

# Cedar Crest Intermediate Student and Parent Handbook

☆ 2021-2022 ☆



## Our School Mission

Our mission is to educate, motivate, celebrate, and inspire students in the areas of academics, social development, and health/safety.

We strive to:

- provide instruction and guidance in all academic, social, and extra-curricular areas.
- motivate students to do their best in studies and all activities in which they are involved.
  - inspire students to reach new heights and be life-long learners.
  - celebrate achievement and effort.

## Our School Corporation Vision



Dear Parents and Students,

Welcome to Cedar Crest Intermediate School!

Cedar Crest Intermediate is a school designed for all 5<sup>th</sup> and 6th-grade students of Southeast Dubois County School Corporation. We have a great school and we invite you to be an active and contributing member of our school family!

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- provide instruction and guidance in all academic, social, and extra-curricular areas.
- motivate students to do their best in studies and all activities in which they are involved.
- inspire students to reach new heights and be life-long learners.
- celebrate achievement and effort.

Our handbook (included with this letter) is written to facilitate the successful completion of our mission each school year. Please read our handbook and discuss it as a family. If you have questions, please contact us.

Changes may be made to our handbook as they are needed throughout the school year. Changes will be discussed with students as they take effect. Any changes will also be documented and sent home.

**It is important for us to know that you have access to and are able to read this document. Please complete the Parent and Student Acknowledgement and Acceptance web consent form available on our online registration.**

We look forward to our new school year and working with you! Please contact us if you would like to talk.

Sincerely,  
Mrs. Williams and Staff



## **Academics**

Instruction at Cedar Crest shall be based on the Indiana Academic Standards for the appropriate grade levels. The standards are available for review at school or online at the Indiana Department of Education Internet site <http://www.doe.in.gov/standards> . We partner with Summit Learning with our delivery of instructional material through an online platform.

## **Access to School Building by Visitor (and student after 7:50 A.M.)**

All visitors (and students arriving after the start of the school day) are to report to the school office located near the South Main Entrance (flag pole side of the building). All doors to the school are locked during the school day. To enter the building, use the set of doors closest to the sidewalk between two pillars. A doorbell system is located on the right-hand side of the set of doors. After pressing the doorbell, if asked, please identify yourself and state your reason for visiting. When the door is unlocked you will hear a click. Pull open the door on the right. If/When approved, visitors and volunteers must receive a pass at the office prior to entering instructional and other areas of the school.

## **Assemblies**

Periodically guests will be invited to school to share and work with students and staff. Guests have included musicians, artists, storytellers, artists, news media, engineers, and scientists. A student's conduct in assemblies must meet the same standard as in the classroom. A student who does not abide by the school code of conduct will be subject to disciplinary action and may be removed or excluded from the assembly. A student may also be excluded from an assembly if the student's pattern of behavior warrants this as a disciplinary action. We do not like to exclude anyone, but will if it is determined to be appropriate by staff.

## **Attendance**

Regular school attendance is essential for a student to make the most of his or her education---to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual. Absence from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the students and parents should make every effort to avoid unnecessary absences.

### **-School Day**

Our typical school days\*\* are as follows:

	Typical Day	2-Hour Delay
Instructional Day begins	7:50 A.M.	9:50 A.M.
Instructional Day ends	3:00 P.M.*	3:00 P.M.

Students may begin arriving 20 minutes prior to the start of the instructional day and stay 20 minutes after the instructional day. Supervision will be provided during these times.

\*First dismissal is at 2:45 P.M. to meet transportation requirements of the school corporation. The remaining students have study time with staff supervision.

### **-Early release from school (doctor appointments, etc.)**

If a student needs to leave school during the school day for a health-related appointment, etc. please give your homeroom teacher and office advance notice of appointment and time. This will allow staff to prepare for departure and missed schoolwork. Students shall be picked up at the office. If someone other than a

parent/guardian or person with permission (with a signed note on file at the office) is picking up the student, special directions to permit the child to leave must be received from the parent/guardian. No student shall be released to someone other than a parent/guardian or another pre-approved person.

### -Illness

Students who are ill with fever and/or communicable disease should not be in school since this may further impair his/her own health and may result in other children and staff being exposed to the illness.

### -Excessive Absences

Indiana Code 20-33-2 is the Indiana Compulsory Attendance Law. Parents/Guardians have the responsibility of seeing that their children attend school.

If a student's attendance history/record is poor (excessive absences occur) and questionable, students and families may be referred to Project Attend Case Committee involving the Juvenile Probation Officer, Juvenile Court, Indiana Department of Child Services, Prosecuting Attorney, and judge. When referred to Project Attend parents and students will be subpoenaed to report to the Circuit Court Room in the Dubois County Courthouse. The Project Attend Committee will determine what is to be done to see the student attends school regularly.

### -Excused Absences and Reporting

The principal may excuse students for illness, funerals, health-related appointments, court appointments, religious holidays, special awards, weddings, personal business, and school-sponsored activities.

When a student is unable to attend school due to illness or other causes, parents/guardians are required to notify the teacher and school office by phone, note, and/or email. Calls may be made at any time. Please note parent name, student name, homeroom teacher, and reason for absence in voice mail messages and notes.

Doctors' notes may be required for excused absences.

### Makeup Work

Make-up work is required for an excused absence. A student may be given one day for each excused missed day to complete the make-up work and receive full credit for it. If make-up work is not completed in the allowed time, the student shall not receive full or any credit for the work. (Teachers may extend the time allowed for make-up if circumstances warrant additional time.)

### -Unexcused Absences

In the event, an absence is unexcused, a student may not be permitted to receive credit for missed work.

Excessive absences shall be reported to the School Corporation Attendance Officer.

### -Tardies

A student is considered tardy if he/she reports to school after 7:50 A.M. Excessive tardies shall be reported to the corporation attendance officer. Five tardies shall be the equivalent of one absence.

A student may also be tardy by arriving late to their classes during the school day. A reasonable time is allowed for the changing of classrooms. Possible consequences for classroom tardies are the same as consequences for behavioral concerns.

### -Pre-Arranged Absences (Family Vacations)

Families are encouraged to take vacations at times school is not in session. If school-time vacations are unavoidable, advance notice must be given to the principal and homeroom teacher. The student must be accompanied by a parent/guardian on the trip.

## **Awards/Student Recognition**

Students may earn a number of awards due to performance and/or effort. Teachers shall announce awards that may be earned in their Homerooms.

Awards may be earned in academic achievement, fitness, extra-curricular participation, service, and leadership areas.

## **Behavior - Code of Conduct/Rights and Responsibilities—Bullying**

### **-Rights and Responsibilities of Students**

All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. The school shall foster a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of other students, teachers, other staff, and administrators.

Rules of conduct and discipline are established to achieve and maintain order in the school. Students who violate the rights of others or who violate school rules shall be subject to disciplinary measures designed to correct the misconduct, return our school to positive and peaceful order, and promote good citizenship.

Our School Corporation Code of Conduct, Rights, Responsibilities, Regulations Concerning School Behavior of Students are included in this document beginning on page 25 and is the detailed plan for all our students. The rest of this section contains the following information:

1. School-specific discipline plan
2. Promoting good citizenship, respect, and responsibility
3. Bullying and threats
4. Drugs and alcohol
5. Smoking
6. Searches of lockers, backpacks, purses, persons, etc.

### **--- General Behavior—School Plan**

Each classroom teacher will develop a set of rules each child is to follow while in that room. These rules will vary due to teaching methods and techniques. In addition, rules will be established for student behavior outside the regular classroom (hallways, gym, cafeteria, recess, etc.). Specific rules that apply in specific areas of the school will be discussed with students during the first week of school.

An overall guide for school-wide behavior is to respect one another, respect the property of the school and others, and respect the rights of all students to an appropriate learning environment.

Positive student behavior, attitude, and work ethic are encouraged and expected and shall be acknowledged on a regular basis.

Students may not possess a knife, pocket knife, or another weapon on school property, bus, or at any school-related activity.

If a student does not abide by rules or does not exhibit respectful treatment of others and our school building, consequences shall be given. Consequences guidelines are as noted below.

### **-Staff Consequences\*\***

1. First Offense: warning and possible recess/lunch detention.
2. Second Offense: recess/lunch detention
3. Third Offense: two recess/lunch detentions and referral to Principal

### **-Possible Consequences if/when referred to Principal\*\***

1. Parent called. Additional recess/lunch detention, in-school suspension, after-school detention, Saturday School, out-of-school suspension, expulsion.  
 At the discretion of the teacher and/or principal consequences may be adjusted to fit the offense.

A teacher may remove a student from a classroom for up to one school day. The student shall then be under supervision as directed by the principal or designee. The teacher shall provide appropriate instructional material for the student.

**\*\*Severe Clause**

A severe penalty clause is also in place where faculty, staff, and administration may incorporate disciplinary action that is covered by the *Southeast Dubois County School Corporation Code of Conduct Rights, Responsibilities, Regulations Concerning School Behavior of Students*. A copy of this document is included at the end of this handbook (see table of contents).

**---Promoting and Encouraging Good Citizenship, Respect, and Responsibility.**

To promote and encourage good citizenship, respect, and responsibility by students a “Good Choices Celebration” will be held near the end of each grading period or quarter. Students shall earn attendance and participation in the “Celebration” by doing what is expected of them on a daily basis. Expectations include being attentive in class; completing homework assignments on time; abiding by rules throughout the school day, during extracurricular activities, and on the bus; relating to other students and staff with respect, and taking care of our school facility.

Students will be awarded a predetermined set of points\* each quarter. Points will be deducted for offenses or poor choices. Students will not attend all or portions of the Good Choices Celebrations if their point totals decrease to certain levels (levels will be announced if applicable) or to -0- (zero). Examples of areas points will be deducted from areas noted in the table below.

<b>*One Point Deduction</b>	<b>*Two Point Deduction</b>	<b>*Ten Point Deduction</b>	<b>*Point Deduction Determined by Severity of Offense</b>
Dress code violation Misuse of time Classroom unpreparedness	Inappropriate Language Missing Assignment Refusal to follow directions Misuse of electronic device	Hitting Theft Cheating Vandalism	Disruptive behavior Bullying Fighting Disrespect Bus Incident Other

\*Set of points, categories/descriptions, and deductions may vary from school year to the school year. They will be published at the beginning of each school year or when changes are made by the school administration. The handbook itself will not necessarily be changed. It is the student’s responsibility to make sure he/she has the most current information as announced through standard communications of our school.

**---Bullying and Threats**

**NO student shall be allowed to bully and/or threaten another student or staff member.**

Bullying is prohibited by Cedar Crest Intermediate. Students who commit acts of bullying are subject to discipline including, but not limited to, suspension, expulsion, arrest, and /or prosecution.

**Definition.** “Bullying” is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically); physical acts committed; aggression; or any other behaviors committed by a student or a 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:

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

**Applicability.** Cedar Crest 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 our 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 for a safe and peaceful learning environment. Cedar Crest Intermediate prohibits bullying through the use of data or computer software that is accessed through any computer, computer system, or computer network.

**Education.** All students may be required to receive information on anti-bullying measures.

**Prevention.** All students will orally read a school-wide pledge to not engage in bullying or bullying-like behaviors with their homeroom teachers. Bullying and bullying-like behaviors will be defined. All students will be invited to sign the pledge and place it in an easily accessible location or in their school planner.

**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. All staff members who observe or receive a report of suspected bullying shall immediately notify the principal and home school, advisor. 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. School administration will act appropriately to discipline staff members who fail to initiate or conduct an investigation for a bullying incident and for the person who falsely reports an incident of bullying.

Students may report concerns of possible bullying in person, in writing, or by electronic means. Anonymous reports may be placed in morning student mail baskets. However, specific details must be provided to allow for investigation. Students are encouraged to include their names in the report and to request confidentiality so that follow-up questions can be asked by the school administration.

**Investigation.** Once a report of suspected bullying is received by the principal and home school advisor an investigation shall follow. The investigation shall be facilitated by the school administrator or other appropriate school staff. Information related to the investigation will be gathered using means including, but not limited to: witness interviews, requests for written witness statements, record identification and review, and an assessment of whether bullying occurred. The investigation will be initiated within one business day of the report to the principal and will ordinarily be completed within 30 calendar days.

**Investigation/Response.** If a report of suspected bullying is substantiated through an investigation the school will take appropriate intervention and responses as is consistent with policy and procedure. The school shall 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 bullying; and prompt disciplinary action against the bully. These steps shall not penalize the target of the

bullying. Disciplinary action 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 of governing body members. Also, if the acts of bullying arise to the level of criminal offense the matter will be referred to law enforcement.

**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. Parents of students suspected of bullying will be notified with a phone call or through other means of appropriate communication. Parent notification will occur in an expedited manner within one business day after the school administrator receives the report of suspected bullying. Parents of students who are disciplined for acts of bullying will be in the disciplinary process consistent with the law and our school corporation policy.

### **---Threats**

Upon notice of threats, if determined appropriate by school staff, parents of all students directly involved shall be informed. State law requires that all threats made to/against staff members are to be reported to local law enforcement agencies.

### **---Searching of lockers, backpacks, purses, persons, etc.**

Upon a reasonable suspicion that a student:

1. violated or is violating a school rule or behavioral norm contained in the student handbook;
2. has violated or is violating a particular law;
3. possesses an item or substance which presents an immediate danger of physical harm or illness to students and staff or corporation property;

the principal or his/her designee may search (1) lockers or other storage areas for student use (i.e. desks, backpacks), (2) vehicles (i.e. bikes, cars of visiting students), or (3) persons (i.e. the student's pockets, purses; a "pat down" of the exterior of the student's clothing and the removal of anything identified; and the removal of an article of exterior clothing such as a jacket).

### **---Drugs and Alcohol**

It is in violation of school corporation guidelines to:

1. Use, possess, provide to another person, or to be under the influence of any substance which is or contains any of the following (but not limited to): alcohol, marijuana, stimulant, intoxicant, depressant, hallucinogen, prescription, sold over-the-counter (without prescription), or any substance represented by the provider to be another substance (e.g. look-a-like), on school grounds at any time or at any school-sponsored activity at any location, including the school bus. Under the influence shall mean that the student has the presence of an illegal substance or residue of an illegal substance due to consumption, injection or prior use within body systems and the substance alters the individual's normal behavior or the individual tests positive for the presence of an illegal substance(s) beyond a level of zero.
2. Use, possess or provide to any person anything used or designed to be used primarily for the storage, possession, delivery, or consumption of alcohol, marijuana, stimulants, intoxicants, narcotics, depressants, hallucinogens, prescription medicines, whether on school premises at any time, or at any school-sponsored activity at any location, including the school bus.

Examples of things that are not to be possessed or provided to another person are: pills of any kind, pipes, rolling papers, clips, or lighters/matches.

### **---Smoking and Vaping**

In order to encourage students to develop good health habits, Cedar Crest Intermediate has adopted a smoke-free and vaping-free building policy. No one is allowed to use or be in possession of any tobacco

and/or vaping products on school grounds, on buses, or at related activities of the school. It is unlawful for anyone under eighteen years of age to possess, purchase, or use any type of tobacco product. If caught, students may be referred to the prosecutor of Dubois County for a fine.

Students are not to carry any lighters, matches, or related articles to school at any time. Any tobacco products, vaping products, or related articles will be confiscated and not returned.

### **---Specific Areas**

This is not intended to be inclusive of all expectations. These are specific answers to commonly asked questions. See above for more information.

- a. Gum may not be chewed on school property unless students have specific permission from the teacher/coach/supervisor. (Example: A basketball coach may allow players to chew gum while competing.)
- b. Student language/vocabulary shall **not** include profanity or be disrespectful towards others. No student shall be allowed to cause hurt towards others or self; or use language that reflects poorly on our student body, school, and community.
- c. Candy or other snacks may not be eaten in the school building and grounds unless students are given permission by a teacher or principal.
- d. Vending machines may not be used by students during the school day. Vending machines may be used during after-school activities with permission from school staff.

### **Birthdays and other Special Events**

In an effort to promote healthy choices and limit the eating of sweets, etc., we have rules in place for parent/family-provided snacks. A detailed list of unacceptable and acceptable options is available in our office. We will provide all families these rules at the beginning of the school year. Reminders may also be sent out during the school year. School personnel understands that sweets and other related treats (for example cookies, ice cream, etc.) are ok in moderation. At times sweets, etc. are provided to students by school personnel throughout the school year. However, we maintain better control of what students are offered, in a room of 20+ students, by having rules for all families to follow.

### **Bus Transportation**

Riding a school bus is a privilege. A reasonable conversation is permitted. Otherwise, conduct that is required in the classroom is required on the bus. Because the driver is charged with the responsibility of transporting students to and from home safely each day, riders are expected to obey the driver promptly. School bus drivers have the authority to rule and govern their buses. Students that refuse to follow bus rules may be suspended from riding the bus at the discretion of the principal and/or the Corporation Transportation Director.

A detailed list of bus rules is distributed in a separate document at the beginning of each school year.

### **Cafeteria Services**

Our school participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Menus shall be published weekly. Prices are noted on the General Information Sheet available on registration day.

Students are to select three items from those offered to them. Students must also take milk. Exceptions apply if a doctor's statement indicates a student may not have an item due to an allergy, etc. Students may bring their lunch; however, the school does not provide refrigeration or heating of lunches brought. Soft drinks are not permitted at lunch.

After taking a tray or arriving with a lunch prepared at home students are to sit in their assigned area. Good table manners are to be followed and talking shall be at a reasonable volume as determined by staff members on duty. Students are to ask for permission to get out of their seats for bathroom use, etc.

Free and reduced-price meals are available based on financial need. Applications for Free and Reduced lunches are available at the school office. If a family has students attending more than one corporation school, only one form is required to be completed. Information about a student's participation is confidential.

## **Cameras**

Security cameras are positioned at various locations inside and outside the school building. Video may be used by the administration to aid in resolving discipline concerns.

## **Cheating**

Cheating will result in students receiving -0- credit for the graded assignment and/or test and/or project and a loss of 10 points for Good Choices Celebration. Additional disciplinary action may be taken in form of in-school suspension, detention, loss of recess, etc.

## **Communications**

### **-School to Students and Families**

Cedar Crest staff will strive to keep all students and families informed of school information on a timely basis. Tools used to do this include:

1. Daily announcements in school
2. School newsletters are sent home electronically every Friday
3. Internet Web site (<http://www.sedubois.k12.in.us/schools/cedar-crest-intermediate-school>)
4. Teacher and/or grade level newsletter may be sent home periodically
5. Phone calls and/or texts as needed
6. Electronic mail (e-mail)
7. Harmony School Management system (access to grades and lunch information)
8. CCI's learning management system
9. School Reach calling system

### **-Parent/Teacher Conferences**

Parent/Teacher conferences shall be offered one time per school year. Information on conferences shall be distributed in/with the school newsletter.

### **-Parent/Guardian Questions/Concerns**

Parents or guardians are encouraged to contact Cedar Crest staff as needed. Please contact staff members directly involved with your questions/concerns with the person-to-person visit, written notes, phone calls, or e-mails. If an issue is not satisfactorily addressed with the involved staff member contact the principal.

We have voicemail capabilities. Please leave messages if the phone is not answered. We will make every effort to return calls promptly. If calls are not returned within a reasonable time please call again. Equipment failure is typically minimal, but it does occur occasionally.

### **-School Contact Information**

Our phone number is 812-817-0900 Option 2

Our address is 4770 E. State Road 162, Huntingburg, IN 47542.

Our Internet address is <http://www.sedubois.k12.in.us/2/Home>

Staff e-mail addresses are available at this site. The principal email is on the cover of this document.

### **-End of School Day Transportation Changes**

All contacts to inform school and students of changes to transportation plans at the end of the school day are to be made prior to 2:00 P.M. each day. This will allow a reasonable time for messages to be delivered to a student and the homeroom teacher. Otherwise, students will go home using normal transportation plans. Safe transportation home is a priority. The office is a very busy place at the end of the school day. Cooperation with this is appreciated.

### -Student Use of Phones

The use of school telephones by students is limited to emergency calls and school business calls only. Calls for forgotten homework and permission to attend functions will be discouraged. These matters should be taken care of in advance. **Cell phones are not needed as their use is not permitted at school. If a student has a need for a phone before or after school the phone must be kept turned off in the student's backpack throughout the school day from arrival to dismissal. An alternative is to give a phone to the homeroom teacher or school office staff.**

### -Parent/Guardian Contact Information

Accurate contact information (phone numbers, e-mail addresses, babysitter numbers, emergency phone numbers) will be requested at the time of registration. It is important that all information be kept current throughout the school year. If you have an unlisted phone number it is very important that the number is shared with our office in the event of an emergency or concerns with the academic/social/emotional progress of a student. Inform the office of your expectation that the numbers be kept confidential and used only by office staff. Contact info will not be shared with third parties unless you grant permission to do so.

### Complaints

Usually, student or parent complaints or concerns can be addressed by a phone call or a conference with a teacher or principal. For those complaints and concerns involving only teachers at first that cannot be satisfactorily resolved, the principal should be contacted. If unresolved after talking with the principal, contact the Superintendent.

### Custodial/Non-Custodial Information

If custody issues are present for a student the principal must be informed. Communications must include copies of the court order, restraining order, divorce decree, or another court document. It is the responsibility of the custodial parent to inform the principal of all pertinent information, special concerns, and restrictions in respect to child custody matters. The principal must be informed of all updates and changes that impact the child and the function of school as they occur.

Federal and State Law automatically provides that non-custodial parents have unlimited access to all records and information concerning the education of their child unless those rights are specifically taken away.

In the event the non-custodial parent requests report cards, newsletters, calendars, etc. be sent via mail, a small fee will be charged to cover the expenses.

### Deliveries

Items essential to the learning process or necessary personal items should be brought to the school office. Because every effort is made to not disrupt the learning process, deliveries will be made at the least disruptive time possible.

### Disabilities and Learning Difficulties

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. If a child is experiencing learning difficulties, the parent may contact the teacher or principal to learn about the school's general education referral or screening process for support services. The system considers a variety of support options including referral for special education evaluation and/or developing a 504 Plan.

At any time a parent is entitled to request an evaluation for special education services. Additionally, the school may initiate consideration to evaluate a student. If an evaluation is determined to be needed, the parent will be notified and asked to provide consent for an evaluation. The evaluation must be completed within a required number (inquire at time of request) of days from the date the written consent is received. A conference shall be held upon completion of the evaluation. A copy of the final report must be given to the parents.

The school shall inform the parents how they can obtain a copy of the Notice of Procedural Safeguards  
---Rights of Parents of Students with Disabilities.

## **Dress Code**

Appropriate dress and personal grooming will be required of each student as a vital part of maintaining a positive educational environment. Modes of grooming and styles of attire that detract from an appropriate educational environment will not be permitted. Students, in their dress and grooming, must recognize the necessity for health, safety, cleanliness, and modesty at all times.

The building administration shall determine what is appropriate. A student may be sent home to correct inappropriate dress or grooming. Students may also be instructed to wear clothing provided by the office for a given day. Students can be disciplined for offenses, especially repeated offenses. In general, students should always avoid extremes.

### **Guidelines:**

1. Students shall wear all items of clothing in the manner for which it was intended or designed.
  - Do not wear clothing that has been torn or made to have holes.
  - Pants and shorts must be worn at waist level (no sagging) and shall have proper belting to hold them at the waist position.
  - Pants shall not drag on the floor.
2. The wearing of any apparel that has writing, printing, symbols, or graphics that is judged to be offensive, immoral, vulgar, lewd, suggestive of and/or implies sex, drugs, alcohol, tobacco, violence, or other subjects disruptive to the normal school environment is prohibited.
3. Shirts/tops must have at least a 3-inch section covering the tops of the shoulder. Sleeveless shirts are permitted as long as the armhole is small. Tank tops (fabric less than three inches between collar and cuff over the shoulder), racerback shirts, and spaghetti strapped shirts are not allowed. All shirts should be modest and not reveal the chest or upper back nor the midriff area.
4. On any given school day students are to wear the clothing they have put on at home with parental guidance. Students may not change clothing upon arrival at school. Students may change clothing for P.E. with the permission of their P.E. teacher.
5. Students are expected to wear shoes that are safe and appropriate. On P.E. days, athletic shoes must be worn.
6. Shorts are permitted in warmer weather. The length of the shorts must extend below mid-thigh. A good guideline is that shorts must extend several inches (3+) below the tips of one's finger when hands are at the student's sides. Cycle shorts or exercise tights are not permitted unless they are worn under shorts or other clothing. (We cannot possibly list the names of all types of clothing. So...if clothing (exercise tights, etc.) is tight/very tight then shorts or a shirt must also be worn and extend below the fingertips extended at one's side. Teachers and administration will make the final determination on a case-by-case basis.)
7. Costumes and any other attire that detracts from the educational process will not be permitted unless school officials have declared a special day allowing for such things. Hats may not be worn in the school building. Appropriate hats may only be worn on the playground and during specially-declared days.
8. The display of any object, symbol, or clothing that could be considered gang-related is prohibited.
9. Piercing rings or studs are permitted in ears only. If placed on any other portion of the body, it must not be visible during school hours.
10. Care must be taken so that a student's hair is not covering his/her eyes or face. Hair should be groomed so that it does not require constant repositioning to avoid covering his/her face or eyes.

## **Enrollment**

Student enrollment procedures will be announced through the media during the summer months. Typically enrollment will include open office hours on set days just prior to the start of each school year.

New student enrollment may be done at any time by contacting the school office.

Indiana State Law (PL 105 Acts of 1980) requires that every child who is admitted to public school must be immunized. Note that state law changes will override the list included at the time of this publishing.

<b>3 to 5 years old</b>	3 Hep B (Hepatitis B) 4 DTaP (Diphtheria, Tetanus & Pertussis) 3 Polio (Inactivated Polio) 1 MMR (Measles, Mumps, Rubella) 1 Varicella	
<b>Kindergarten</b>	3 Hep B 5 DTaP 4 Polio 2 MMR	2 Varicella 2 Hep A (Hepatitis A)
<b>Grades 1 to 5</b>	3 Hep B 5 DTaP 4 Polio 2 MMR	2 Varicella
<b>Grades 6 to 11</b>	3 Hep B 5 DTaP 4 Polio 2 MMR	2 Varicella 1 Tdap (Tetanus & Pertussis) 1 MCV4 (Meningococcal conjugate)
<b>Grade 12</b>	3 Hep B 5 DTaP 4 Polio 2 MMR	2 Varicella 1 Tdap 2 MCV4

**Hep B** The minimum age for the 3rd dose of Hepatitis B is 24 weeks of age.

**DTaP** Four doses of DTaP/DTP/DT are acceptable if the 4th dose was administered on or after the child's 4th birthday.

**Polio** Three doses of Polio are acceptable for all grade levels if the third dose was given on or after the 4th birthday and at least 6 months after the previous dose with only one type of vaccine used (all OPV or all IPV).

For students in grades kindergarten through 4th grade, the final dose must be administered on or after the 4<sup>th</sup> birthday, and be administered **at least 6 months** after the previous dose.

**Live Vaccines (MMR, Varicella & LAIV)** Live vaccines that are not administered on the same day must be administered a minimum of 28 days apart. The second dose should be repeated if the doses are separated by less than 28 days.

**Varicella** Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 6th grade. Parental report of disease history is acceptable for grades 7-12.

**Tdap** There is no minimum interval from the last Td dose.

**MCV4** Individuals who receive dose 1 on or after their 16th birthday only need 1 dose of MCV4.

For children who have delayed immunizations, please refer to the 2014 CDC "Catch-up Immunization Schedule" to determine adequately immunizing doses. All minimum intervals and ages for each vaccination as specified per 2014 CDC guidelines must be met for a dose to be valid. A copy of these guidelines can be found at <http://www.cdc.gov/vaccines/schedules/>

\*\*State laws change requirements from time to time. Updates will be announced through the school newsletter.

Parents are responsible for informing themselves of all requirements. This handbook may not be the latest.

## **Extracurricular Opportunities**

A number of extra-curricular opportunities shall be offered to students. Below is a list of some of the opportunities that may be offered. The list is not complete nor is everything listed offered each school year. Please refer to the school bulletin and separate flyers for notification of additional extra-curricular opportunities.

To participate in extracurricular opportunities students must meet specific and behavioral guidelines. (See below.)

### **-School Government/Community Service**

- Student Council
- K-kids

### **-Academic**

- Spell Bowl
- Math Bowl
- Academic Bowl

### **-Athletics**

- Boys and Girls Basketball
- Girls Spring Volleyball (coordinated by high school coach)
- Junior High Activities (participation by 6<sup>th</sup> graders subject to needs of Junior High and CCI)
  - Cross country
  - Track
  - Tennis
  - Football (parent/booster club coordinated)
  - wrestling
  - dance
- Wrestling (parent coordinated)

### **-Clubs**

- Robotics Club
- Book Club
- Media/Multi-media Club
- Others as announced

### **-Eligibility**

Teachers and administration will communicate eligibility requirements. Students who perform at below than expected reasonable effort and complete unacceptable levers of work and/or students who are off-track due to effort levers will lose eligibility for a period of time, typically, 2 weeks. If after two weeks the student is doing satisfactory work, as determined by the teacher, he/she may resume the extracurricular activity on a probationary basis.

The impact of disciplinary issues on participation in extracurricular activities shall be handled on a case-by-case basis by the principal. It is expected that all who participate in extracurricular activities be in good standing with school discipline expectations and also abided by school and coach expectations while participating in extracurricular activities.

### **-School Absence and Extracurricular Participation**

Students absent from school on the day of an extracurricular activity may not be permitted to participate. The principal shall decide on participation questions on a case-by-case basis. Students with unexcused absences shall not be allowed to participate.

### **Field Trips**

Parents are asked to sign a form at the beginning of the school year authorizing their child to go on school-planned trips off school premises. If the form is signed for a student they will be allowed to participate on the field trips if qualified otherwise (considering disciplinary issues, etc.) In addition, all field trips will be announced to parents through a weekly school newsletter and possibly other means. Permission forms may also be sent home and asked to be returned completed. This will ensure staff that parents are aware of field trips.

## Grades

### -Grading Scale

Grade	Percentages
A+	100
A	94-99
A-	90-93
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	59 and below
CR	Credit earned on satisfactory completion of work
1	Good
2	Needs Improvement
3	Unsatisfactory

Grades are available for viewing by parents on the student platform account for core subjects (Math, Language Arts, Science, and Social Studies) by going to the Progress Page. Detail supporting grades is available by clicking on the subject name.

Grades/progress for all other areas(Art, Music, Band, PE, etc.) is available on Harmony. Grades for all core subjects will be added to Harmony at the end of the school year.

## **Health of Students**

### **-Communicable Diseases**

Parents of students with communicable or contagious diseases are asked to telephone the school nurse/principal so that other students who have been exposed to the disease can be alerted. Students with certain diseases are not allowed to come to school if the disease is contagious. As a rule students with a fever should not be at school. (Students may return to school upon being fever-free for 24 hours.) Contact the school office if you have questions.

Head Lice: No child may remain in school with live head lice. The student may return to school after treatment and nits are removed. Students should be checked by the school nurse before being allowed back into school.

### **-Immunizations**

See Enrollment

### **-Medications**

The school office must be notified of any medication a student is to have administered during the school day. If a child is required to have medication administered during the school day, and a parent cannot be at school to administer the medication, only the nurse, principal, teacher, or school employee designated by the principal may administer the medication in compliance with the following:

1. The school office must receive written consent signed by the parent/guardian. If the medication is a prescription medication, instructions must also be received from the physician. The consent must include the following:
  - date of consent
  - child's name
  - name of medication
  - time(s) and day (s) medication is to be administered
  - dosage
  - the termination date for administering medication
  
2. All medications must be turned into the office. The exception to this policy is permitted if the medication is for an acute medical condition and it can be self-administered. (Written permission from parent or doctor is required.) All medication must be in its original container. Medications include prescription and non-prescription such as Tylenol, aspirin, cough syrup, lotions, ointments, cough drops, etc. Medicines stored at school may not be transported to school or be sent home with students below grade 9. Parents must make arrangements for delivery and pick up of medications. Medications shall not be transported to or from school by students.

Parents of students are responsible for informing the school office of any changes in the student's health or change in medication.

The school retains the discretion to reject requests for the administration of medicine. (The above policy and guidelines are pursuant to I.C. 34-4-6.6-3.5.)

### **-Illness and Injury While at School/Emergencies**

If a student is injured or becomes ill at school, he/she will be monitored and be made as comfortable as possible. If a serious injury occurs or a student is sick and needs to leave, school parents/guardians will be contacted immediately. If they cannot be reached, the person listed as the emergency contact on the enrollment form will be contacted.

It is important that all information on the emergency information form be kept current. This form will be used in the event parents cannot be located. Please notify the school office of changes. If

parents/guardians have an unlisted or unpublished phone number, it is extremely important that the school has the number or another way to contact the parent/guardian, in the event of an emergency.

### -Nurse and Home/School Advisor

A school nurse and home school advisor are on the school staff to provide services as deemed necessary by the school corporation. Both have a limited presence in our facility. To contact them, contact the school office.

### -Nurse

The school nurse manages all records of immunization and assists in the treating of ill or injured students while on school premises. In their absence school office personnel attend to their duties.

### -Home School Advisor

The home school advisor may assist families and staff with the social, emotional, and behavior concerns of students.

## **Homework**

Students are encouraged to use classroom and/or study time effectively to minimize the amount of homework. Students are to work on homework and/or reading for approximately 30 minutes each school day.

Parents are encouraged to monitor student progress and completion of homework daily. Parents are encouraged to demonstrate an interest in student work by asking questions, answering questions, and reinforcing that timely completion of homework to the best of the student's ability is important.

Assignments missed due to absence are the responsibility of the student. Students should meet with teachers upon returning to school and complete missed assignments in a timely manner.

Setting and pursuing smart goals and using school planners will help students organize their time and help parents monitor the completion of work.

## **Library/Media Center**

The Media Center has an extensive selection of fiction, nonfiction, and resource materials. It is open at announced times each school day. Each classroom has one assigned media time per week.

Rules for the Media Center will be posted in the library as well as on its website. These rules will outline appropriate behavior in the library; the rules will also summarize the policies regarding materials usage.

Students are responsible for books and materials they borrow from the Media Center. Students are asked to report damaged materials to the media specialist. Parents will be asked to pay the replacement cost of material that is lost or cannot be repaired.

## **Lockers**

All students shall be assigned a locker in the main corridors of the school. Students may use their lockers to store educational materials, coats, jackets, etc. The lockers do not have locks and personal locks may not be used. Students are not to store personal items of value in their assigned locker. Students are not to store opened drinks or food in their lockers.

The lockers are the property of the school and are subject to inspection without notice. See the Behavior section for additional detail.

## **Lost and Found**

Lost and found items are kept by the school office. If you find an item that appears to be lost, turn it into the office or a staff member so the rightful owner may claim the item. Found articles may be published in the bulletin periodically.

## **Lunch**

See Cafeteria Services.

## **Newspaper and Other Media Stories**

On occasion newspapers, radio stations, etc. contact us for information (eg. Academic Team results) and story information. Student names, parent names, and pictures will be given for stories. You may tell us not to do this. Please do so in writing and send it to the school office.

## **Parent Involvement**

A key part of a successful school is the positive involvement and support of parents. The school will inform parents of school news on a regular basis (See Communications). Parents are encouraged to openly discuss school activities with their children and inquire about academic progress regularly.

The following are programs specifically designed to involve parents in our school.

### **-PTO Organization**

All parents are automatically considered members of the Parent-Teacher Organization and are invited and encouraged to participate in school activities. A representative group of parents meets with the principal periodically. Names of the PTO Advisory Board are published in the school newsletter.

### **-Volunteers**

There are a number of volunteer opportunities at Cedar Crest Intermediate School. A list of opportunities will be distributed at the beginning of each school year. Individuals or groups are to contact a teacher or the principal with their interests.

Placement of volunteers will be at the discretion of the principal based upon need and availability.

#### **--Guidelines**

- Be punctual (give advance notice if unable to be present as scheduled).
- Know and observe school safety rules.
- Dress appropriately.
- Treat all students fairly and with respect.
- Participate as guided by the teacher, principal, or other assigned staff member.
- Be positive. If unsure or if concerned about something at school discuss with the principal.

Criminal History Checks are required of all volunteers. This process can be done by going to the "Employment" tab on our SEDubois website. Look for the "SEDCSC Background Check – Volunteer" link.

### **-Parent/Teacher Conferences**

See Communications.

## **Personal Items**

Games, toys, collectibles are to be kept at home unless prior approval is given by the teacher or school administration.

See Telephone Use in Technology Use Section.

## **Pesticides**

Non-chemical pest control tactics are used whenever possible. However, pesticides are periodically used as part of an integrated pest management plan. All persons applying pesticides are required to receive special training in pesticide application and pest control. Should you have further questions about pesticide use, including the types of treatments, you may contact the principal.

## **Pledge of Allegiance, Moment of Silence, and Prayer**

Each school day will include time for staff/student-led *Pledge of Allegiance* to the United States Flag and a Moment of Silence. Parents may request that their child be excused from participation in the Pledge and/or moment of silence. The request must be in writing and signed by the parent. Students who have permission not to participate must stay in the classroom and quietly not participate.

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instruction or other activities at school. The school will not require, encourage, or coerce a student to engage in or refrain from such prayer or meditation during any school activity.

## **Recess**

On a typical school day, students will have recess daily, over the lunch period. Exceptions are at the discretion of the principal and faculty and staff. Students are expected to play fairly and safely and stay on the playground. They may only enter the building from the playground with the permission of the supervisor. Students may never leave school property unsupervised. Students may not enter woods or walking trails unsupervised.

## **Safety**

Students and staff shall participate in frequent drills of emergency procedures. Drills shall include fire evacuation, severe weather, lockdown, and building re-entry. For more information on school safety, contact the principal.

## **Summit Learning Partnership**

Our school has an educational partnership with Summit Learning and uses an online platform to house and deliver instructional materials. All instructional resources are reviewed and approved by CCI teachers or added to the platform by CCI teachers. Instructional materials are based on Indiana Academic Standards.

## **Student Responsibilities (See Behavior Section)**

Student responsibilities for achieving a positive learning environment and safe school shall include these general rules:

1. Exhibit respect towards others.
2. Exhibit respect towards our school facility.
3. Be properly attired (see Dress Code).
4. Conduct himself/herself in a responsible manner.
5. Obey all school rules, including safety rules.
6. Take pride in our school building by keeping it clean
7. Cooperate with staff in the investigation of disciplinary cases and volunteering information when the student has knowledge relating to a serious offense.
8. Do not leave school grounds during school hours without the permission of the principal.

## **Study Skills**

The development of the following study skills will increase the likelihood of school success.

1. Bring a notebook, paper, pen or pencil, and other materials to class.

2. Actively participate in the classroom---listen and take part in discussions.
3. Ask questions if you do not understand discussions or demonstrations.
4. Plan work. Schedule time for homework daily. Understand assignments before leaving the classroom.
5. Use what is learned in practical ways.
6. Strive to do your best.

## **Technology Use (Internet Use, etc.)**

### **Telephone Use and other Electronic Equipment (Personal Items)**

See the section on Wireless Communication Devices in this handbook. This is school corporation policy. What follows are some specific policies to CCI.

Students may be allowed to use the school telephone with permission. Students may not receive incoming calls from anyone other than their custodial parent or legal guardian. Calls from custodial parents or legal guardians shall be at a minimum and at the approval of the principal if excessive (to be determined by the principal). Typically, messages shall be taken by school personnel and passed on if appropriate.

Exceptions to this policy extend to supervised classroom activities such as calling for the time and temperature.

Students shall not use personal cell phones, paging devices, etc. during the instructional day. If students attempt to handle or use these devices during the instructional day the device will be taken and kept in the school office. It may be returned to the student or his/her parents at the discretion of the principal. Students may possess (in backpacks) and use these devices outside the instructional day with the permission of the staff member responsible. This need is minimal as school phones are accessible by school staff who supervise school activities.

A student may not possess laser pointers while on school property or while attending school-sponsored activities on or off school property. If a student is found in possession of one it will be taken and returned to the student or parent at the discretion of the staff member or principal.

Each student is assigned a Chromebook for use. Personal electronic devices are not needed but, students may bring approved devices to school to use for approved instructional activities (internet searches, etc.) and staff supervised activities (ex. Reading). Use of devices is limited to classrooms only unless specific permission is given by staff to use in other places. If the device has the capability to access the internet it must do so through the WIFI maintained by our school. The device may not be used for personal communications such as texting, Instagram messaging, emailing, etc. unless the activity is teacher-approved.

There is limited ability to secure any personal devices when not being used by their owners. The school shall not be responsible for loss or damage to personal devices. Students may turn devices into the office for storage during the school day.

All content on devices brought to school should be CCI school age-appropriate to avoid any risk of sharing inappropriate material with others.

Students may not use electronic music devices or video devices at school unless expressly authorized by a teacher and the principal. The school is not responsible for lost, damaged, or stolen equipment.

## **Testing – Standardized**

All students shall complete the ILearn or ISTAR examination in the spring of each school year. Results shall be reported to families upon receipt from the testing company. Students shall take formative testing with NWEA testing throughout the school year. Results shall be reviewed by staff and used for planning intervention strategies.

## **Textbooks**

State-approved textbooks are provided for rental. Book bills are prepared to detail all charges for the school year. Payment is due during registration. Charges are prorated for days of attendance if a student does not attend the full school year.

Families may qualify for free textbooks based on financial need. Applications are available through the lunch program. If a family qualifies for free lunches they also receive free textbooks.

Textbooks and other materials must be cared for. Parents will be charged for books that are damaged or destroyed.

## **Theft**

Theft from other students, staff, or schools may result in in-school suspension for a student. Theft of items from lockers will result in in-school suspension. Students will also lose 10 Good Choices Celebration Points.

## **Weather Delays/Cancellations/Early Dismissals**

School delays, cancellations, or early dismissals due to weather conditions will be communicated through School Reach, local radio stations WITZ, WBDC, or their affiliates, and TV Channel 25 by 6:45 A.M. Please do not call the school, the Principal, or the Superintendent for cancellation information.

## **Visitors**

Visitors are to report to the school office at the South Main Entrance of the school.

**\*\*Notifications per Federal Law\*\***

**Civil Rights Nondiscrimination Statements**

**Non-Discrimination Statement**

**All publications and handouts mentioning USDA Child Nutrition Programs must contain the following full nondiscrimination statement:**

*The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)*

*If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).*

*Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).*

*Persons with disabilities who wish to file a program complaint, please see the information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotope, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).*

*USDA is an equal opportunity provider and employer.*

## **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education record. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to Superintendent Dr. Jamie Pund or her designee a written request that identifies the record(s) they wish to inspect. The Superintendent 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 may ask the School to amend a record that they believe is inaccurate or misleading. They should write the Superintendent clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of the right to a hearing regarding the request of 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 within 30 days of the beginning of the school year or 30 days from the first day of a student's enrollment during a school year (or within 30 days of the beginning of a partnership with an educational partner), except to the extent that FERPA authorizes disclosure without consent, to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Schools of the Southeast Dubois County School Corporation disclose education records without consent to officials of another school district in which a student seeks to enroll.
4. The Schools of the Southeast Dubois County School Corporation may release certain "Directory Information," without written consent unless you have advised the School District to the contrary. Directory information, which means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed which includes, but is not limited to, the student's name, address, parent home and work telephone number, e-mail address, major field of study, participation in officially recognized activities and sports, height and weight, dates of attendance, awards, degrees and honors received, motor vehicle description (including license plate number) hair and eye color, race, sex, age, grade level, date of birth, diploma received, college plans, other institutions attended by the student, enrollment status, and other similar information. Directory information may be released to media organizations, colleges, civic or school-related organizations, school and athletic publications, and state or local governmental agencies including military recruiters. Parents desiring to object to the disclosure of any or certain categories of "directory information" to these parties should request Form 8 (denial of permission to release certain "directory information" without prior written consent) from the Superintendent's office. The Superintendent's Office is located at 432 E. 15<sup>th</sup> Street in Ferdinand, Indiana.

5. Complaints regarding failures by the schools of the Southeast Dubois County School Corporation to act or to comply with the Family Education and Privacy Act may be filed with Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

## **Sexual Harassment Policy**

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex (gender) in educational programs and activities. All public schools receiving any Federal funds must comply with Title IX. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion.

Contact a teacher, counselor, assistant principal, or principal if you believe you have been the victim of sexual harassment or sexual violence. You may also contact the superintendent's office at 432 E 15<sup>th</sup> Street, Ferdinand, IN 47532.

Cedar Crest Intermediate will respond promptly and effectively to all complaints of sexual harassment and/or sexual violence. Even if the complainant does not want the school to take any action, an investigation will take place to determine what occurred and then take appropriate steps to resolve the situation. A criminal investigation into allegations of sexual harassment or sexual violence does not relieve the school of its duty under Title IX to resolve complaints promptly and equitably.

Cedar Crest Intermediate will follow normal disciplinary procedures which include; Listening and documenting the complainant's cause, Impartially investigating the incident, allowing for questions and additional information as necessary, Notification of the outcome of the complaint, Notification that both parties may file an appeal (if applicable). Cedar Crest Intermediate will determine the outcome by a preponderance of the evidence standard.

If you want to learn more about your rights, or if you believe that a school is violating Federal Law, you may contact the U.S. Department of Education, Office for Civil Rights, at (800) 421-3481 or [ocr@ed.gov](mailto:ocr@ed.gov). If you wish to fill out a complaint form online, you may do so at: <http://www2.ed.gov/about/offices/list/oct.complaintintro.html>

## **Title Nine**

It is the policy of the Southeast Dubois County School Corporation not to discriminate on the basis of race, color, religion, sex, national origin or age, in its educational programs or employment policies as required by the Indiana Civil Rights Act (I.C. 1971, 22-9-1), Public Law 218 (I.C. 1971 Title 20), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (1972 Educational Amendments).

Inquiries regarding compliance with Title IX may be directed to Richard D. Allen, Assistant Superintendent, Southeast Dubois County School Corporation, 432 East 15<sup>th</sup> Street, Ferdinand, IN 47532 (812) 367-1653, or the Director of the Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

A copy of the student employee procedure for handling of complaints alleging violations of Title IX is available at Mr. Allen's office

Kent Uebelhor, President  
Southeast Dubois County School Corporation  
Board of School Trustees

## **School Corporation Documents**

All school practices are written within school corporation policy documents below.

All students are responsible to abide by school and School Corporation policies as described here. CCI-specific practices/details are documented on pages 1-20 of this document. They are in addition to this Code of Conduct.

### **School Corporation Code of Conduct**

#### **Rights, Responsibilities, Regulations Concerning School Behavior of Students**

As teachers and pupils are brought together so that learning may take place in Southeast Dubois classrooms, an environment, which permits an orderly and efficient operation of the school must be provided. This environment most of all comes through consideration and self-discipline so that individuals do not allow themselves to infringe upon the rights of others as they seek an expression for their own just and legal privileges as members of the school society.

The responsibility of the development and maintenance of this self-discipline falls to the combined efforts of students, parents, teachers, administrators, and to our community, which establishes the value system we accept. When self-discipline fails, however, regulations for the management of school behavior must be outlined by those responsible for the operation of the school. The Board of Education of Southeast Dubois County Schools has the legal responsibility for the school in which you are enrolled. The board, in turn, has set policies and has appointed school corporation staff administrators to carry them out. Authority is based on the School Powers Act and the law as enacted and amended by the Indiana General Assembly and the Policy Handbook of the Southeast Dubois County Schools.

The Southeast Dubois County School Corporation's disciplinary policy provides that a breach of discipline may result in verbal reprimand, probation, referral to special personnel in the school, referral to probation officers or police/parent conferences, specialized counseling at student's expense, suspension, expulsion, assigned additional work, rearranging class schedules, detention requiring attendance after school hours, Saturday School, restriction of extra-curricular activities, isolated seating, or denial of participation in the graduation ceremony.

#### **Student Discipline Policy**

Recognizing that the behavior of some students may be so disruptive that it interferes with the school purposes of educational functions of the school corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of IC 20.8 1-5-15, the Board of Education authorizes administrators and staff members to take the following actions:

1. Removal from class or activity: A teacher has the right to remove a student(s) from his/her class or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another setting.
2. Suspension from school: A school principal or his designee may deny a student the right to attend or take part in any school function for a period of up to ten (10) school days at a time.
3. Expulsion: In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period of no longer than the remainder of the current semester plus the following semester, or for 365 days as in accordance with the Gun Safety Law.

#### **Grounds for Suspension and/or Expulsion**

So that you may be informed properly as to your responsibilities and rights concerning school suspension and expulsion, the following summary is provided for you and your parents as examples of, but not limited to, types of student misconduct or substantial disobedience:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other

students to engage in such conduct. The following enumeration is illustrative of the type of conduct prohibited by this subdivision:

- a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or substantially damaging any school building or property
  - d. Firing, displaying, or threatening the use of firearms, explosives, or other weapons on the school premises for any unlawful purpose.
  - e. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function or of any lawful meeting or assembly on school property.
  - f. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under his supervision.
  - g. Truancy from school
  - h. Engaging in sexual activity
2. Causing or attempting to cause substantial damage to school property, stealing or attempting to steal school property, or repeatedly damaging or stealing school property of any value (School here means any school building within the corporation or any school building a student causes or attempts to damage).
  3. Intentionally causing or attempting to cause substantial damage to valuable private property, stealing or attempting to steal valuable private property, or repeatedly damaging or stealing private property.
  4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action is undertaken on the reasonable belief that it was necessary to protect some other persons does not, however, constitute a violation of this program.
  5. Threatening or intimidating any student of any purpose or with the intent of obtaining money or anything of value from the student.
  6. Using, possessing, or transmitting a knife or any other object that can reasonably be considered a weapon.
  7. Use of, possessing, handling or transmitting, or being under the influence of any narcotic drug, a hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. The use of a drug authorized by a medical prescription from the physician is not a violation of this subdivision.
  8. Engaging in unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
  9. Failing in a substantial number of instances to comply with the directions of teachers or other school personnel during any period of time when a student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
  10. Engaging in any activity forbidden by the laws of the state of Indiana constitutes an interference with the school purpose of an educational function.
  11. Violating or repeatedly violating any rules that are reasonably necessary for carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law including, but not limited to:
    - a. Engaging in sexual activity on school property;
    - b. Disobedience of administrative authority;
    - c. Willful absence, tardiness, or truancy;
    - d. Possessing, using, or transmitting any substance which is represented to be or looks like a controlled substance or alcoholic beverage, or stimulant of any kind;

- e. Possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing (phenylpropanolamine PBA) or stimulants of any kind, be they available with or without a prescription.
12. Possessing or using on school grounds during school hours an electronic paging device or handheld portable telephone in a situation not related to a school purpose or education function.
13. Possession of a firearm.
- a. No student shall possess, handle, or transmit any firearm or deadly weapon on school property. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:
    - i. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosion.
    - ii. The frame or receiver of any weapon described above.
    - iii. Any firearm muffler or firearm silencer.
    - iv. Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
    - v. Any weapon which will or which may be readily converted to expel a projectile by the action of an explosive or another propellant, and which has any barrel with a bore of more than one-half inch diameter.
    - vi. Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

If a student is expelled for violation of any of these sections, the superintendent shall notify the county prosecuting attorney's office for further investigation and action.

14. In addition to the grounds for expulsion or suspension under subsection (b) a student may be expelled or suspended for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function.

Any student may be expelled from school in the following circumstances, subject to the procedural provisions of this chapter:

- a. If the student's immediate removal is necessary to restore order or to protect persons on school property. This includes conduct off school property if the student's presence in school would constitute an interruption of the educational function.
- b. If the student's legal settlement is not in the attendance area of the excluding corporation if no transfer has been granted by the school corporation or has been ordered by the state board of education, if no agreement has been made to pay cash tuition, and if no other governmental entity is obligated to pay transfer tuition to the excluding school corporation. Exclusion under this subdivision is not, however, effective until the student's right to attend a public school of another school corporation has been established in accord with this subdivision.

Another school corporation, which is asserted to be the student's legal settlement if known, and any governmental entity which is asserted is obligated to pay transfer tuition for the student, shall be made a party to the hearing. Appeals involving exclusion under this subdivision may not be taken to court, but to the state board of education, which shall determine the questions of exclusion, and the school corporation in which the student is entitled to attend school in accord with the procedures set out in the law.

#### Disciplinary Suspension

The principal may suspend a student for a period of no more than ten (10) school days for conduct constituting grounds for expulsion or suspension as set out in this section. Such suspension shall be made only after the principal or designee has made an investigation thereof and has determined that such suspension is necessary to help any student to prevent interference with an educational function or school purposes. However, the hearing examiner may suspend the student until the date of the expulsion or exclusion hearing if the hearing examiner determines that the suspension is necessary under the law. No suspension may be made without affording the student an opportunity for an informal hearing.

The principal or designee may suspend students for specified periods of time or until such time as arrangements for a hearing can be made with the superintendent of schools and/or Board of Education. Suspensions will be reported to the superintendent of schools. In case of suspension, which encompasses a longer duration of time, the superintendent will advise the parents of the status of the situation.

Should it be deemed necessary to have a student suspended on an out-of-school suspension, the days missed will be counted as unexcused, and the student will receive no credit for all daily work missed during the suspension. After the second out-of-school suspension, the student's Driver's License or Learner's permit will be invalidated through the Department of Motor Vehicles for 120 days (if applicable). Should it be deemed necessary to suspend within the school (In-school) for disciplinary measures, the days missed will be counted as unexcused, but the student will receive credit for all daily work that is completed during the suspension.

### Expulsion

When a principal or designee recommends to the superintendent that a student be expelled from school, the following procedures will be followed:

1. The superintendent or designee may conduct an expulsion meeting or may appoint one of the following person or persons to conduct the expulsion meeting:
  - a. Legal counsel, or another administrator who did not expel the student and was not involved in the events giving rise to this expulsion.
2. An expulsion will not take place until the student and the student's parents are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by the student or the student's parents to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.
4. At the expulsion meeting, the principal or designee will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student and to present evidence to support the student's position.
5. 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 parents.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within ten (10) days of the receipt of notice of the action taken. The student or parent's appeal to the board must be made in writing. If an appeal is properly made, the Board must consider the appeal unless the Board votes not to hear the appeal. If the Board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parent. The Board will then take any action deemed appropriate.

### Other Disciplinary Actions: Indiana Code 20.8 1-5-7

Participation by persons having care of a dependent student:

1. The Superintendent, principal, any administrative personnel, or any teacher of the school corporation shall be authorized to take any action in connection with student behavior ( in addition to the actions specifically provided above) that is reasonable, desirable, or necessary to help any student, to further school purposes, or to prevent interference with such action including such matters as:
  - a. Counseling with a student or group of students;

- b. Assigning students additional work;
  - c. Rearranging class schedules;
  - d. Requiring a student to remain in school after regular school hours to do additional schoolwork or counseling;
  - e. Restricting of extracurricular activity;
  - f. Referring to outside agencies, including police, probation counselors, and hospitals.
2. The governing body of a school corporation may adopt rules that require a person having care of a dependent student to participate in any action taken under this section in connection with a student's behavior. This rule must include:
- a. Procedures of giving actual notice to the person having care of the dependent student;
  - b. Description of the steps that the person must take to participate in the school corporation's action; and
  - c. A description of the additional actions in connection with the student's behavior that is justified in part or in full if the person does not participate.

## **Wireless Communication Devices**

Students may use wireless communication devices (WCDs) before and after school, during after-school activities (e.g. extra-curricular activities), and/or at school-related functions. Use of WCDs, except approved laptops and PDAs, at any other time, is prohibited and they must be powered completely off and stored out of sight.

A "wireless communication device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), Blackberrys/Smartphones, Wi-Fi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real-time or delayed basis, sound, video or still images, text, or other information. Students may not use WCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school. "Students may use WCDs while riding to and from school on a school bus or other vehicle provided by the Board or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated." Also, during after-school activities when directed by the administrator or sponsor, WCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight.

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

"The student is using the WCD for an educational or instructional purpose (e.g. taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision. However, the use of any communication functionality of the WCD is expressly prohibited. This includes, but is not limited to, wireless Internet access, peer-to-peer (ad-hoc) networking, or any other method of communication with other devices or networks. In no circumstances shall the device be allowed to connect to the Corporation's network. The preceding prohibitions do not apply to Board-owned and issued laptops, PDAs or authorized assistive technology devices."

Students are prohibited from using WCDs to capture, record, or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member, or another person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted unless authorized by the building principal. Students who violate this provision and/or use a WCD to violate the privacy rights of another person may have their WCD confiscated and held until the end of the school year. The use of WCDs that contain built-in cameras (i.e. devices that take still or motion pictures, whether in a digital or another format) is prohibited in locker rooms, classrooms, and/or bathrooms.

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

Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior.

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

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

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the WCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed. Any WCD confiscated by Corporation staff will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian. WCDs in Corporation custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be

conducted in accordance with Policy [5771](#) – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis.

A person who discovers a student in possession of or using a WCD in violation of this policy is required to report the violation to the building principal.

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

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day.

## **Computer Technology and Networks**

Our school is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of operations within the school system.

However, the use of the Corporation's network and technology resources by students is a privilege, not a right. As a prerequisite, students and their parents must sign and submit a *Student Network and Internet Acceptable Use and Safety* form when the student changes buildings in the School Corporation. (See also, Policy 7540.03)

The Superintendent shall develop and implement a written Corporation Technology Plan (CTP). Procedures for the proper acquisition of technology shall be set forth in the CTP. The CTP shall also provide guidance to staff and students about making safe, appropriate, and ethical use of the Corporation's network(s), as well as inform both staff and students about disciplinary actions that will be taken if Board technology and/or networks are abused in any way or used in an inappropriate, illegal, or unethical manner.

Further safeguards shall be established so that the Board's investment in both hardware and software achieves the benefits of technology and inhibits negative side effects. Accordingly, students shall be educated about appropriate online behavior including, but not limited to, using social media to interact with others online; interacting with other individuals in chat rooms or on blogs; and, recognizing what constitutes cyberbullying, understanding cyberbullying is a violation of Corporation policy, and learning appropriate responses if they are victims of cyberbullying.

### **Student Network and Internet Acceptable Use and Safety**

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The School Board is pleased to provide Internet services to its students. The Corporation's Internet system has a limited educational purpose. The Corporation's Internet system has not been established as a public access service or a public forum. The Corporation has the right to place restrictions on its use to assure that use of the Corporation's Internet system is in accord with its limited educational purpose. Student use of the Corporation's computers, network, and Internet services ("Network") will be governed by this policy and the related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet will be guided by the Corporation's policy on instructional materials.

The Internet is a global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, and foremost, the Corporation may not be able to technologically limit access to services through the Corporation's Internet connection to only those that have been authorized for the purpose of instruction, study, and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into

account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.

The Corporation has implemented the use of technology protection measures which are specific technologies that will protect against (e.g. filter or block) access to visual displays/depictions that are obscene, child pornography, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Corporation or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the Network if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Technology Director may temporarily or permanently unblock access to sites containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

The Corporation utilizes software and/or hardware to monitor the online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Corporation has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable, or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information;
- C. the consequences of unauthorized access (e.g., "hacking"), cyberbullying and other unlawful or inappropriate activities by students online; and
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while in school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or the use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the Corporation's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Corporation does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

## **FOODSERVICE - - MEALS, ACCOUNTS, CHARGES, AND COLLECTIONS**

The Southeast Dubois County Food and Nutrition Services Program has an essential role in the lives and education process of their students by providing them with a foundation for healthy living and learning, as well as helping to teach them the value of good nutrition. Through an annual agreement with the Indiana State Department of Education, the Southeast Dubois County Corporation participates in the National School Breakfast and School Lunch Program and accepts the responsibility for adhering to the federal and state guidelines and regulations of the program. This program makes healthy and nutritious meals available to students daily at an affordable price. All meals are provided in accordance with the National School Breakfast and Lunch Program USDA Menu Planning Guidelines. It is the responsibility of each students' parents to provide daily meals for their child(ren). The parents/guardians may do this in one of the following ways:

- 1) Sending / Supplying food from home.
- 2) Keeping money in their child(ren)'s meal account at ALL times, in order that the Food and Nutrition Services Program may supply a meal to their child(ren).
- 3) Submit a "Household Application for Free and Reduced Price School Meals" EACH school year, (ONE application per household) with ALL the required information.
- 4) Directly qualify for free meals through authorization from the State of Indiana Social Service Department.

The Southeast Dubois County School Corporation Food and Nutrition Services Program does not receive General Fund Support, it operates as a self-supporting, cost-effective business within the district. The Food and Nutrition Services Program relies solely on money received from students and adults for meals and a la carte items as well as some government reimbursement for each school breakfast and lunch meal purchased; therefore unpaid charges place a financial strain on the Food and Nutrition Services Program. Meal charging is strongly discouraged by the Southeast Dubois County School Corporation, but understands that an occasional emergency may occur; however, we ask that this convenience be exercised as infrequently as possible, and NOT be used as a payment practice. Parents/guardians shall be notified of any negative balance and asked for prompt or immediate payment. Weekly, School Messenger notifies parents when their child(ren)'s meal account balance falls below \$ - 5.00. Parents/guardians may access their Harmony "Family Access Account" online to check meal account balances. Parents/guardians may also set an alert via Harmony "Family Access" Notification Profile so they are sent an email reminder when the meal account balance reaches a specified level of their choice.

The Food and Nutrition Services Program is kept strong by the ongoing effort of parents/guardians to their child(ren)'s meal accounts paid in full at ALL times. In being financially secure, the Food and Nutrition Services Program is able to make sure that students have access to the healthy food they need to focus in the classroom.

The Indiana Department of Education and the Southeast Dubois County School Corporation recognizes that the School District is under no legal obligation to serve children with insufficient meal account funds to those students who do not have the necessary forms completed and approved to receive free or reduced meal benefits, nor to allow those students to charge meals; however, the National School Breakfast and Lunch Program requires school food authorities to establish written administrative guidelines and procedures for meal charges. Charge limits are a courtesy provided by the Southeast Dubois County School Corporation. The Southeast Dubois County School Corporation will adhere to the following meal charge procedures.

All meal purchases are to be prepaid before meal service begins. This may be done by depositing a credit card charge, a check, or cash in students' meal accounts.

A student with a meal account balance of fewer than zero dollars is expected to bring meals from home until their meal account balance can be replenished. The Food and Nutrition Services Program may provide an alternate meal in extreme cases. Parents/guardians will be charged for the alternate meal(s) provided.

**ELEMENTARY SCHOOL STUDENTS:** An elementary student may charge up to 5 meals at a time. Charging is only permitted for meals.

JUNIOR HIGH SCHOOL STUDENTS – A junior high school student may charge up to 3 meals at a time. Charging is only permitted for meals.

HIGH SCHOOL STUDENTS – A high school student may charge up to 3 meals at a time. Charging is only permitted for meals.

ADULTS: Adults are not allowed to charge meals and shall pay for such meals at the time of service or through pre-paid accounts.

A LA CARTE ITEMS: a la carte items may NOT be charged at any time. A la carte or snack items are not part of the National School Breakfast or Lunch Program; therefore the cost to purchase these items is not covered by either a Free or Reduced lunch benefit. All a la carte purchase transactions will be either on a cash basis or prepaid.

If there is non-payment after the charge limit is reached, or if steps have not been taken to apply to assistance/meal benefits, or if the parent/guardian has not contacted their child(ren)'s school to make payment arrangements, the child(ren)'s meal privileges may be stopped.

At the first of May, the Food and Nutrition Services Program must begin to close the books for the school year. As a result, all meals must be prepaid for the month of May. All meal accounts must be settled at the end of the school year. Accounts not settled will carry over into their meal account for the next school year. All financial obligations must be met (including payment of any outstanding meal account balance) prior to graduation.

The Southeast Dubois County School Corporation recognizes that it has an obligation to notify the student and/or parents/guardians of their meal account balances. Therefore, the Food and Nutrition Services Program will make every reasonable effort to notify or remind families of the need for a meal account payment. However, it is our opinion that it is ultimately the responsibility of the parents/guardians to monitor their child(ren)'s meal account balances and to send money on a regular basis to ensure their child(ren)'s capability to purchase meals through the Food and Nutrition Services Program.

Balances Owed with no response by parent/guardian will force the Southeast Dubois County School Corporation to take action to collect unpaid meal account funds by means of our collection agency, small claims court, or any other legal method deemed necessary.

*This institution is an equal opportunity provider.*