and state law, does **not** include actions involving employees.

### Applicability

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

Bullying behaviors based on the targeted individual’s race, color, national origin, sex, gender, religion, or disability may be investigated and processed according to the Nondiscrimination/Anti-Harassment Policy.

### Education

The Corporation will provide training and/or instruction on anti-bullying prevention and policy to all students in grades 1 through 12, as well as employees, in accordance with Indiana law.

## Reporting

Anyone who believes that a student has possibly been or is the victim of bullying is encouraged to **immediately** report the situation to an appropriate employee such as a teacher, school counselor, or administrator (including the Superintendent). All employees, volunteers, and contracted service providers who observe or receive a report of suspected bullying shall notify a designated school administrator in charge of receiving reports of suspected bullying within the same day. If an employee does not know who to make a report to, he or she should report directly to the building principal or Superintendent. Bullying reports to the Department of Child Services and/or law enforcement must be made as required by law (where the bullying constitutes child abuse, neglect, or other violation of law), such as when an employee believes that a student is the victim of abuse or neglect. Any person who makes a report of bullying and requests to remain anonymous will not be personally identified as the reporter or complainant to extent permitted by law. The Corporation will act appropriately to discipline employees, volunteers, or contracted service providers who receive a report of bullying and fail to initiate or conduct an investigation of a bullying incident, and for persons who falsely report an incident of bullying. The Corporation will act appropriately to discipline students, employees, visitors, or volunteers who make false reports of bullying.

## **Investigation**

Once a report of suspected bullying is received by the designated school administrator, an investigation shall follow. The investigation should be facilitated by the designated school administrator or other appropriate school employees.

## **Intervention/Responses**

If a report of suspected bullying is substantiated through an investigation, then the Corporation shall take appropriate intervention and responses as consistent with policy and procedure. The Corporation will take prompt and effective steps reasonably calculated to stop the bullying, remedy the bullying, and prevent the bullying from recurring. Interventions and responses include, but are not limited to: separating the bully and the target; follow-up school counseling for the target; bullying education for the bully; and prompt disciplinary action against the bully. These steps should not penalize the target of the bullying. Disciplinary actions against the bully may include, but are not limited to: suspension and expulsion for students. Also, if the acts of bullying rise to the level of serious criminal offense the matter may be referred to law enforcement. The Corporation shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.

## **Parental Involvement**

Parents are encouraged to be involved in the process of minimizing bullying. Parents should report suspected acts of bullying to an appropriate school official. In addition, parents of students suspected of bullying will be notified with a phone call or through other appropriate means of communication. Conversely, parents of students suspected of being the target of acts of bullying will also be notified with a phone call or through other means of appropriate communication.

## **Reporting to IDOE**

Each school within the Corporation will record and report to the Superintendent or his or her designee the frequency of bullying incidents in the following categories: verbal bullying, physical bullying, social/relational bullying, and electronic/written communication bullying (or a combination of two or more of the above categories). The Superintendent or his or her designee shall report the number of bullying incidents by category for each school and the entire corporation for each school term to the Indiana Department of Education by July 1.

## **10. Human Dignity Policy**

It is the Policy of the School Corporation that all employees, parents/guardians, students and members of the community should be treated and should 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..

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

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

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

Student records maintained by the New Albany-Floyd County Consolidated School Corporation are governed by laws including the Family Education Rights and Privacy Act ("FERPA"). FERPA affords parents and students over eighteen (18) years of age ("eligible students") certain rights with respect to student education records. They are:

- a. 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.

- b. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School Corporation to amend a record that they believe is inaccurate or misleading. They 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 by the parent or eligible student, the School Corporation will notify the parent or eligible student of the decision and inform them of their 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.
- c. 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. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the School Corporation as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School Corporation has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance 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. Under certain circumstances, education records may be disclosed to a state or local juvenile justice agency. Also, federal law requires the school corporation to release a student's name, address and telephone listing to military recruiters unless the parent requests that such records not be released. Upon request, the School Corporation will disclose education records without consent to officials of another school corporation in which a student seeks or intends to enroll.
- d. 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

**Directory Information:** The School Corporation has classified the following information about individual students as "Directory Information":

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. The School Corporation may disclose any of those items without prior written consent, unless notified in writing to the contrary by the following procedure:

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: Chief 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.

**Release of Information to the Military:** Federal law requires schools to provide high school juniors and seniors' names, addresses, and telephone numbers to military recruiters. Parents may opt out of this disclosure of directory information to military

recruiters by delivering the request in writing to the school within fourteen days of the start of school or within fourteen days of enrolling their student.

### **13. Screening for Health Concerns**

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

### **14. Student Insurance**

Unless proven negligent, the School Corporation and School Corporation personnel assume no financial responsibility for medical expenses, treatment or damages resulting from injuries sustained by students while participating in any School Corporation sponsored educational program, or practicing for or participating in athletics, or any other school activity. The School Corporation makes student accident insurance available through a commercial insurance carrier; the protection and limitations are stated in the policy. Enrollment in this student accident insurance program is voluntary. If parents decide not to enroll in the student accident insurance program, it is the parents' responsibility to provide appropriate insurance, or to assume the risk of possible financial responsibility inherent in having their child participate in any school activities. Individual schools may request that parents provide the name of the company carrying the family's health and accident insurance, in order for school officials to have this information in cases of medical emergency.

### **15. Lost, Stolen, or Damaged Student-Owned Property**

The School Corporation and School Corporation personnel assume no financial responsibility for lost, stolen or damaged student-owned property while such property is on the school grounds, or is being used at any school related activity off school grounds.

### **16. Unsupervised Students on School Property**

The School Corporation and its employees assume no responsibility for the safety of students who are on school property at times when they are not involved in a school activity under the direct supervision of School Corporation personnel.

### **17. Administration of Medications**

The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child has a disability and as a result, requires medication to benefit from his/her educational program.

All medication needed during school hours or at school functions that are supervised by school staff, except those subject to I.C. 20-33-8-13 (student possession and self-administration), will be administered by the nurse, administrator, or designated trained staff under the following conditions:

1. A written authorization form for medication administration must be completed by the parent/guardian and be on file before any medication transported to the health clinic (prescription or non-prescription) will be administered.
  - a. Medication shall be administered in accordance with the instructions printed on the bottle (in the case of non-prescription medicine) or the physician's order (on the case of prescription medicine).
  - b. The consent of the parent shall be valid only for the period specified on the consent form and in no case longer than the current school year.
2. All non-prescription medicine must be kept in its original container accompanied by the package label or package information.
3. All prescription medicine, including medication administered by injection, emergency medication (i.e. Epinephrine, Glucagon), and diabetes monitoring of a student must be accompanied by a physician's order, which is current and correct to the way that the student is to receive the medicine. The nurse may require additional information prior to administering medication.



4. All medication administration will be documented and kept on file in the health office.
5. If the medication is to be terminated prior to the date on the prescription, a withdrawal of consent of the parent is required. The written consent of the parent and the written order of the physician shall be kept on file in the health office.

The Corporation does not honor requests by parents or physicians to administer over-the-counter herbs, minerals and vitamins and other homeopathic products as there is currently no standardization relative to these products and no FDA approval and guidelines.

Any unused medication which is unclaimed by the parent will be destroyed by the Corporation when a prescription is no longer to be administered according to the authorization form, or at the end of the school year.

All designated staff responsible for administering medication to students will be trained by a registered nurse on the proper administration of medication and/or diabetes care. A record of this training will be kept on file in the health office.

All medication, both prescription and non-prescription, must be brought into the nurse's office by a parent or guardian. Only students meeting the criteria of Indiana code who have valid medical authorization and parent permission on file in the school office will be permitted to carry medications and self-administer such substances. These exceptions are explicitly stated in the law and detailed below.

Indiana law permits an individual or entity in a position to assist an individual who, there is reason to believe, is at risk of experiencing an opioid-related overdose, to administer an overdose intervention drug to an individual who is suffering an overdose.

The Corporation, in good faith, believes it is an entity in a position to assist an individual who there is a reason to believe is at risk of experiencing an opioid-related overdose; therefore, it may obtain an overdose intervention drug from a prescriber or entity acting under a standing order issued by a prescriber and may maintain such intervention drug on-site in school facilities to provide such assistance.

### **Chronic Disease or Medical Condition**

In accordance with Indiana statute, a student with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; or traveling to or from school for a school activity, function, or event, if the following conditions are met:

1. The student's parent has filed an authorization with the student's principal for the student to possess and self-administer the medication. The authorization must include the physician's statement described below in #2.
2. A physician states in writing that:
  - a. the student has an acute or chronic disease or medical condition for which the physician has prescribed medication;
  - b. the student has been instructed in how to self-administer the medication; and
  - c. the nature of the disease or medical condition requires emergency administration of the medication.

The authorization and statement described in subsection (2) must be filed with a student's principal annually.

Students with diabetes, seizures, or chronic diseases shall be appropriately accommodated per Indiana statutes. An appropriate plan for the student, which may be a Section 504 Plan, individual health plan, or IEP, will be developed and implemented.

### **Transportation of Medications by Students**

Medication that is possessed by a school for administration during school hours or at school functions for a student may be released to:

1. The student's parent or guardian;
2. An individual who is at least eighteen years of age and designated in writing by the student's parent or guardian to receive the medication; or

### **Do Not Resuscitate (DNR) Orders / Physician Orders for Scope of Treatment (POST) Forms**

Each student with a potentially life-threatening medical condition should have a health care plan and/or emergency medical plan. Corporation employees shall follow normal procedures for addressing emergencies occurring while students are on Corporation property (including being transported in vehicles owned, leased, or operated by Corporation); and during Corporation events, even if held outside of Corporation property (for example, prom or field trips).

Therefore, Corporation employees will not adhere to Do Not Resuscitate (DNR) Orders or Physician Orders for Scope of Treatment (POST) forms which prohibit individuals from administering resuscitation (CPR) or medical interventions measures to a student. This policy shall not interfere with a health care provider's obligation under Indiana law.

If the school is presented with a DNR order or POST form, the parent or guardian should be advised of the Corporation's policy and should be directed to the hospital(s) in the area where the student may be transported in an emergency and advised to discuss the order with such facility.

## **18. Enrollment/Residence/Withdrawal**

Resident students are those whose legal settlement is within the School Corporation's geographic boundary. Proof of residency is required upon enrollment. 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.

## **19. Parental Involvement/Visitor/Media**

The School Corporation welcomes and encourages visits to school by parents, guardians, and others, 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. Disruptions to the educational environment will not be tolerated.

Visitors must register at the school office and seek permission to see a student or employee, participate in an activity, or observe. All visits are subject to the approval of the Superintendent, building principal, or designee. The prohibitions and expectations governing classroom observations are equally applicable to online instruction. Specifically, visitors are reminded:

- Visitors are to be silent observers and not create any kind of disturbance or distraction.
- Statements and actions of other students (or statements by an instructor to other children) are to be maintained in confidence.
- Instruction and services may not be recorded in any manner (audio, video, cell phone, use of Alexa, etc.) unless first receiving approval from the principal and instructor.

Student visitors, except for those involved in a student council exchange program, are not permitted. All other visitors must have the approval of the principal or his designee.

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

## **20. McKinney-Vento**

The Corporation will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided corporation services for which they are eligible, including Head Start, Title I, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

Students determined to be in a homeless living situation have the following rights:

- Enrollment in the school they last attended or the school in whose attendance are they are currently staying even if they do not have all of the documents normally required at the time of enrollment;
- Access to free meals and textbooks, Title I and other educational programs, and other comparable services including transportation where applicable;
- To attend the same classes and activities that students in other living situations also participate without fear of being separated or treated differently due to their housing situations.

Any questions about these rights can be directed to the Corporation's Civil Rights Coordinator or the State Coordinator.

Questions about enrollment of a student who may be considered homeless should be directed to Katie Stein (kstein@nafcs.org), Licensed School Social Worker/McKinney Vento Liaison (812-542-5505) or Tony Duffy (tduffy@nafcs.org), Assistant to the Superintendent for Elementary Education (812-542-2142).

## **21. Asbestos**

Under the Asbestos Hazard Emergency Response ACT (AHERA) of 1986, the School Corporation is required to annually notify all school building employees, building occupants or legal guardians, of the availability and location of the Asbestos Management Plan and of any post-response action activities, including re-inspection and surveillance activities that are planned or in progress.

An asbestos statement of compliance is on file in the district office. For an additional copy, please contact the Director of Facilities

## **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 appropriate efforts, individually, collectively, and cooperatively, with appropriate available community resources, to help each student gain acceptable self-discipline standards. Authority for such action is given in the School Powers Act and the Student Due Process Statute, I.C. 20-33-8, et. seq. The Board of School Trustees has established policy in the Policy Manual of the New Albany-Floyd County Consolidated School Corporation and appointed administrative officers to carry out those Policies as amended.

### **1. After School Detainment**

Students may be detained after school, but only for a reasonable length of time (a “reasonable length of time” is determined by the child’s age and other factors). Unusual delays should be reported to the parent via the district/school communication if possible.

### **2. Restraint and Seclusion**

New Albany-Floyd County Consolidated School Corporation has a plan and policy 5620 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. A copy of this plan is located at the central office by calling 812-942-4200.

### **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 reasonable period consistent with state/federal law and also the teacher handbook.

### **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.

- a. In Indiana, a suspension is defined as a disciplinary action whereby a student is separated from school attendance for a period of ten or fewer school days. Within 24 hours, or such additional time as is reasonably necessary, following a suspension, the principal/designee shall send a written statement to the student’s parent(s) describing the student’s conduct, misconduct or violation of any rule or standard and the reasons for the action taken. The principal/designee shall make a reasonable effort to hold a conference with the parent before or at the time the student returns to school. Failure of the parent to participate in a conference with the principal/designee does not justify extending the period of the student’s suspension.

Students who have been suspended or expelled from the regular school setting, following applicable Indiana law, will not be permitted to attend or participate in any extracurricular activity during the time of their suspension/expulsion. Students who have been suspended or expelled are not permitted to participate in extracurricular practice, contests, or performances until the day of their return to the normal classroom setting following the suspension or expulsion.

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to the items in II.8 below. For more information on suspension and expulsion, please refer to [identify policy].Policy 5610.

## **5. Expulsion**

### **a. An expulsion is:**

- i. A denial of the right of a student to take part in any school function for any period greater than ten (10) days;
- ii. A separation from school attendance for the remainder of the current semester of 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. In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation Section II.8.f below.**

- a. 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.
- b. The expulsion process offers the opportunity for a student due process meeting (See Article III, below).
- c. 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.
- d. 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.
- e. The Board has voted to not hear any appeals on the decision of the Expulsion Examiner.

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

- a. A principal, teacher or other school staff member who supervises students may discipline a student as necessary to ensure a safe, orderly, and effective educational environment by:
  - i. Counseling with a student or group of students;
  - ii. Conferencing with a parent or group of parents;
  - iii. Rearranging class schedules;
  - iv. Requiring a student to remain in school after regular school hours to do school work or for counseling;Restricting athletic and other extracurricular activities, including removal from participation in such activities.
- b. A principal or designee may assign a student to:
  - i. A special course of study;
  - ii. An alternative educational program
- c. A principal or designee may remove a student from school sponsored transportation;
- d. The disciplinary actions listed in this Section do not constitute suspensions or expulsions, and the list of disciplinary actions are not exhaustive.

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

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

- a. On a school bus;
- b. On school grounds immediately before, during, and immediately after school hours and at any time when the school is being used by a school group (including summer school or intersession);
- c. Off school grounds at a school activity, function, or event, or;
- d. Traveling to or from school or a school activity, function, or event.

The grounds for expulsion or suspension may also apply when a student's conduct on or off school grounds is unlawful and may reasonably be considered to be interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, school recesses, or during the summer when a student may not be attending classes or other school functions. Please refer to I.C. 20-33-8-15

- 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 and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to a safe and peaceful learning environment.

## **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:

- a. Student misconduct; and/or
- b. Substantial disobedience.

The following enumeration is illustrative of the type of conduct for which suspension or expulsion may be imposed. This list is not exhaustive.

- a. Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct, such as (without limitation):
  - i. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use;
  - ii. 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;
  - iii. Setting fire to or substantially damaging any school building or property;
  - iv. Making bomb threats, false 911 calls, false fire alarms or throwing smoke bombs, fireworks or other comparable conduct;
  - v. Firing, displaying or threatening use of firearms, explosives, or other weapons on school premises;
  - vi. 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;
  - vii. Continuously and 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.
  - viii. Harassing on the basis of race, color, ethnicity, national origin, sex, sexual orientation, gender identity, socioeconomic status, disability, religion, or other protected characteristics in violation of the Policies described in Article I, Section 8, above.
  - ix. Possessing, handling or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or simulates a weapon. "Any object" includes any item that is considered a weapon but is not a firearm as defined below.
  - x. 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. Intentionally causing or attempting to cause physical injury or intentionally 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 some other 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. No student shall possess, handle, or transmit any firearm or destructive device on school property. The following devices are considered to be a firearm under this rule: 1) any weapon that will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive, 2) the frame or receiver of any weapon described above, 3) any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge or more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device, 4) any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter, 5) any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled, 6) an antique firearm, 7) a rifle or a shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes. A "destructive device" as defined in I.C. 35-47.5-2-4 means: 1) an explosive, incendiary, or over pressure device that is configured as a bomb, a grenade, a rock with a propellant charge for more than four (4) ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail, or a device that is substantially similar to an item described above, 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 inch, or 3) a combination of parts designed or intended for use in the conversion of a device into a destructive device. The penalty for possession of a firearm: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one-year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction. The superintendent shall notify the appropriate law enforcement agency when a student is expelled under this rule and/or when a student brings a firearm or destructive device onto school property or is in the possession of a firearm or destructive device on school property.
- g. Threatening 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. Possession, use, transmission, or being under the influence of the following:
  - i. Controlled substances as so designated and prohibited by Indiana or federal statute;
  - ii. All chemicals which release toxic vapors;
  - iii. All alcoholic beverages;
  - iv. Any "medication" including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies, including, but not limited to, herbal remedies, 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;
  - v. Any "look-alike" substances;
  - vi. Any chemicals or substances that are precursors to drug manufacturing;
  - vii. Any other illegal substance so designated and prohibited by law;

- viii. Any substance not taken as directed or prescribed;
- ix. 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 up to a 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 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.

- i. 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.
  - ii. 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.
  - iii. 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.
  - iv. 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 by 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 or, nicotine-containing products, cigars, pipes, snuff, or other matter or substance that contains tobacco or nicotine as well as electronic, vape pens/devices (whether or not the vapor actually contains tobacco/nicotine), or other substitute forms of cigarettes, along with 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 and are established in accordance with Indiana law, including, but not limited to:

- i. Engaging in harassment of a student or staff member;
  - ii. Disobedience of administrative authority;
  - iii. Engaging in speech or conduct, including clothing that is profane, indecent, lewd, vulgar, or promotes illegal drugs, including tobacco and alcohol, ;
  - iv. Violation of the Corporation's acceptable use of technology policy or rules;
  - v. Engaging in sexual behavior on school property;
  - vi. 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 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, harassing or threatening messages.
  - w. Engaging in sexual activity that may include, but is not limited to, the showing of breasts, genitals or buttocks.
  - x. Unauthorized taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings during a school function or activity
  - 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 and disruption to the education environment.
  - bb. Violating any school conduct rule the building principal establishes and give notice to students and parents.
  - cc. Engaging in bullying as defined by the bullying policy at I.9 above.

### III. **PROCEDURE FOR HANDLING SUSPENSIONS AND EXPULSIONS FROM SCHOOL**

The Board of School Trustees of the New Albany-Floyd County Consolidated School Corporation has provided a procedure for the handling of student suspensions and expulsions from school. The basic premise of this policy is fairness. A full text



of the procedure required by Indiana Law is available in the Administrative Services Center, 2813 Grant Line Road, New Albany, Indiana 47150, upon request. The following is a summary of that procedure.

1. Suspension Procedures: When a principal (or designee) determines that a student should be suspended, the following procedures will be followed in accordance with policy 5610. A meeting will be held prior to the suspension of the student. At this meeting, the student will be entitled to:
  - i. A written or oral statement of the charges;
  - ii. If the student denies the charges, a summary of the evidence against the student will be presented; and
  - iii. The student will be provided an opportunity to explain his or her conduct.

The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of suspension.

Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of suspension, describe the student's misconduct, and describe the action taken by the principal or his designee.

If, after an investigation, the principal or designee decides that expulsion is warranted for any student, he/she shall file a written charge with the Superintendent requesting that the student be expelled.

1. The School Corporation may vary from the discipline procedures in this handbook where appropriate to comply with 511 Indiana Administrative Code Article 7.
2. When a principal or designee recommends to the Superintendent that a student be expelled from school, the following procedures will be followed:
  - a. The Superintendent may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
    - i. A member of the administrative staff who did not recommend that the student be expelled and who was not involved in the events giving rise to that recommendation; or
    - ii. Legal counsel.
  - b. The Superintendent or the person appointed to hold the expulsion meeting may continue the suspension of a student for more than the ten (10) school days of the principal's suspension and until the time of the expulsion decision, if he/she determines that the student's continued suspension will prevent or substantially reduce the risk of:
    - i. Interference with an educational function or school purpose; or
    - ii. A physical injury to the student, other students, school employees or visitors to the school.

However, a student may not be suspended from school pending a meeting on a student's proposed expulsion for an expulsion due to failure of legal settlement under I.C. § 20-33-8-17.

- c. An expulsion will not take place until the student and the student's parent or guardian are given notice of their right to appear an expulsion meeting conducted by the Superintendent or the person designated by the Superintendent.
- d. The notice of the right to appear must be in writing, delivered by certified mail or by personal delivery, contain the reasons for the recommended expulsion. and contain the procedure for requesting an expulsion meeting.
- e. Failure by a student or a student's parent or guardian to request or to appear at an expulsion meeting shall be deemed a waiver of all rights administratively to contest the expulsion.
- f. The Superintendent or the person designated to hold an expulsion meeting may issue subpoenas, compel the attendance of witnesses, and administer oaths to persons giving testimony at an expulsion meeting.

- g. At the expulsion meeting, the principal or designee will present information to support the charges against the student. The student, parent or guardian will have the opportunity to answer the charges against the student, and to present information to support the student's position.
  - h. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate and give notice of the action taken to the student and the student's parent or guardian, by certified mail or personal delivery.
  - i. In accordance with Indiana Code, a student or parent may request an appeal to the Board of School Trustees on the action taken by the expulsion examiner unless the Board of Trustees has voted to not hear any appeals. The NAFC Board of Trustees voted not to hear any appeals. The ruling of the Expulsion Examiner is final.
3. Under Indiana law, judicial review of the Board of School Trustee's action, by the Circuit or Superior Court of Floyd County is limited to the issue of whether the School Corporation acted without following the procedure required by the student due process statute, I.C. 20-33-8 et. seq.

#### IV. **SCHOOL SAFETY POLICY**

The New Albany-Floyd County Consolidated School Corporation has adopted proactive safety policy governing students who commit, attempt to commit, or threaten aggressive acts toward persons (students, employees, or visitors) or property. This policy applies when a student is on a school bus, on school grounds, off school grounds at a school activity, function, or event, and while traveling to and from school or a school activity, function, or event. This policy may also apply when a student's conduct is unlawful and may reasonably be considered an interference with school purposes or an educational function, when such conduct occurs during weekends, holidays, school recesses, or during the summer when a student may not be attending classes or other school functions. Students who commit these acts will be suspended and may be expelled for up to one school year or one calendar year, in the case of firearms violations. Students will also be referred to the probation office or the prosecutor's office as required or appropriate. Students who make threats, whether spoken, written, by gesture, or expressed in digital means; and/or students whose behavior gives rise to a reasonable belief that the student is substantially likely to injure the student or others may be the subject to a Threat Assessment by the Corporation.

The school safety policy is implemented at each specific level of instruction (elementary, middle and high), and will not follow the student to the next level of instruction.

1. It shall be grounds for an immediate ten (10) days suspension pending expulsion for any student to possess, handle, use, threaten to use, demonstrate the intent to use or transmit weapons, firearms, or explosives. Except in instances involving firearms, upon the recommendation of the building principal, first-time offenders may be given the option of participating in an approved educational/counseling program outside the school corporation. The cost of such outside educational/counseling program shall be the responsibility of the student and the student's parents or guardians. The School Corporation may consider a reduction in the length of the expulsion upon satisfactory completion of this program.
2. A student will be expelled for a full calendar year for possessing, handling, or transmitting a firearm, as defined by Indiana law, while under the jurisdiction of the school corporation. Under I.C. 35-47-1-5, a "firearm" means any weapon that is capable of expelling or designed to expel or that may readily be converted to expel a projectile by means of an explosion. A student expelled under this provision will not be re-enrolled in the school corporation until the beginning of the semester following the end of the expulsion. The length of expulsion for possession, handling, or transmitting a firearm may be reduced by the Superintendent, if the circumstances warrant such a reduction.
3. First-time offenders who threaten or commit aggressive acts toward persons or property and who are not in possession of and have not handled, used, threatened to use, or transmitted weapons, firearms or explosives 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 school district. 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**

The School Corporation reserves the right to prohibit students from obtaining drivers' permits and/or drivers' licenses and/or to revoke students' drivers' licenses under the applicable provisions of state law and school corporation policy. The policy may be implemented for students who are habitually truant (those who have more than ten uncertified absences in a semester), are suspended from school for a second time, and/or are expelled or excluded from attendance at. The school may also implement this policy for students under the age of eighteen (18) who withdraw from school, including those who withdraw from school in order to avoid the revocation process. The portion of this policy dealing with drivers' permits applies to students aged fourteen (14) and fifteen (15). The policy relating to the revocation of drivers' licenses applies to students under the age of eighteen (18). In the event that the process is implemented, a registered letter will be sent to the parent(s) or guardian(s) of the student. The student and parent(s)/guardian(s) will have due process rights. At the conclusion of the due process procedure if the student is determined to be in violation of this policy, the proper form will be sent to the Bureau of Motor Vehicles.

#### **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" may 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 accessor's 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 the acceptable use policy 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.

#### X. Every Student Succeeds Act

- a. **Parent's Right to Know:** Upon a parent's request, the School Corporation will provide information regarding the professional qualifications of their student's classroom teachers, including whether the student's teacher (a) has met Indiana's qualification and licensing criteria for the teacher's grade levels and subject areas, (b) is teaching under emergency or other provisional qualification/licensing status, or (c) has been subject to discipline of the teacher's license, and whether the student is provided services by paraprofessionals and, if so, their qualifications.
- b. **Testing:** Upon request, parents will be provided with information regarding student participation in assessments mandated by state and federal law, or by the School Corporation. More information about Indiana's testing requirements is available at: <http://www.doe.in.gov/assessment>.

- I. **Local School Wellness Policy:** In accordance with School Board policy, the Superintendent has appointed INSERT NAME AND/OR POSITION to serve as the Indoor Air Quality (IAQ) Coordinator for the Corporation. The IAQ Coordinator shall serve as the lead contact person for matters related to indoor air quality in the facilities operated by the Corporation. The IAQ Coordinator (Leslie Beach) may be contacted at [lbeach@nafcs.org](mailto:lbeach@nafcs.org) and 812-942-4200.
- II. **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. For teenagers, immunization is recommended at high school entry and incoming college freshman. Please talk with your child’s health care provider about meningococcal disease and vaccination.
- III. **Pesticide Use:** On occasion, the Corporation may find it necessary to utilize pesticides in order to control a pest problem. When these occasions occur, the school will use the lowest risk products available. If higher risk pesticides must be used, notices will be sent to all individuals registered in the school corporation’s Pesticide Notification Registry. Parents, legal guardians, and school staff will be notified of specific pesticide applications made at the school. **To receive notification, you must be placed on the notification registry. Forms are available in each school’s office.** Notification will be given at least two days before planned pesticide applications during the normal school year. In addition, for pesticides applied anytime during the year, emergency application notifications will be given as soon as possible. Notifications need not be given for pesticide applications recognized by law to pose little or no risk of exposure to children or staff. The Corporation will keep records of pesticide applications and information about the pesticides used for two years. Anyone may request to review these records by contacting the corporation’s Director of Facilities at 812-942-4200.
- IV. **Student Privacy, Parental Access to Information, and Inspection of Materials**
- a. The School Board respects the privacy rights of parents and their children. No student shall be required as a part of the school program or the Corporation’s curriculum, without prior written consent of the student (if an adult or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:
- i. political affiliations or beliefs of the student or his/her parents;
  - ii. mental or psychological problems of the student or his/her family;
  - iii. sex behavior or attitudes;
  - iv. illegal, anti-social, self-incriminating, or demeaning behavior;
  - v. critical appraisals of other individuals with whom respondents have close family relationships;
  - vi. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
  - vii. religious practices, affiliations or beliefs of the student or his/her parents; or
  - viii. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).
- b. The Superintendent will establish procedures whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.
- c. Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.
- d. Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

- e. The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).
- f. The administration will notify parents of students in the Corporation, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:
- g. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose); and
- h. The administration of any survey by the Corporation or a third party that contains one or more of the items described above.

**V. Access to Students with Disabilities:** In compliance with state and federal law, the (LEA) will provide to each protected student with a disability without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected student with a disability, the student must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for "protected students who are disabled" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs. For further information on the evaluation procedures and provision of services to protected disabled students, contact:

Name and/or Title Michelle Ferree, Director of Support Services  
 Address 2813 Grantline Rd, New Albany, IN 47150  
 Telephone No. 812-942-4200

## **VI. Directory Information**

The Superintendent hereby provides public notice to students and their parents of the school corporation's intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": a student's name; address; telephone number; photograph; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; or listing on an honor roll; and scholarships.

Directory information shall not be provided to any organization for profit-making purposes. The Superintendent may allow access to a school campus or give students' directory information to organizations that make students aware of educational or occupational options.

The Superintendent is required to give recruiting representatives of the U.S. Armed Services and the Indiana Air, Army National Guard and the service academies of the armed forces of the United States or an institution of higher education access to the high school campus and student directory information (student's name, address, and listed or published telephone number) when requested to do so. A secondary school student or parent of the student may request that the student's name, address and telephone listing not be released without prior consent of the parent(s)/eligible student.

The School Corporation hereby provides notice to parents and students that either one may request that the information not be released by the School Corporation to the military recruiting representatives. To complete this process, a student or parent would submit a written request to **the building administrator at their respective school.**

If the student opts-out and later changes his/her mind a revocation may be made by submitting a written revocation of opt out to **the building administrator at their respective school. address**].

Parents and eligible students may refuse to allow the Corporation to disclose any or all of such "directory information" upon written notification to **the building administrator at their respective school** within ten (10) days after receipt of this annual public notice.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals

within the recruiting services of the Armed Forces". The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parents/eligible student is required for the inspection and/or release of a student's health or educational records or for the release of directory information, either parent may provide such consent unless specifically stated otherwise by court order.

The Corporation may disclose "directory information" on former students without consent of the parent(s)/eligible student.



DATE: \_\_\_\_\_

STUDENT NAME \_\_\_\_\_

TEACHER NAME (5 & 6 grades only) \_\_\_\_\_

( ) Student will ride home with named friend \_\_\_\_\_  
Bus slot # \_\_\_\_\_ Bus # \_\_\_\_\_ Bus Driver's Name \_\_\_\_\_

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

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

( ) Student has a change of dismissal time and will be picked up at \_\_\_\_\_  
todayby(personpickingupstudent)

Parent Signature: \_\_\_\_\_

## HIGHLAND HILLS BUS OR DISMISSAL FORM

DATE: \_\_\_\_\_

STUDENT NAME \_\_\_\_\_

TEACHER NAME (5 & 6 grades only) \_\_\_\_\_

( ) Student will ride home with named friend \_\_\_\_\_  
Bus slot # \_\_\_\_\_ Bus # \_\_\_\_\_ Bus Driver's Name \_\_\_\_\_

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

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

( ) Student has a change of dismissal time and will be picked up at \_\_\_\_\_  
todayby(personpickingupstudent)

Parent Signature: \_\_\_\_\_

## PASSES - SEMESTER 1

[illegible]

## PASSES - SEMESTER 2

[illegible]



