

Green Valley Elementary School



Parent and Student Handbook 2023-2024

**Principal- Missy Saxon
Assistant Principal – Cindy Stroud**

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New Albany, IN 47150

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**Follow us on Facebook: Green Valley Wildcats
School Website: <https://greenvalley.nafcs.k12.in.us>**

2023-2024 Calendar

JULY

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

July 28,31: No Students/Teacher Work Days
August 1: Students Begin

AUGUST

M	T	W	T	F	S	S
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SEPTEMBER

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September 4: Labor Day / No School
September 13: Students will report at regular time and be released two hours early for asynchronous learning (Teacher Prof Dev)
September 29 : Quarter 1 Ends (43 Days)
October 2-6: Intersession
October 9-13: Fall Break
October 16 : Quarter 2 Begins

OCTOBER

M	T	W	T	F	S	S
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30	31					

NOVEMBER

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November 7: No Students/Election Day/ Teacher PD/ Parent Conferences K-6
November 22-24: Thanksgiving Break
December 19: Quarter 2 Ends (43 Days)
December 20- Jan 3: Student Winter Break

DECEMBER

M	T	W	T	F	S	S
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JANUARY

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January 3: No Students/Teacher Work Day
January 4: Quarter 3 Begins
January 15: MLK Day / No School

FEBRUARY

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MARCH

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March 8: Quarter 3 Ends (46 Days)
March 11: Quarter 4 Begins (48 Days)
March 18-22: Snow Make-up/Intersession
March 25-29 : Spring Break
April 8: Students will report at regular time and be released two hours early for asynchronous learning (Teacher Prof Dev)

APRIL

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MAY

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May 7: E-Learning Day for all students /Election Day/Teacher PD
May 27: Memorial Day/No School
May 30: Last Student Day
May 31: No Students/Last Teacher Day

JUNE

M	T	W	T	F	S	S
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24	25	26	27	28	29	30

Student Day - Beginning of Quarter

Teacher Days



Regular Start Time/Two hour release for asynchronous learning

No School

E-Learning Day

Intersession

Snow days will be E-learning or will be made up in this order - March 18,19,20,21,22

Dear Parents/Guardians and Students,

Welcome to Green Valley Elementary School! Thank you for choosing Green Valley to educate your child. We want you to be an important part of the team dedicated to your child's school success. Please take a few minutes to thoroughly review our student handbook as we have added several items this year.

Our team of teachers and instructional support staff members are ready to make this a great year of learning and growing for your child. Our goal is to ensure high levels of learning for all students. Our team strives for continuous improvement through our work as a Professional Learning Community (PLC). As a PLC, we work in collaborative teams to find answers to the following questions:

- What should students know and be able to do?
- How will we know if they have learned it?
- What will we do if they are not learning?
- What will we do if they already know it?

This approach to instruction keeps us focused on student learning to ensure that each child's academic needs are identified and learning plans to meet those needs are created, implemented, monitored, and modified as needed.

At the heart of every great school is a strong sense of community and parental involvement. It is our hope that every parent and/or guardian feels like he or she can make a positive contribution to the overall success of their child. Green Valley invites you to become actively involved throughout the year by attending our family events, attending kindergarten parent sessions, or by volunteering your time. We sincerely invite you to share your suggestions and ideas on how we can continue to make our school the best that it can be.

This handbook is designed to help answer any questions that you may have during the school year. If at any time the handbook does not answer all of your questions, please do not hesitate to contact your child's teacher, counselor, or the school office.

We look forward to working with you to make Green Valley a great place for your child to learn and grow throughout the school year!

Sincerely,

Ms. Missy Saxon

Principal

Mrs. Cindy Stroud

Title One Administrator /Assistant Principal

New Albany – Floyd County Consolidated Schools
Mission Statement

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

Green Valley Elementary School
Mission Statement

The mission of the Green Valley Elementary School community is:

- To provide a safe, orderly environment where all students learn at high levels.
- To promote life skills including self-discipline, creativity, responsibility and respect for all.
- To provide academic programs which enable students to become proficient in reading, writing, mathematics, and science.
- To encourage integrity and a genuine feeling of self-worth in the whole child.

School Hours

7:30	Car rider arrival
7:45	Buses arrive
7:45-8:10	Breakfast in the Classroom
8:00	Tardy Bell – School Begins
8:00-2:20	School Hours
2:20	Dismissal

Two Hour Delay Schedule:

9:30	Car Rider Line Opens
10:00-2:20	School Hours

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ARRIVAL AND DISMISSAL PROCEDURES

School should be notified by **1:30 p.m. any changes in dismissal** if not communicated with a note to the teacher when the student arrives at school. This will allow us to get the information to the classroom teachers and students.

Car Riders – Children brought to school as car riders **should not arrive at school before 7:30 a.m.** Drivers should use the car rider entrance to the left of the building. Proceed behind the building in a single file line to drop off students at the back, car rider entrance. Car riders will also be dismissed from this area. Students are dismissed at 2:20 and are lined up to exit the building in order of the cars in line. Note breakfast is between 7:45-8:10. Students arriving at 8:00 will have a limited time to start and finish breakfast.

Parents must accompany children to the office to sign-in when arriving after 8:00 a.m.

Helpful Reminders:

1. Make sure your car rider number is clearly visible as you approach the school. School staff comes out around 2:15 to begin collecting numbers.
2. Follow the directions of the school personnel.
3. Pull your car forward to allow personnel to load several cars at one time.
4. Please remain in your vehicle and allow the school personnel to assist your child in entering or exiting the car.

***No students picked up in cars will be dismissed to the lobby area except for an occasional after school appointment. Any other special circumstances must be cleared with the principal.**

Walkers – An adult should accompany students walking to and from school. These students should enter the school through the main entrance. Students will not be permitted to walk home without an adult unless a note from the parents is sent in to the office.

Bus Riders - Students traveling in buses will arrive and be dismissed through the main entrance. Primary bus rules are to stay seated with seat belts on, safe hands and words, and no body part outside of the bus.

Day Care Van Riders – Day care van riders will be dropped off at the car rider entrance in the morning.

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. Our schools are committed to recognizing and celebrating students and classrooms with exemplary attendance.

Reporting Absences to School

Parents are to notify the office of a student's absence. When reporting the absence please use the attendance line 812-542-6101 and provide complete information as to the child's name, teacher, request for picking up home practice, and the reason for the absence. If a phone call or written note is not provided to the school the absence will remain unexcused.

Physician, dental and counseling appointments should be scheduled after school hours whenever possible. If unavoidable, please notify the office and have the child attend classes both before and after the scheduled appointments. A physician's statement of diagnosis may be required at any point for an absence or extended absences. After **ten** days of 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.

Excused Absence-Definition

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

- Illness that involves fever of 100.4 or higher, vomiting, injuries, or situations when a physician recommends the students be absent from school. The reason is to be reported to the school office.
- Death of immediate family member
- Medical or dental appointments which cannot be scheduled outside the school day (a written doctor's statement is to be given to the school office)
- Religious Holidays
- Court ordered absences
- Other unusual circumstances when approved by the principal and requested in advance of the event
- Travel for a limited time period involving new educational experiences for a student, which is requested on an infrequent basis by parents or guardian at least one week in advance of the proposed absence. Letters should be submitted to the school principal for approval.

Unexcused Absence-Definition

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

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

Tardy to School-Definition

Students who arrive at school after 8:00 a.m. are considered tardy. Those who arrive after 8:00 a.m. are to report to the office to obtain a pass that will permit them into the classroom. The student’s parent or guardian is to sign in at the office and indicate the reason the student is tardy. 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 children from school early creates a disruption to the learning environment. Excused early departures are those departures that are verified in writing by a medical professional, counselor, etc... or those departures approved by the building principals for extenuating circumstances.

If early dismissal is unavoidable, please follow this procedure:

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

Procedure for Dealing with Excessive Absences

- At 10 total absences (excused or unexcused), legal contact regarding attendance status will be made via USPS letter.

In regard to unexcused absences:

- At 7 unexcused absences, verbal contact will be made via phone call or home visit and documented.
- At 10 unexcused absences, a referral will be submitted to the Department of Child Services per Indiana Code and will include the following documentation: evidence that the school has communicated attendance concerns to the parents, an academic impact statement including grades and performance concerns, and attendance records.

Procedure for Dealing with Chronic Absenteeism:

The State of Indiana defines chronic absenteeism as missing 18 days of school, **regardless of being excused or unexcused**. If a student reaches 18 days of absence, school personnel will work with the family to develop an attendance success plan. For students attending an NAFCS school on an out of county transfer, this may result in a revoke of transfer.

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

BEHAVIOR EXPECTATIONS

Our goal is to provide an atmosphere throughout the school where children will be safe, secure, happy, and have a maximum opportunity to learn. Teachers and/or school administration will be in contact with parents regarding behavior concerns in the classroom. Please read the *New Albany-Floyd County Consolidated Schools Student Guide for Student Rights and Responsibilities* located at the end of this handbook for information regarding disciplinary actions, suspensions, and expulsions. Each student is responsible for knowing and following school rules. The following behavior is unacceptable at school:

- Fighting
- Verbally or physically hurting another person
- Destruction of school property or the property of another student
- Unacceptable language or gestures, profanity, or vulgarity
- Repeated disruption in the classroom
- Cheating
- Theft
- Obscene or suggestive dress
- Bullying
- Trading personal belongings with others
- Racial/sexual jokes, remarks, or harassment
- Use or possession of cigarettes, drugs, alcohol, or look-alikes
- Leaving school grounds or designated areas without permission
- Chewing Gum

Anti-Bullying

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

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

- (1) places the targeted student in reasonable fear of harm to his or her person or property;
- (2) has a substantially detrimental effect on the targeted student's physical or mental health;
- (3) has the effect of substantially interfering with the targeted student's academic performance; or
- (4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Bullying does **not** include:

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

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

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

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

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

- (b) Intervention/Responses: If a report of suspected bullying is substantiated through an investigation, then the School Corporation shall take appropriate intervention and responses as consistent with policy and procedure. The School Corporation will take prompt and effective steps reasonably calculated to stop the bullying, remedy the bullying, and prevent the bullying from recurring. Interventions and responses include, but are not limited to: separating the bully and the target; follow-up school counseling for the target; bullying education for the bully; and prompt disciplinary action against the bully. These steps should not penalize the target of the bullying. Disciplinary actions against the bully may include, but are not limited to: suspension and expulsion for students; discharge for employees; exclusion for parents, guests, volunteers, and contractors; and removal from any office for governing body members. Also, if the acts of bullying rise to the level of criminal offense the matter will be referred to law enforcement.
- (c) Parental Involvement: Parents are encouraged to be involved in the process of minimizing bullying. Parents should report suspected acts of bullying to an appropriate school official. In addition, parents of students suspected of bullying will be notified with a phone call or through other appropriate means of communication. Conversely, parents of students suspected of being the target of acts of bullying will also be notified with a phone call or through other means of appropriate communication. Parent notifications will occur in an expedited manner within one (1) business day after the designated school administrator receives the report of suspected bullying. Parents of students who are disciplined for acts of bullying will be involved in the disciplinary process consistent with the law and the School Corporation policy.

CANCELATION OF SCHOOL

In the event of a weather or other emergency canceling school, the best source of information for parents is WNAS FM Radio at 88.1. All major local radio and TV stations will also carry news of school closings. Parents will be required to complete an Emergency Dismissal form at registration outlining dismissal procedures should school be canceled during the school day. Early dismissal is used only in cases of emergency.

The NAFC Schools has implemented a phone parent notification system. This system is used to relay important information including school cancellation, delayed openings, or early dismissal. *Please make certain the school office is notified if your phone number changes so that you receive these important calls.*

“CAT TALES” – OUR WEEKLY NEWSLETTER

Green Valley sends home a copy of our weekly newsletter with students on the last day of the school week. This newsletter contains information concerning special activities, field trips, or events in the upcoming week. It also includes the breakfast and lunch schedule for the upcoming week.

CHECK IN/CHECK OUT

Parents are asked to avoid removing students from school during regular school hours. If an emergency occurs and you must remove your child, a parent will need to come to the school office to sign out the child. **Only a parent, legal guardian, or someone granted permission on the enrollment form will be allowed to sign out a student during school hours.** Adults signing students out may be asked for personal identification. Please try to schedule doctor, dentist or other appointments after school hours. **Students will not be called to the office until a parent or guardian arrives in the Welcome Center.**

***Child custody and court orders sometimes dictate that children are not to be released to certain individuals. The school MUST have a copy of the court’s ruling on file to honor those orders.**

CHILD CARE SERVICES

The YMCA provides after school child care services in our building. Information will be available at registration. You may also contact the local YMCA for program locations and additional information.

CLASSROOM PARTIES

Students in grades PreK-4 may have three classroom parties: fall, winter, and Valentine's Day. The amount of assistance needed for the parties is up to the classroom teacher. If a parent wishes to send treats to school for his/her child's birthday celebration, that parent must notify the child's teacher ***at least one week in advance.***

To ensure the safety and health of all students, all food items brought to school to be served to students or classrooms must be store-bought and include an ingredient label with allergens and carbohydrate counts. For celebrations, non-food items or healthy snacks are encouraged. Foods provided for classroom parties or holiday celebrations must comply with USDA Smart Snacks in School nutrition standards. A list of Smart Snacks will be provided at the beginning of the school year. Snacks not on the list can be determined to be a Smart Snack at <https://foodplanner.healthiergeneration.org/calculator/>

Passing out invitations to private parties will not be permitted at school. The school office is not permitted to provide home addresses or phone numbers of students.

COMPUTER USE

Computers and Chrome Books are available for students to use in the classroom. Green Valley uses technology to enhance learning and teaching, not replacing it. With the use of technology, students have the responsibility to use it appropriately. *If students damage technology, a financial bill for repair or replacement will be issued.*

COUNSELING SERVICES

The school counselor provides classroom guidance lessons on a regular basis in each classroom. Lessons cover topics such as: self-esteem, conflict management, friendship skills, anger management, study skills, abuse and safety, peer pressure, and career awareness. We also have a partnership with an outside agency to provide more in-depth counseling. Please call the counselor if you have a need for this service.

DRESS CODE – PERSONAL APPEARANCE

The School Board believes that student dress and appearance should be respectful and not interfere with the learning environment. This replacement policy began in 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 (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; 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. 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.

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.

EMERGENCY DRILLS

All schools are required by state law to conduct the following drills:

- monthly fire drill
- one take cover (manmade occurrence) drill per semester
- one take shelter (tornado) drill per semester

The purpose of these drills is to teach children how to respond in a rapid, orderly, and safe manner in emergency situations.

FIELD TRIPS

Each grade level will participate in one field trip during the school year. The trips are designed to enhance the educational opportunities for students. Parents may be asked to chaperone field trips with their child. All adults who attend field trips are required to pass a Limited Criminal History check which can be completed at the school office. Please complete the Limited Criminal History check at least 14 days prior to the field trip. Adults who attend may not bring other children on their trip, take their own child away from the trip, or take their own child home from the trip. Adult chaperones usually are not

permitted to ride the school bus due to space limitations. **All students are to ride the bus to and from school on field trips.**

FOOD SERVICES

Nutritious breakfast and lunch programs are offered daily. Weekly menus are included in the “Cat Tales.” A Fast Lane account is established for each student. Currently, Green Valley has breakfast and lunch free to all students thanks to a federal grant program. Students bringing a sack lunch may purchase milk. Glass containers are prohibited due to safety concerns. Parents are encouraged not to send carbonated beverages for lunch.

Eating Lunch with your Child: We love having our parents join their child for lunch. Please have your ID available to show the front office staff. Due to allergy concerns, **you are allowed to eat with your child only, not their friends.** This is a great time to connect and spend quality time with your child.

Breakfast in the Classroom

Green Valley will participate in the Breakfast in the Classroom program. **Every child** will receive a **free breakfast & lunch** every day. This breakfast will be served in the classroom beginning at 7:45 each day. *If a child arrives later than 8:30, he or she might not receive breakfast.*

GRADING SCALE

Grade scales vary between subjects and grade levels. Two basic formats are used. A traditional 90 and above A, 80-90 B, 70-80 C, 60-70 D, and below 60 F. The other format is On Level (OL), Below Level (BL), or Above Level (AL). Our goal is to have every child On or Above level.

HOME PRACTICE POLICY – NAFC SCHOOLS

Educators and parents want to ensure the success of all students. Therefore, a clear policy for assigning and completing home practice is important. Home practice gives students opportunities to extend classroom learning and practice skills while developing self-discipline and study habits that will benefit them in school and beyond.

Students, parents, teachers, and administrators must work together to share responsibility for student success. Home practice is a valuable, relevant, and positive part of the instructional program. Please see your child’s teacher to review the home practice policy.

LIBRARY

Each class is assigned to a library period each week. During that time students may return and check-out books, listen to a story, or learn library skills. Students may also exchange books at other times with the permission of their teachers. The student checking out the book is responsible for returning the book. If a student has not returned a book, restrictions on checking out books may apply. Please treat all books with

care to preserve the library for all students. If your child doesn't return their books, there is a financial cost to their parent.

LOST AND FOUND

Children, naturally, will lose things. The lost and found area is located just outside of the gym doors. Please check this area often to claim lost items. Unclaimed items will be discarded or donated to the Salvation Army or Goodwill. Putting your child's name in clothing items will help us return them to their owner.

PARENT POLICY

Title I Parent Policy

The following is the policy by which staff, parents, and students will work together to strengthen the education of the students at Green Valley Elementary School.

- 1) The Green Valley Title I committee will be comprised of teachers, parents, principal, Title I instructional assistant, and the Title I Administrator. The purpose of the committee is to plan, implement, and evaluate for improvement the Title I program for Green Valley Elementary.
- 2) We will inform parents of the Title I program, their parental rights, and responsibilities, and opportunities for parents to work with staff to promote a cooperative learning environment. This information will be presented at the Annual Title I parent meeting held each fall and in the weekly newsletter.
- 3) Parents will be provided timely information concerning school activities, student performances, assessment, and curriculum through various forms of communication.
- 4) Parent Teacher Student Compacts will be distributed and used as a tool to help parents and students share responsibility for improved student achievement.
- 5) Materials, activities, and information for parents and staff will be provided.
- 6) Provisions will be made when possible to meet the varied language needs of all parents.
- 7) Invitations will be extended to community organization leaders, churches, and local business leaders to participate in the development of community programs.
- 8) Parents will be given the opportunity to volunteer and participate in school activities.
- 9) Timely responses will be given to parental questions, concerns, and recommendations.
- 10) Parents will be assisted in providing help to their children in achieving the objectives of the program by such means as ensuring regular attendance, providing adequate time and the

proper environment for homework, limiting screen time, and communicating academic expectations.

- 11) An annual evaluation of the parental involvement plan will be conducted with parents identifying any barriers to greater parental involvement and devising strategies to improve parental involvement.
- 12) Parent/Teacher Conferences will be held once each year to discuss student progress and achievement. Individual conferences will be held on an as needed basis or when requested by a parent.

Title I Parent Involvement Plan

1. Green Valley Elementary Administrator. This committee will plan, review, and suggest changes needed in the Title I program. We will meet at least once each semester. Suggestions will be reviewed by the entire staff.
2. Our Annual Meeting will be held during the fall semester. At this general meeting we will inform parents of the Title I program, their parental rights and responsibilities, and opportunities for parents to work with staff to promote a cooperative learning environment.
3. Communication is imperative in raising academic achievement. Communication will be addressed through the following:
 - *A parent handbook will be available to all parents. This will include general information about the school, policies, and procedures. In addition, the Title I Parent Involvement Policy and Parent Compact is included in the handbook and will be available from the Title I Administrator. For students who enroll after the school year begins, the Title I Parent Involvement Policy and Parent Compact will be given and signed for upon enrollment.
 - *The weekly newsletter 'Cat Tales' will provide current information.
 - *Report cards will be sent home on a nine-week schedule.
 - *Communication will also occur through flyers, general classroom notes, personal notes, phone calls, home visits, or email.
 - *Formal Parent/Teacher conferences will be held in the fall each year. Other conferences will be scheduled as needed.
4. Compacts have been designed to help create a partnership between home and school to promote high levels of student achievement. Parents will sign for receipt of this when they receive the school handbook. Any additional copies will be given at parent-teacher conferences.

5. Materials, activities, and training for parents and teachers will be provided through:

FOR PARENTS

- *Monthly newsletter
- *Access to Indiana College and Career Readiness Standards
- *Distribution of informational booklets regarding child development
- *Parent Programs throughout the year

FOR TEACHERS

- *Periodic distribution of leaflets regarding parent/teacher collaboration
- *Staff development on best practices in instruction
- *Grade level and cross-grade level collaboration
- *Literacy Coach on-site

6. The community will be included through:

- *Community Supporters for attendance incentives
- *Community Supports for Fund Raisers
- *Community Volunteers for Guest Readers

Opportunities for parents to participate:

- | | |
|---------------------------------|--------------------|
| *Field trips | *Committees |
| *Volunteer for special projects | *Library |
| *Classroom support | *Title I Committee |
| *Room parents | *PTO |
| *Fund raisers | |

PARENT/TEACHER ACTIVITIES

Green Valley welcomes the active involvement and support of family members in our school. We often ask you for feedback about our instructional programming or changes to our policies. Our Assistant Principal/Title I Administrator organizes several events for and with parents throughout the year. We host an Open House and many events throughout the school year to allow parents to meet their child's teacher and become familiar with the school.

Green Valley Elementary School Parent & Student Title I Compact
2023-2024

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Teacher Will:

- Communicate regularly with families about student progress (progress reports & report cards 4 times per year, Common Formative Assessment results, and classroom assessments as well as behavior reports).
- Provide a warm, safe, and caring learning environment that enables children to meet the state's student academic achievement standards.
- Provide high quality instruction, based upon state and district standards, in a supportive, effective, and meaningful learning environment which includes daily home practice to reinforce and extend learning.
- Respect the school, students, staff, and families.
- Hold annual parent-teacher conferences in the first semester to discuss achievement.
- Provide reasonable access to the staff and opportunities to observe and participate in classroom activities.

Family/Parents will:

- Support my child's learning by sending my child to school on time every day.
- Ensure my child gets adequate sleep, proper nutrition, regular medical attention, and practices good hygiene.
- Provide my child with a quiet spot to complete home practice, assist my child with home practice and ensure practice work is complete.
- Make sure my child reads 20 minutes every day while at home.
- Volunteer in my child's classroom and/or attend parent events.
- Attend annual parent-teacher conferences, and participate in decisions regarding my child's education.
- Support my child's learning by finding a balance between school and extracurricular activities.
- Make sure I read all weekly classroom/school newsletters, daily/weekly behavior reports, and other notes from school.
- Serve on committees when asked to do so, if possible, with my schedule.
- Respect the school, staff, students, and families.
- Respect and support the school's expectations taught at school.
- Seek assistance from school as needed.

Student will:

- Attend school every day, on time and ready to learn.
- Talk to my family about my school day, so they can help me be successful in school.
- Know and follow the school and class procedures and come to school ready to learn and do my best work.
- Finish class work, home practice, and ask for help when I need it.
- Respect the school, school property, classmates, staff, and families.
- Read every day outside of school time.
- Respect and support differences in others.
- Support a bully free zone.
- Get enough sleep before school.
- Help take care of the school by cleaning up after myself and volunteering when possible.

PETS AT SCHOOL

Occasionally, children wish to bring pets to school. If the animal is unusual, there may be justification in bringing it to school. Generally, house pets do not qualify. **Before bringing an animal to school, the child must get the teacher's and office permission.**

PROTECTION OF PUBLIC AND PERSONAL PROPERTY

This school is public property, and as such it is in the best interest of all residents to maintain it in excellent condition. We need the cooperation of all children who attend to respect and care for the building.

Care of personal property is an ever-present problem as it is lost, damaged, or stolen. Children should not bring items to school that are not necessary for classroom activities. Each child is to be responsible for his or her own belongings. Clothing (especially coats) should be marked with the child's name. A child should never carry amounts of money, greater than necessary for the school day. The school is not responsible for lost or stolen items. Please leave money, phones, and other electronics at home.

RECESS

Recess is an important part of the student's day, both for physical exercise and social interaction. Your child should be prepared to go to recess each day, unless he/she has been ill. Students should have proper attire for recess. If your child must be excluded from recess due to medical reasons, please send a note stating the reason he/she should not participate. Our school nurse may contact you if she has a concern. We will be going outside as often as possible during winter months. Therefore, please make certain your child has outer garments for these times. Recess is approximately 20 minutes per day at the teacher's discretion. Students will not be permitted to play tackle-football, dodgeball, tag games, or do gymnastics due to safety concerns. Ropes are for jumping only. The school will provide all recess equipment. **Students should not bring basketballs or footballs from home.**

REPORT CARDS

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

RESTRICTED ITEMS

Students may not bring the following items to school as they are potentially dangerous or distract from the learning process. When these items are brought to school, they will be taken from the student and held until the parent reclaims them. Items left at the end of the school year will be discarded. The list of items includes the following but is not limited to:

- Matches/Lighter
- Cigarettes
- Fireworks
- Shells or any explosive device
- Knives
- Sharp instruments

- Spray paint
- Cell Phones
- Drugs of any kind
- Obscene pictures or literature
- Guns of any type, including toy guns
- Toys (except with teacher permission)
- Recording devices
- Gameboy or other video games

SAFE SCHOOL HOTLINE

The hotline is available for parents or community members to leave information concerning possible safety threats without leaving their names. The information is forwarded to a central office administrator and/or the school principal for investigation. The number to call if you have concerns regarding safety at school is **812-542-2230**. This number service works the same for all schools in New Albany-Floyd County. Concerns may also be sent using the anonymous alert link on the NAFC website, www.nafcs.k12.in.us.

SCHOOL BUS RULES AND INFORMATION

Green Valley is served by seven school buses. This year all buses will be equipped with seat belts and students will be expected to wear them at all times on the bus. Information on morning pickup and afternoon drop-off times are available at registration and in the office. Route information is also available. Pickups are not at student's doors. All students are under the supervision, direction and control of the bus driver while being transported on a school bus. The bus driver has the right to suspend a student from riding the bus for one day. The building principal may add up to five additional days as they feel the incident warrants. Parents will be notified by phone when possible. Students will be given a bus suspension notice to give to their parents. In most cases, parents will have a day to arrange transportation for their student. Parents should always call the school to check if their child says they were put off the bus, but do not have a suspension notice from the school principal.

"All school children, while being transported on a school bus, shall be under the supervision, direction, and control of the school bus driver, and shall be subject to the discipline of the school bus driver and the governing body of the school corporation." (1965 Acts of the General Assembly, Chapter 260.)

Safety Rules

1. Be at your bus pick-up ON TIME. An early start will assure this.
2. Wait your turn to load the bus. Avoid standing or playing on the road while waiting for the bus.
3. Obey the bus driver promptly and cheerfully. Realize that they have a big responsibility and that it is your job to help.
4. Watch your step going to and from your stop, and getting on and off the bus. Where there are no sidewalks, walk on the edge of the road FACING oncoming traffic.
5. Show consideration for the property where your bus stop is located.
6. Damage and destruction at the stops results in discontinuance of these stops.
7. 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 everyone on the bus. Students are expected to stay seated at all times unless they are unloading at a stop.

8. Musical instruments that can be carried on a bus without taking up room of another student or blocking exits, may be carried on the bus.
9. Misconduct such as profanity, boisterousness, throwing things, destruction of school property, fighting, loading or unloading improperly, lighting matches, smoking, changing seats when the bus is in motion, eating on the bus, insolence, or obscene gestures shall be cause for dismissal of the student from the bus. A formal complaint form or bus conduct report will be given to the Principal and a school official will make contact with the parent.
10. Students under suspension from one bus **MAY NOT** ride another bus for the period of suspension. Permanent suspension may be made for flagrant violations of school transportation rules.
11. Drivers are **NOT** permitted to allow passengers to load or unload at any point other than those specifically assigned to each student except by **WRITTEN** request from parents and **APPROVAL** by a designated school official.
12. Students who have to cross of road at a loading point or after unloading shall Do so on a driver signal at a point 10 feet in **FRONT** of the bus. This allows the driver and the student to make eye contact. Students refusing to cross in the front of the bus will be denied use of transportation.
13. A bus driver will assign a student a specific seat on the bus and the student shall occupy that seat. Changes in seat assignments may be necessary and will be made by the driver in charge of the bus.
14. Animals such as snakes, mice, or pets of any type **MAY NOT** be brought to school on the bus. Students desiring to bring such items to school should arrange for parent transportation on those days.
15. **MOVING FROM ONE SEAT TO ANOTHER WHILE THE BUS IS IN MOTION IS NOT PERMITTED.**
16. Wear your seatbelt at all times while on the bus.

School Health Services

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

Medications at School

1. A “Request for Administration of Medication” form must be signed and dated by the doctor and parent/legal caregiver. This written request must be on file in the school office before the medication, prescription or over-the-counter, will be administered by the staff. The request must contain the student’s name, name of the medication, dosage, and time to be given. The form must be renewed at the beginning of each school year or if the medication changes during the school year.
2. A student may be authorized to possess and self-administer medication for a chronic or acute disease or medical condition if the medication is necessary in an emergency situation. The section of the medication form entitled “Possession and Self-Administration of Emergency Medication Authorization/Approval” must be signed and dated by the doctor and parent/legal caregiver.
3. The medication must be furnished to the school by the parent/legal caregiver on a daily basis. Any exception to this daily dosage requirement must be approved by the principal after consultation with the school nurse. The exception will be limited to a one (1) school week’s supply of the medication and must be brought to school by the parent/legal caregiver, or by another arrangement approved in advance by the principal. The medication must come to school meeting the requirements listed in #5 below.
4. All nonprescription medication must be in the original container and be clearly labeled with the child’s name.
5. All prescription medication must be in the pharmacy labeled bottle or packaging with the following information:
 - Prescription number
 - Child’s name
 - Doctor’s name
 - Name of medication
 - Dosage
 - Time 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) are allowed without a doctor’s statement.

Routine Illness and Returning to School

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

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

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

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

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

Severe Allergies at School

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

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

Health and Wellness in the Classroom

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

calculator/). Individual school buildings are allowed up to three (3) exemption days from this policy for the purpose of classroom parties. Each building will independently decide the three (3) days in which food may be served (provided) that do not comply with the USDA guidelines. However, schools are encouraged to serve water and provide fruit or vegetable options as part of the celebration. All food items for parties or celebrations must be store-bought and have a label that includes ingredients, allergens, and carbohydrate counts. If classroom birthday celebrations are allowed, non-food items such as a classroom book, bouncy balls, party favors, or pencils rather than food items are encouraged.

Immunizations

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

Meningococcal Disease

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

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

Health and Extracurricular Activities

New Albany-Floyd County Schools offers nursing services during school hours. However, a school nurse or health aide is not in the building after school hours. If your child has a medical condition requiring nursing care or a specialized care plan and intends to participate in any before or after-school activities, sports, or the YMCA childcare program, please notify your school nurse. Many agencies use our school buildings for student activities but do not have access to your child’s health information or training on how to handle health concerns.

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

SCHOOL INSURANCE

Accident insurance is provided for those who pay the premium. The premium is returned to the school. The options provided are school time and 24 hour coverage. It should be noted that because the cost of the premium is being kept low, such a policy would not cover all costs incurred in an accident. Please take the time to carefully read the policy summary.

SCHOOL PICTURES

Individual school pictures are taken by a professional studio each fall for school records. Several picture packets are available. Fall pictures are on a pre-pay basis; however, every student will be photographed for the yearbook. Picture retakes or a refund of money are available if a parent is dissatisfied with their child's picture. We will also offer spring picture packets which are pre-pay as well. There are no retakes for spring pictures.

TELEPHONE USE BY STUDENTS

Use of the telephone by children will be determined by the office staff or principal. Telephone lines are limited and busy, only priority calls will be permitted.

VISITOR PASSES

All visitors to Green Valley School are required to register at the school office. Visitors must be listed by the parent as an emergency contact or have written permission from the parent. This includes having lunch with a student. If a visitor is not listed, the office staff will make an attempt to contact the parent. If unable to reach the parent, the visitor will be denied access to the student. All visitors will be required to present their driver's license to obtain a visitor's pass, and may have to complete a limited criminal history form. The license is scanned for security.

Parents are welcome to visit their children's classrooms. Parents should contact the teacher prior to visiting to avoid scheduled assessments or special activities. The office staff will contact the teacher to okay the visit before parents will be admitted. Visits should not exceed one hour. The first and final weeks of a grading period or semester along with the day before a holiday are not good times to visit. When visiting the classroom, the teacher's role as instructional leader must not be interrupted. Visitors should enter the room in a quiet manner. The teacher will introduce you to the class at any appropriate time. Some teachers may incorporate visitors into the lesson in some manner. In no instance should visitors distract the teacher's attention from their students for a parent discussion. Conferences should be

set up outside the school day. Small children who may distract students or disturb the class should not be brought to school at the classroom visit.

VOLUNTEERS

We welcome your help during celebrations and programs or as a volunteer in the library or classroom. All volunteers must present their driver's license to obtain a visitor's pass, and complete a limited criminal history form. This form must be completely filled out and returned to our front office at least 2 weeks prior to the volunteer start date. This policy is to ensure student safety.

**New Albany-Floyd County
Consolidated Schools**

Student Guide

For

**STUDENT RIGHTS AND RESPONSIBILITIES
ENFORCEMENT OF RULES AND REGULATIONS
DUE PROCESS PROCEDURES**

PREAMBLE

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

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

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

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

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

I. BASIC RIGHTS AND RESPONSIBILITIES OF STUDENTS

1. Freedom of Speech and Assembly

- a. Students are entitled to express their personal opinions verbally as long as such opinions do not interfere with the freedom of others to express themselves. Students may not use lewd, vulgar, indecent or offensive speech, or engage in lewd, vulgar, indecent or offensive conduct while participating in, or present at, any school activity or any school sponsored extracurricular activity.

- b. Students have the freedom to assemble peacefully. There is an appropriate time and place for the expression of opinions and beliefs. Conducting demonstrations which interfere with the operation of the school or classroom is inappropriate and prohibited. All student meetings in school buildings or on school grounds may function only as a part of the formal educational process or as authorized by the school principal. The use of obscenities or personal attacks is prohibited. Violence, threats of violence and possession, use or threatened use, of weapons are prohibited.

2. Freedom to Publish

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

3. Search and Seizure

- a. A student is presumed to have no expectation of privacy in a school locker, desk or other area assigned to the student, or in the contents of those assigned areas.
- b. The school principal or another member of the administrative staff designated by the principal may search a student's locker or other assigned area at any time.
- c. Other than a general search of student lockers or other assigned areas, any search shall be, where possible, conducted in the presence of the student whose locker is the subject of the search.
- d. A law enforcement officer with appropriate jurisdiction may, at the request of the school principal, assist the school administration in searching such a locker and its contents.
- e. The principal or designee may search the person or property (including vehicles) of a student, with or without the student's consent, whenever they have reasonable suspicion to suspect that the search is required to discover evidence of a violation of law or of schools rules. The extent and conduct of a search will be governed by the student's age, gender, and the nature of the infraction. Strip searches are prohibited.
- f. To combat escalating school violence and the potential presence of weapons in our schools, and in accordance with School Corporation policy and procedures, the School Corporation may utilize metal detectors, including, but not limited to, wands for random and reasonable suspicion-based searches to detect firearms, knives, and other weapons.

- g. Driving to school and utilizing the school parking lot are privileges for student drivers. Any student who parks his/her car in a school parking lot consents to a search of the car if the school administration has reasonable suspicion.
- h. In an effort to promote a drug-free campus and to protect the safety and health of the district's faculty, staff, and students, the district may routinely partner with local law enforcement to conduct random searches of lockers, classrooms, and school parking lots. During those partnerships, the Board has authorized the use of specially trained dogs to locate and detect the presence of weapons and prohibited drugs on school property.

4. Identification

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

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

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

6. Criminal Organizations and Activity

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

5840- CRIMINAL GANG ACTIVITY

Prohibited Conduct

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

Definitions

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

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

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

Procedures for Reporting and Investigating

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

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

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

Consequences

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

Support Services

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

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

Criminal Gang Prevention and Education

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

The school corporation shall implement school employee development to provide training to

school employees in the implementation of its criminal gang policy (IC 20-26-18-4)

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

7. Criminal Organization Activities, Clothing or Accessories

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

8. Policy Against Discrimination and Harassment Including Title IX

- a. It is the Policy of the New Albany-Floyd County Consolidated School Corporation to maintain and operate a learning and working environment that is free from discrimination or harassment on the basis of a protected class including but not limited to race, color, ethnicity, national origin, sex, gender identity, sexual orientation, socioeconomic status, disability, genetic information, age or religion. This commitment applies to all Corporation operations, programs, and activities; thereby to protect employee and student interest in personal dignity and freedom from discrimination and harassment, to make available to the Corporation their full productive capacities, to secure the Corporation against domestic strife and unrest which would menace its democratic institutions, to preserve the public safety, health and general welfare, and to further the interests, rights and privileges of individuals within the Corporation.
- b. It shall be a violation of this Policy for any employee of the New Albany-Floyd County Consolidated School Corporation to discriminate against or harass another employee or student on the basis of a protected class including but not limited to race, color, ethnicity, national origin, sex, gender identity, sexual orientation, socioeconomic status, disability, genetic information, age, or religion. It shall be a violation of this Policy for any student to discriminate against or harass another student or an employee based upon any of the above-mentioned protected characteristics.
- c. The New Albany-Floyd County Consolidated School Corporation does not discriminate on the basis of a protected class including but not limited to race, color, ethnicity, national origin, sex, gender identity, sexual orientation, socioeconomic status, disability, genetic information, age, or religion in employment or in the educational programs and activities which it operates, in accordance with applicable state and federal statutes and regulations.
- d. The School Corporation strictly adheres to all non-discrimination and anti-harassment laws and does not tolerate acts of discrimination or harassment. The School Corporation has appointed Jeanine Corson, 2813 Grant Line Road, Telephone 542-2118, as the Title IX and Complaint Coordinator to coordinate and carry out its Policies against discrimination and harassment on the basis of any protected

characteristic. Any inquiries regarding the School Corporation's Policies in this matter should be directed to the Title IX and Complaint Coordinator. The Title IX and Complaint Coordinator shall document all reports of discrimination and harassment and establish a protocol for recordkeeping.

- e. Harassment or discrimination of students, employees, and guests is prohibited at all academic, extra-curricular, and school sponsored activities. Behavior prohibited by this policy also includes conduct in any school program or activity taking place in school facilities, on school transportation, or any off campus conduct that has continuing effects on campus or in any school program or activity. The School Corporation prohibits discrimination and harassment through a computer, computer system, or computer network. Notwithstanding any other prohibition, the School Corporation will not take action to regulate expression protected by the United States and Indiana Constitution.
- f. Harassment and Discrimination may take many forms, including: verbal acts and name-calling; graphic and written statements; sexual violence or unwanted sexual contact; or other conduct that may be harmful, humiliating, or physically threatening. Harassment and discrimination do not have to include the intent to harm, be directed at a specific target, or involve repeated incidents, but may be present in peer-to-peer, staff-to-staff, staff-to-student, or student-to-staff interactions. Harassment and discrimination may be any act, speech, or gesture sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability to participate in or benefit from the services, activities, or opportunities provided by the School Corporation.
- g. **Anyone who believes that a student or employee has possibly been the target of discrimination or harassment is encouraged to immediately report the situation to an appropriate employee such as a teacher, counselor, administrator, or the Title IX and Complaint Coordinator. Any employee who observes, suspects, or is notified of discrimination or harassment must report the behavior to his/her immediate superior.** The reporter need not be the target of the discrimination or harassment.

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

- h. The Corporation will address both formal and informal complaints of discrimination and harassment. Complaints of discrimination and harassment should be received within thirty (30) days of discovering the alleged discrimination or harassment.
- i. Procedures for investigating and responding to harassment and discrimination can be found in Board Policy 5517, or by contacting the Title IX and Complaint Coordinator listed above. For any questions, concerns, or to file a complaint, contact the Title IX and Complaint Coordinator listed above.
- j. Inquiries concerning the application of any federal civil rights statute or regulation may also be referred to the Regional Director, United States Department of Education, Office of Civil Rights, Region V, 500 West Madison Street, Chicago, Illinois 60661. Copies of the complete policies, enforcement procedures and the Complaint Report Form are available in the offices of all schools and of the

9. Human Dignity Policy

It is the Policy of the School Corporation that all employees, parents/guardians, students and members of the community are entitled to be treated and are obligated to treat others with courtesy, fairness and decency. Respect for the dignity and worth of every member of the school community must be recognized and promoted in the School Corporation. Accordingly, it is a violation of Board Policy to degrade, demean, harass, haze, bully, stereotype or ridicule any person on the basis of any assumed, perceived or actual characteristic, whether or not such characteristic is listed as a protected characteristic.

10. Charges by a Parent/Student

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

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

- a. FERPA affords parents and students over eighteen (18) years of age ("eligible students") certain rights with respect to student education records. They are:
 - (1) The right to inspect and review the student's records within forty-five (45) days of the day the School Corporation receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
 - (2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students should write to the school principal, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the School Corporation decides not to amend the record as requested, the School Corporation will notify the parent or eligible student of the decision and inform them of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA allows disclosure of student educational records to school officials, with legitimate educational interests in assessing the student's record, without consent. "School officials" include administrators, supervisors, instructors, support personnel, health and medical staff, law enforcement unit personnel, School Board members, persons or companies contacted to perform a special task, or a parent or student serving on an official committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School Corporation disclosed education records without consent to officials of another school corporation in which a student seeks or intends to enroll.

(4) The School Corporation has classified the following information about individual students as "Directory Information" under FERPA and will release such information, without consent, except as set out below:

Name; address; telephone listing; date and place of birth; school enrolled in; photograph or videotape not used in a disciplinary matter; student work displayed at the discretion of the teacher with no grade displayed; academic majors and minors; participation in any officially recognized activities or sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; recognition of service or achievement; and the most recent previous educational agency or institution attended.

If a parent/guardian or eligible student does not wish to have some of the above listed Directory Information items released without prior parent's or eligible student's consent, such parent or eligible student must submit a written signed statement indicating that consent must be secured to: Director of Human Resources, 2813 Grant Line Road, New Albany, Indiana 47150. Such statement must be submitted not later than October 15 of a school year or within thirty (30) days of the student's initial enrollment for the school year.

(5) The School Corporation will also release Directory Information to representatives of the U.S. Armed Forces and the service academies of the U.S. Armed Forces unless a parent, guardian or student submits a written, signed request that such information not be released; such request must be submitted to the principal of the student's school not later than the end of the student's sophomore year.

(6) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School Corporation to comply with the requirements of FERPA.

Parents and eligible students who wish to file a complaint under FERPA should do so by submitting the complaint form found at www.studentprivacy.ed.gov/

[file-a-complaint](#) electronically to FERPA.Complaints@ed.gov. Alternatively, individuals may print out the form, sign, and mail to the following address:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Ave., SW
Washington, DC 20202-8520

12. Screening for Health Concerns

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

13. Student Insurance

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

14. Lost, Stolen, or Damaged Student-Owned Property

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

15. Unsupervised Students on School Property

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

16. Administration of Medications

Before any prescribed medication or treatment may be administered to any student during school hours, the proper form completed by the student's doctor and parent/legal guardian must be completed. The medication must be furnished to the school in compliance with appropriate policy on labeling and packaging.

Notwithstanding, a student with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition if the following conditions are met:

- a. The student's parent has completed the Student Authority to Possess and Administer Medication form. The authorization must include a statement in writing by a licensed physician that:
 - (1) The student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
 - (2) The student has been instructed in how to self-administer the medication; and
 - (3) The nature of the disease or medical condition requiring administration of the medication.
- b. The authorization and physician's statement described in subsection (a) must be submitted annually.

17. Enrollment/Residence/Withdrawal

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

18. Parental Involvement/Visitor/Media

The school welcomes and encourages parental visits to school, parent volunteering, and other parental involvement in their student's education. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls.

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

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

19. McKinney-Vento

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

20. Asbestos

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

II. ENFORCEMENT OF RULES AND REGULATIONS

When self-discipline fails, regulations for management of school behavior must be enforced by those directly responsible for the operation of the schools. School staff members will make every effort, individually, collectively, and cooperatively, with appropriate available community resources, to help each student gain acceptable self-discipline standards. The Board of School Trustees of the New Albany-Floyd County Consolidated School Corporation has this legal responsibility. Authority for such action is given in the School Powers Act and the Student Due Process Statute, I.C. 20-33-8, et. seq. The Board of School Trustees has established policy in the Policy Manual of the New Albany-Floyd County Consolidated School Corporation and appointed administrative officers to carry out those Policies as amended.

1. After School Detainment

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

2. Restraint and Seclusion

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

3. Teacher Temporary Dismissal

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

4. Suspension

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

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

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

5. Expulsion

a. An expulsion is:

- (1) A denial of the right of a student to take part in any school function for any period greater than ten (10) school days;
 - (2) A separation from school attendance for the remainder of the current semester or current year unless the student is permitted to complete required examinations in order to receive credit for courses taken in the current semester or current year.
- b. Generally, an expulsion will not be longer than the remainder of the school year in which the expulsion took effect if the misconduct occurred during the first semester. If the misconduct occurred during the second semester of the school year, a principal may request that an expulsion remain in effect through the following summer session and/or the first semester of the following school year.
 - c. An expulsion for a full school year may be for fewer than the total number of student days in a full school year when such expulsion results in the loss of school credit for two school semesters, or for two school semesters and a summer session.
 - d. An expulsion for violation of the rule against knowingly possessing, handling, or transmitting a firearm, while under the jurisdiction of the School Corporation, will be for a full calendar year, as set out in Article II, Section 8, f., below.

- e. The expulsion process offers the opportunity for a student due process meeting (See Article III, below).
- f. An expulsion that takes effect more than three (3) weeks before the beginning of the second semester of a school year must be reviewed before the beginning of the second semester. An expulsion that will remain in effect during the first semester of the following school year must be reviewed before the beginning of the school year. Such reviews shall be conducted by the Superintendent or his/her designee after notice of the review has been given to the student and the student's parent or guardian. The review is limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original expulsion meeting and may lead to a recommendation that the student be reinstated for that semester.
- g. A principal may require a student who is at least sixteen (16) years of age and who wishes to enroll after an expulsion to attend an alternative program.
 - h. The Board has voted to not hear any appeals on the decision of the Expulsion Examiner.

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

- a. A principal, teacher or other school staff member who supervises students may discipline a student by:
 - (1) Counseling with a student or group of students;
 - (2) Conferencing with a parent or group of parents;
 - (3) Assigning additional work;
 - 4. Rearranging class schedules;
 - 5. Requiring a student to remain in school after regular school hours to do school work or for counseling;
 - 6. Restricting athletic and other extracurricular activities, including removal from participation in such activities; and
 - 7. Removing a student from any noncredit school activity.
- b. A principal or designee may assign a student to:
 - (1) A special course of study;
 - (2) An alternative educational program; or
 - (3) An alternative school.
- c. A principal or designee may remove a student from school sponsored transportation;
- d. The disciplinary actions listed in this Section do not constitute suspensions or expulsions, and the list of disciplinary actions are not exhaustive.

7. Application of the Grounds for Expulsion or Suspension

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

- a. On a school bus;

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

8. Grounds for Expulsion or Suspension are:

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

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

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

- a. Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or other conduct, constituting an interference with school purposes, or urging other students to engage in such conduct:
 - (1) Occupying any school building, school grounds, or part thereof with intent to deprive others of its use;
 - (2) Blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to or exit from, or use of, the building or corridor or room;
 - (3) Setting fire to or substantially damaging any school building or property;
 - (4) Making bomb threats, false 911 calls, false fire alarms or throwing smoke bombs, fireworks or other comparable conduct;
 - (5) Firing, displaying or threatening use of firearms, explosives, or other weapons on school premises for any unlawful purpose.
 - (6) Preventing or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any lawful meeting or assembly on school property;
 - (7) Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other school personnel to conduct the educational function under their supervision. This subparagraph shall not, however, be construed to make any particular student conduct a ground for expulsion where such conduct is constitutionally protected as an exercise of free speech or assembly or other right under the Constitution of Indiana or the United States.

- (8) Discriminating or harassing on the basis of race, color, ethnicity, national origin, sex, sexual orientation, gender identity, socioeconomic status, disability, genetic information, age, religion, or other protected characteristics in violation of the Policies described in Article I, Section 8, above.
 - (9) Possessing, handling or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
 - (10) Violating the School Safety Policy (Section IV).
- b. Causing or attempting to cause damage to school or private property, stealing or attempting to steal school or private property.
- c. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself and/or another person is not a violation of this rule.
 - d. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, hazing, or other comparable conduct.
 - e. Engaging in violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
 - f. A student will be expelled for a full calendar year for knowingly possessing, handling, or transmitting a firearm, deadly weapon, and/or destructive device as defined by Indiana law, while under the jurisdiction of the School Corporation. Under I.C. 35-47-1-5, a “Firearm” means any weapon that is capable of or designed to or that may readily be converted to expel a projectile by means of an explosion. Under I.C. 35 – 31.5-2-86, a “Deadly Weapon” means 1) a loaded or unloaded firearm; 2) a destructive device weapon, device, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury; 3) an animal that is readily capable of causing serious bodily injury, and used in the commission or attempted commission of a crime; or 4) a biological disease, virus, or organism that is capable of causing serious bodily injury. Under I.C. 35-47.5-2-4, a “Destructive Device” means 1) an explosive, incendiary, or overpressure device that is configured as a bomb, grenade, rocket with a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge or more than one-quarter (1/4) ounce, mine, molotov cocktail or device that is substantially similar to an item previously described; 2) a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half (1/2) inch; or 3) a combination of parts designed or intended for use in the conversion of a device into a destructive device. A student expelled under this provision will not be reenrolled in the School Corporation until the beginning of the semester following the end of the expulsion. The length of the expulsion may be reduced by the Superintendent or designee, if the circumstances warrant such reduction.

- g. Threatening (whether specific or general in nature) injury to persons or damage to property or intimidating any person for any purpose, including obtaining money or anything of value regardless of whether there is a present ability to commit the act.
- h. Failing to report the actions or plans of another person to school personnel where those actions or plans, if carried out, could result in harm of another person or persons or damage property when the student has information about such actions or plans.
- i. It may be grounds for an immediate expulsion for any student to knowingly transmit or attempt to transmit any drug including:
 - i. all dangerous controlled substances as so designated and prohibited by Indiana 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 an immediate ten (10) day suspension.

It shall be sufficient grounds to prove possession or use of a substance by this regulation if the student uses or possesses material which closely resembles such a substance or which he/she represents to be such a substance.

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

Use of medication by a student when such medication has been prescribed for that student by a health care provider authorized by law to prescribe medication does not violate this

rule, provided such medication is used by the student in accordance with the School Corporation policy governing the use of prescription drugs while under the jurisdiction of school authorities.

First time offenders determined to be in possession or under the influence of a prohibited substance, as set out herein, may be immediately suspended up to five (5) days pending expulsion; however, an alternative to expulsion may be offered, by the school administrator to the student and his/her parents or guardian. A student is eligible for participation in this alternative program only one (1) time at each level of instruction (elementary, middle, and high) during his/her total enrollment in the New Albany-Floyd County Consolidated School Corporation.

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

1. This program shall attempt to assist students in maintaining responsible behavior so that they may successfully complete school after experiencing the consequences of their violation of this Policy.
 2. If this alternative is chosen by the student and parents or guardian, the student must attend all sessions of the program. Any cost for the alternative program, not approved by the Corporation, will be the responsibility of the student's parents or guardian.
 3. If a student enrolls in the alternative program and then withdraws or otherwise fails to satisfactorily complete the program, the building administrator shall immediately resume the expulsion process for such student.
 4. If the student or his/her parents or guardian do not choose to participate in the alternative educational program, the building administrator shall immediately resume the expulsion process for such student. Such students may also be referred to the proper authorities.
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- j. Intending to cause intoxication, euphoria, excitement or a similar condition, ingesting or inhaling, or attempting to ingest or inhale the fumes of model glue or a substance containing toluene, acetone, benzene, N-butyl nitrite or other similar substances.
 - k. Possessing, using, distributing, purchasing, or selling tobacco, nicotine-containing products of any kind or in any form. These products include e-cigarettes, vaping devices, any kind of look-alike products or other related products or devices associated with tobacco or nicotine use or electronic nicotine delivery systems.
 - l. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
 - m. Violating any Board policy or administrative rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
 - (1) Engaging in harassment of a student or staff member;

- (2) Disobedience of administrative authority;
 - (3) Engaging in speech or conduct, including clothing that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity;
 - (4) Violation of the Corporation's acceptable use of technology policy or rules;
 - (5) Engaging in sexual behavior on school property;
 - (6) Violation of the Corporation's administration of medication policy or rules.
- n. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where such failure constitutes an interference with school purposes or an educational function.
 - o. Excessive truancy or absence from school without the knowledge and consent of both the parent and the school.
 - p. Excessive cutting of classes and/or tardiness to classes.
 - q. Living outside of the New Albany-Floyd County Consolidated School Corporation attendance area without approval of the Corporation.
 - r. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
 - s. Falsely accusing any person of sexual harassment, or violating a school rule, and/or state or federal law.
 - t. While on school grounds during school hours, knowingly possessing or using a laser pointer or electronic device in a situation or for a purpose not related to a school activity or an educational assignment without permission from the school principal or designee.
 - u. "Sexting" or using a cell phone, school issued technology, or any other personal communication device to send, distribute, share, view, or possess pictures, text messages, emails, or other material reasonably interpreted as indecent or sexual nature. In addition to taking any disciplinary action, **the device or devices in question** will be confiscated and any suspected violations of criminal law(s) will be reported to law enforcement authorities.
 - v. Personal or group messaging of inappropriate comments, pictures, emojis or videos that contain sexual, humiliating, harassing or threatening messages.
 - w. Possessing sexual-related materials or engaging in sexual activity that may include, but is not limited to, the showing of breasts, genitals or buttocks.
 - x. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation that is unrelated to a school purpose or function.
 - y. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.
 - z. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
 - aa. Engaging in pranks or other similar activity that could result in harm to another person.

- bb.** Violating any school conduct rule the building principal establishes and give notice to students and parents.
- cc.** Engaging in bullying which is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including electronically or digitally); physical acts committed, aggression, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student, creating for the targeted student an objectively hostile school environment that:
 - (1) Places the targeted student in reasonable fear of harm to his or her person or property;
 - (2) Has a substantially detrimental effect on the targeted student's physical or mental health;
 - (3) Has the effect of substantially interfering with the targeted student's academic performance; or
 - (4) Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

III. PROCEDURE FOR HANDLING SUSPENSIONS AND EXPULSIONS FROM SCHOOL

The Board of School Trustees of the New Albany-Floyd County Consolidated School Corporation has provided a procedure for the handling of student suspensions and expulsions from school. The basic premise of this policy is fairness. A full text of the procedure required by Indiana Law is available in the Administrative Services Center, 2813 Grant Line Road, New Albany, Indiana 47150, upon request. The following is a summary of that procedure.

1. A principal or designee may suspend a student from school for a period not to exceed ten (10) school days. The principal or designee shall send a written statement to the student's parents describing the student's conduct, misconduct or violation of any rule or standard and the reasons for the action taken. The principal or designee shall make a reasonable effort to hold a conference with the parents before or at the time the student returns to school. A student may be suspended from school pending a meeting on his/her expulsion.
2. If, after an investigation, the principal or designee decides that expulsion is warranted for any student, he/she shall file a written charge with the Superintendent requesting that the student be expelled.
3. If the student has an identified disability and is receiving special education services in the School Corporation, the principal or designee will contact the Director of Student Support Services to schedule a causal relationship case conference at the time he/she submits a written charge to the Superintendent. If the case conference committee determines that no causal relationship exists, under Article 7, the principal or designee may proceed with the expulsion recommendation.
4. When a principal or designee recommends to the Superintendent that a student be expelled from school, the following procedures will be followed:

- a.** The Superintendent may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - (1) A member of the administrative staff who did not recommend that the student be expelled and who was not involved in the events giving rise to that recommendation; or
 - (2) Legal counsel.
- b.** The Superintendent or the person appointed to hold the expulsion meeting may continue the suspension of a student for more than the ten (10) school days of the principal's suspension and until the time of the expulsion decision, if he/she determines that the student's continued suspension will prevent or substantially reduce the risk of:
 - (1) Interference with an educational function or school purpose; or
 - (2) A physical injury to the student, other students, school employees or visitors to the school. -
- c.** An expulsion will not take place until the student and the student's parent or guardian are offered the opportunity to request an expulsion meeting conducted by the Superintendent or the person designated by the Superintendent.
- d.** The opportunity to request an expulsion meeting will be in writing, delivered by certified mail or by personal delivery and contain the reasons for the recommended expulsion and the length of expulsion recommended. For purposes of this provision, a notice of opportunity to request an expulsion meeting or notice of the action taken at an expulsion meeting is effectively given at the time the notice is delivered personally or sent by certified mail to a student and the student's parent or guardian.
- e.** Failure by a student or a student's parent or guardian to request or to appear at an expulsion meeting shall be deemed a waiver of all rights administratively to contest the expulsion.
- f.** The Superintendent or the person designated to hold an expulsion meeting may issue subpoenas, compel the attendance of witnesses, and administer oaths to persons giving testimony at an expulsion meeting.
- g.** At the expulsion meeting, the principal or designee will present information to support the charges against the student. The student, parent or guardian will have the opportunity to answer the charges against the student, and to present information to support the student's position.
- h.** If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate and give notice of the action taken to the student and the student's parent or guardian, by certified mail or personal delivery.
- i.** In accordance with Indiana Code, a student or parent may request an appeal to the Board of School Trustees on the action taken by the expulsion examiner unless the Board of Trustees has voted to not hear any appeals. The NAFC Board of Trustees voted not to hear any appeals. The ruling of the Expulsion Examiner is final.

5. Under Indiana law, judicial review of the Board of School Trustee's action, by the Circuit or Superior Court of Floyd County is limited to the issue of whether the School Corporation acted without following the procedure required by the student due process statute, I.C. 20-33-8 et. seq.

IV. SCHOOL SAFETY POLICY

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

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

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

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

7. If a student's behavior is a criminal act, in addition to school discipline, the school will also notify the proper authorities.

V. DRIVER'S LICENSE POLICY

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

1. Definitions, For Purposes of This Policy

- i. "Cutting Class" refers to a student's absence from an assigned class period during a school day without the knowledge and consent of the student's parent and/or the school; a student is cutting class, unless both the parent and the school approve of the student's absence from class. Three (3) instances of cutting class, whether on one (1) school day, or cumulative over more than one (1) school day, is a truancy from an entire school day, provided that no more than one (1) truancy may be accumulated on any one (1) school day, and provided that no more than three (3) instances of cutting class on a single school day is one (1) day of truancy.
- ii. "Suspension" means an out-of-school suspension and does not include an assignment to the Suspension Alternative Laboratory (SAL).
- iii. "Truancy" refers to a student's absence from school without the knowledge and consent of the parent and/or the school; i.e., a student's absence is a truancy unless both the parent and the school approve of the student's absence from school. A student who commits truancy is a truant. A suspension or expulsion for any reason is not truancy; however, absences due to suspension or expulsion are excused.
- iv. "Habitual Truant" refers to a student who has been truant for a period of:
 1. Ten (10) or more days during a school year;
- v. "Operator's License or Permit" includes an operator's license, learner's permit, temporary motorcycle learner's permit, motorcycle operator's endorsement, motorcycle operator's license, or any other license or permit issued by the Indiana Bureau of Motor Vehicles to operate a motorized vehicle in the State of Indiana.
- vi. "Parent" includes any person or agency legally responsible for a student.
- vii. "Principal" includes any designee of the principal.
- viii. "Student Guide" refers to the New Albany-Floyd County Consolidated Schools Student Guide for Student Rights and Responsibilities, Enforcement of Rules and Regulations and

Due Process Procedures, as adopted by the Board of School Trustees and, from time to time amended.

ix. “Superintendent” includes any designee of the Superintendent.

2. Indiana law prohibits the issuance of an operator’s license, or permit and invalidates any existing license or permit, if a person less than eighteen (18) years :
 - Is under a second suspension from school for the school year;
 - Is under an expulsion from school;
 - Is a habitual truant; or
 - Withdraws from school before graduating in an effort to circumvent the sanctions listed in this subsection or for any reason other than financial hardship.
3. When a student, who is at least fourteen (14) years of age, but less than eighteen (18) years of age, is suspended for the first time in a school year, the parent and the student will be informed of the consequences of a second suspension under this Policy.
4. The opportunity for an expulsion meeting will be offered, when a student is charged with conduct for which expulsion is recommended.
5. A student whose operator’s license or permit has been denied or invalidated under the terms set out above, will become eligible for an operator’s license or permit, or to have such a license or permit revalidated upon one of the following events:
 - The student becomes eighteen (18) years of age;
 - One hundred eighty (180) days after the student is suspended, or the end of a semester during which the student returns to school, whichever is longer;
 - Thirty (30) days after a student resumes school attendance following an expulsion.
 - The expulsion is reversed through the student due process procedures set out in the Student Guide; or
 - If 2 (d) above applies, the student in good standing has re-enrolled in school and attended for thirty (30) days.
6. When a student has been suspended twice or expelled, the student’s principal will communicate the pertinent information to the Indiana Bureau of Motor Vehicles. The student’s principal will, at the appropriate time, provide such student the information necessary for the student’s operator’s license or permit to be revalidated by the Indiana Bureau of Motor Vehicles.
7. If a principal has reason to believe that a student is withdrawing from school in order to avoid a second suspension in a school year or an expulsion, the principal may proceed with the suspension or the recommendation for expulsion and notify the Indiana Bureau of Motor Vehicles.
8. If a student less than eighteen (18) years of age withdraws from school before graduating for any other reason than financial hardship, the principal of the student’s school will report the student’s withdrawal under I.C. 20-33-2-21 and I.C. 20-33-2-11 and the student’s operator’s

license or permit may be invalidated, or the student will not be eligible to receive such a license or permit. When a student seeks to withdraw, the principal will hold an exit interview and will determine the reason for the student's withdrawal. If the principal determines that the reason for withdrawal is not financial hardship, the student and the student's parent will receive a copy of the determination.

9. Nothing contained in this Policy shall limit disciplinary action under the Corporation's attendance policy for any individual instance of truancy or cutting class. The student who has been truant and the parent of such student will be informed of each truancy and the consequences of additional truantries under this Policy.
10. The parent of a student charged by a principal with being a habitual truant will receive notice of such charges and may request a meeting under the provisions of the School Corporation's student due process procedures set out in the Student Guide.
11. The Superintendent acting on behalf of the Board of School Trustees, will inform the student and the student's parent of his/her determination, and if he/she determines that a student is a habitual truant, he/she may submit, to the Indiana Bureau of Motor Vehicles, the pertinent information concerning the student's ineligibility to be issued an operator's license or permit.
12. The Superintendent will provide the principal of each secondary school in the Corporation a copy of each list of habitual truants and will provide the principal of the student's school a copy of the official determination for inclusion in the student's education record.
13. The attendance record of a student who has been found to be a habitual truant shall be reviewed by the principal of the student's school at the end of each school year during which the student is designated a habitual truant.
 - In reviewing the student's attendance record, the principal will decide whether or not the student's attendance has improved to the degree that the student should no longer be designated a habitual truant and should become eligible to be issued an operator's license or permit upon fulfilling all other requirements for such license or permit, and the principal shall submit a recommendation to the Superintendent on this matter.
 - The Superintendent, acting on behalf of the Board of School Trustees, will notify the student and the student's parent of the principal's recommendation and will offer the opportunity for a meeting under the School Corporation's student due process procedures, set out in the Student Guide.
 - The Superintendent, acting on behalf of the Board of School Trustees, will inform the student and the student's parents of his/her determination, and if he/she determines that a student is no longer a habitual truant, he/she will submit, to the Indiana Bureau of Motor Vehicles, the pertinent information concerning the student's eligibility to be issued an operator's license or permit.
 - The decision of the Superintendent, under subsection C, immediately above, may be appealed in accordance with the School Corporation's student due process procedures, in the Student Guide.

- If a student who has been designated a habitual truant, and who remains ineligible to obtain an operator's license or permit, withdraws from the School Corporation for any reason, the student's former principal in the School Corporation shall have no authority or duty to conduct a review of such student's attendance record; conversely, if such a student moves or transfers to the School Corporation, or to another school in the School Corporation, the principal of the school in which the student is newly enrolled shall conduct the appropriate review.
 - A determination that a student is no longer a habitual truant shall not cause the number of trancies to be erased for purposes of considering a charge that a student is a repeat habitual truant under this Policy.
14. For purposes of this Policy, when a student enrolls in the School Corporation and the student's attendance and disciplinary records are obtained from the student's previous school(s), the principal of the newly enrolled student shall treat such records as if the conduct of the student recorded therein had occurred with this School Corporation. Similarly, the principal shall recognize a previous school's designation or determination of truancy and habitual truancy, as well as any suspension or expulsion.

VI. SCHOOL BUS SAFETY CODE

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

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

Students must do the following:

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

VII. TELECOMMUNICATION

Student Access to the Internet

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

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

VIII. NEW ALBANY-FLOYD COUNTY CONSOLIDATED SCHOOL CORPORATION TELECOMMUNICATIONS USE AGREEMENT

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

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

IX. INTERNET-TERMS AND CONDITIONS

1. **Responsible Use** – Internet and Network access must be in support of education and research and consistent with the educational objectives of this School Corporation. Transmission of any material in violation of any U.S. or State regulation is prohibited. This includes, but is not limited to, infringement of any copyrighted material, threatening or obscene material, or material protected by trade restrictions. Users may not access, upload, or download sexually explicit materials. Internet and Network access may not be used for commercial activities.
2. **Privileges** – The use of the New Albany-Floyd County Consolidated School Corporation telecommunications service is a privilege, not a right, and inappropriate use will result in a cancellation of all privileges. Assignments that require Internet access will have a faculty sponsor who will instruct and monitor student activity on the Internet. The sponsor and the Network administrators will deem what is inappropriate use and their decision is final.

Parents, faculty sponsors, administration, faculty, or staff may request that further account privileges be denied, revoked, or suspended for any violation of this policy.

3. Network Etiquette – Users are expected to abide by the generally accepted rules of Internet etiquette. These include, but are not limited to, the following:
 - a. Be polite. Do not be abusive in messages to others.
 - b. Use appropriate language. Offensive or vulgar messages, such as messages that contain sexual or racial comments are strictly prohibited, in conformity with the School Corporation's existing Policies, rules, and regulations governing harassment and discrimination. Illegal activities are strictly forbidden.
 - c. Do not reveal personal address or telephone number, or those of other students or colleagues.
 - d. E-mail is not guaranteed to be private. System Operators may have access to all e-mail. Messages relating to or in support of illegal or improper activities will be reported to the proper authorities.
 - e. Do not use the Internet or Network in such a way that would disrupt the use of the Internet or Network by other users.
 - f. All communications and information accessible via the Internet should be assumed to be private property and safeguarded by copyright laws.
 - g. Word messages carefully and be brief.
 - h. Passwords may not be shared except with the teacher/supervisor and the System Operator.
 - i. Users may not access another person's files or account without their permission.
4. Warranties – The New Albany-Floyd County Consolidated School Corporation makes no warranties of any kind, whether expressed or implied, for the service it is providing. The New Albany-Floyd County Consolidated School Corporation will strive to provide error-free, dependable access to the computing resources associated with Network and Internet use. However, this School Corporation is not responsible for any damages suffered due to loss of data resulting from delays, non-delivery, mis-deliveries, or service interruptions. Use of any information obtained via the Internet is at the user's risk. The New Albany-Floyd County Consolidated School Corporation specifically denies any responsibility for the accuracy or quality of information obtained through these Network and Internet services.
5. Security – Security on any computer system is a high priority, especially when the system involves many users. If a user feels that he/she can identify a security problem on the network, he/she must notify a sponsoring teacher or a system administrator. Do not demonstrate the problem to others. Do not use another individual's account without permission from that individual. Attempts to log on to the network as a system administrator will result in

disciplinary actions. Any user identified as a security risk or having a history of problems with other computer systems will be denied access to the Internet services.

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

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

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

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

Green Valley Elementary School Parent Student Handbook Signature Page

Student First and Last Name: _____ Grade: _____

Student First and Last Name: _____ Grade: _____

Student First and Last Name: _____ Grade: _____

Student First and Last Name: _____ Grade: _____

Print Parent or Guardian First and Last Name: _____

I have received a copy of my 2023-2024 Green Valley Elementary School student handbook. I have read the handbook and agree to follow the policies and procedures outlined. By signing, I also acknowledge receipt of the Title 1 Parent Policy and school compact.

Parent or Guardian signature: _____ Date: _____

Please return or give to the office/classroom teacher.