

# CSCSHC DISTRICT STUDENT HANDBOOK



2022-2023

**COMMUNITY SCHOOL CORPORATION OF SOUTHERN HANCOCK COUNTY HANDBOOK**

While this Student Handbook is intended to be a fair summary of certain matters of interest to students, readers should be aware that:

- A. it is not a complete statement of all procedures, policies, rules and regulations of Community School Corporation of Southern Hancock County;
- B. the School Corporation reserves the right to change without prior notice any procedures, policies, programs, and other information, which appear in the *Student Handbook*; and
- C. the various departments and teachers may have their own procedures and policies that apply to students.

All policies of the Board of School Trustees of the Community School Corporation of Southern Hancock County, including full language of those summarized below, are accessible via the internet at [www.newpal.k12.in.us](http://www.newpal.k12.in.us).

**New Palestine High School**

P.O. Box 448  
4485 Victory Drive  
New Palestine, IN 46163  
Telephone: 317-861-4417  
Fax: 317-861-2125

**New Palestine Junior High School**

P.O. Box 478  
2279 South 600 West  
New Palestine, IN 46163  
Telephone: 317-861-4487  
Fax: 317-861-2136

**New Palestine Intermediate School**

P.O. Box 714  
5613 W. 200 South  
New Palestine, IN 46163  
Telephone: 317-861-3267  
Fax: 317-861-2134

**Brandywine Elementary School**

413 E. 400 South  
Greenfield, IN 46140  
Telephone: 317-462-7396  
Fax: 317-467-0174

**New Palestine Elementary School**

P.O. Box 538  
4801 S. 500 West  
New Palestine, IN 46163  
Telephone: 317-861-5287  
Fax: 317-861-2146

**Sugar Creek Elementary School**

P.O. Box 558  
2337 S. 600 West  
New Palestine, IN 46163  
Telephone: 317-861-6747  
Fax: 317-861-2656

*Website Address: [www.newpal.k12.in.us](http://www.newpal.k12.in.us)*

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**GENERAL INFORMATION**

**2022-2023 School Year Calendar**

August 1	Teacher Preparation Day/Teacher In-Service
August 2	First Student Day
August 24	Teacher Professional Development, <b>NO SCHOOL</b>
September 5	Labor Day, <b>NO SCHOOL</b>
September 21	Teacher Professional Development, <b>NO SCHOOL</b>
October 5	End of First Quarter Grading Period
October 5	Parent/Teacher Conferences, <b>NO SCHOOL</b>
October 10-14	Fall Intersession, <b>NO SCHOOL</b>
November 21-25	Thanksgiving Break, <b>NO SCHOOL</b>
December 23	End of Second Grading Period
	End of First Semester (Full Student Day)
December 26-January 6	Winter Intersession, <b>NO SCHOOL</b>
January 9	School Resumes After Winter Break Intersession
January 16	Dr. Martin Luther King Jr. Day, <b>NO SCHOOL</b> (Snow Make-Up Day If Needed)
February 1	Teacher Professional Development, <b>NO SCHOOL</b>
February 20	Presidents' Day, <b>NO SCHOOL</b> (Snow Make-Up Day If Needed)
March	NPHS Commencement scheduled and announced
March 10	End of Third Grading Period
March 27-April 7	Spring Break, <b>NO SCHOOL</b>
April 10	School Resumes After Spring Break
April 19	Teacher Professional Development, <b>NO SCHOOL</b>
May 26	End of Fourth Grading Period; Second Semester Last Day of School (Full Student Day) if no additional snow days needed
May 29	Last Day of School for Teachers (Records Day) if no additional snowdays needed
June 5-23	Summer School (15 Days) Monday – Friday
July 3-7	Sports Moratorium Week/ No scheduled/organized athletics

**Where Do I Go For Help?**

**NEW PALESTINE HIGH SCHOOL 317-861-4417**

<b>Service</b>	<b>Who Will Assist</b>		<b>Ext.</b>
	Principal	Mr. Voelz	2010
	Associate Principal	Mr. Moore	2011
	Assistant Principal	Mr. Mitchaner	2012
Athletic Information	Athletic Secretary	Mrs. Parsons	2003
Attendance Problems	Assistant Principal	Mr. Mitchaner	2012
Book Rental and Refunds	Bookstore/Treasurer	Mrs. Glover	2050
Class Rank and GPA	Students U-Z & Early College	Mrs. Fangman	2016
	Students K-T	Mrs. Grinstead	2015
	Students A-J	Mr. Rentfrow	2017
Class Rings	Bookstore/Treasurer	Mrs. Glover	2050
Free or Reduced Lunch	Bookstore/Treasurer	Mrs. Glover	2050
Graduation Requirements	Students U-Z & Early College	Mrs. Fangman	2016
	Students K-T	Mrs. Grinstead	2015
	Students A-j	Mr. Rentfrow	2017
Homework Assignments When Ill	Attendance Secretary	Ms. Hendley	2002
Illness at School / Other Medical Problems	Clinic Assistant	Mrs. Gohmann	2005
Lockers	Attendance Secretary	Ms. Hendley	2002
Lost and Found	Bookstore/Treasurer	Mrs. Glover	2050
Parent Online Communications	Counseling Secretary	Mrs. Reierson	2004
Parking Permits	Asst. Athletic Director	Mr. Whitaker	2021
Students Grades	Counseling Secretary	Mrs. Reierson	2004
Scheduling Problems	Students U-Z & Early College	Mrs. Fangman	2016
	Students K-T	Mrs. Grinstead	2015
	Students A-J	Mr. Rentfrow	2017
School Bus Problems	Assistant Principal	Mr. Mitchaner	2012
Senior Graduation Information	Counseling Secretary	Mrs. Reierson	2004
Student Activities	Associate Principal	Mr. Moore	2011
Transferring to Another School	Counseling Secretary	Mrs. Reierson	2004
Vocational Programs	Students U-Z & Early College	Mrs. Fangman	2016
	Students K-T	Mrs. Grinstead	2015
	Students A-J	Mr. Rentfrow	2017
Withdrawing from NPHS	Counseling Secretary	Mrs. Reierson	2004

**NEW PALESTINE JUNIOR HIGH SCHOOL 317-861-4487**

<b>Service</b>	<b>Who Will Assist</b>		<b>Ext.</b>
	Principal	Mr. Fessler	3011
	Assistant Principal	Mr. Amones	3010
	School Counselor	Mrs. Hurst	3015
Address Changes	Guidance Secretary	Mrs. Lindell	3004
Athletic Information	Athletic Director	Mr. Yount	3020
Attendance	Attendance Secretary	Mrs. Goodwin	3001
Discipline	Assistant Principal	Mr. Amones	3010
Fees	Treasurer	Mrs. Myers	3050
Free or Reduced Lunch	Treasurer	Mrs. Myers	3050
Illness at School / Other Medical	Clinic Assistant	Mrs. Stites	3005
Lockers	Guidance Secretary	Mrs. Lindell	3004
Lost and Found	Attendance Secretary	Mrs. Goodwin	3001
Report Cards	Guidance Secretary	Mrs. Lindell	3004
Scheduling	Counselor	Mrs. Hurst	3015
School Bus Issues	Assistant Principal	Mr. Amones	3012
Student Activities	Front Office	Mrs. Goodwin	3001
Withdrawing from NPJH	Guidance Secretary	Mrs. Lindell	3004

**NEW PALESTINE INTERMEDIATE SCHOOL 317-861-3267**

<b>Name</b>	<b>Title</b>	<b>Ext.</b>
Mr. Meo	Principal	4010
Mrs. McCaw	Assistant Principal	4011
Mrs. Yount	Counselor	4015
Mrs. Loman	Secretary/Treasurer	4050
Mrs. Hehmann	Secretary/Receptionist	4001
Mrs. Gaines	Clinic Registered Nurse	4005

**BRANDYWINE ELEMENTARY SCHOOL 317-462-7396**

<b>Name</b>	<b>Title</b>	<b>Extension</b>
Mr. Theobald	Principal	6010
Mrs. Hoke	Secretary/Treasurer	6050
Ms. Goodman	Clinic Registered Nurse	6005
Mrs. Hobbs	Social Worker	6015

**NEW PALESTINE ELEMENTARY SCHOOL 317-861-7396**

<b>Name</b>	<b>Title</b>	<b>Ext.</b>
Mrs. Fosnow	Principal	5010
Mr. Giant	Assistant Principal	5011
Mrs. Richwine	Social Worker	5015
Mrs. Sellers	Secretary/Treasurer	5050
Mrs. Wwalker	Secretary/Receptionist	5001
Ms. Barringer	Clinic Registered Nurse	5005

**SUGAR CREEK ELEMENTARY SCHOOL 317-861-6747**

<b>Name</b>	<b>Title</b>	<b>Ext.</b>
Mrs. Kehrt	Principal	7010
Mr. Dehr	Assistant Principal	7011
Mrs. Large	Social Worker	7015
Mrs. Johnson	Treasurer	7050
Mrs. Myers	Secretary/Receptionist	7001
Mrs. Faubion	Clinic Assistant	7005

**Board of School Trustees**

<b>Name</b>	<b>Title</b>
Mr. Dan Walker	President
Mrs. Laura Haeberle	Vice-President
Dr. Matt Ackerman	Secretary
Mrs. Brian McKinney	Board Member
Mr. Jon Hooker	Board Member

**Administrative Staff 317-861-4463**

<b>Name</b>	<b>Title</b>
Dr. Lantrip	Superintendent
Mr. Yoder	Assistant Superintendent of Operations
Mrs. Eastes	Assistant Superintendent of Student Services
Mr. Hercamp	Director of Instructional Services
Dr. McNeany	Assistant Director of Student Services
Ms. Igo	Director of Food Services
Mr. Martin	Director of Transportation
Mr. Anderson	Director of School and Community Relations
Mr. Walling	Director of Buildings and Grounds
Mr. Voelz	Principal, New Palestine High School
Mrs. Moore	Associate Principal, New Palestine High School
Mr. Mitchaner	Assistant Principal, New Palestine High School
Mr. Cooper	Director of Athletics, New Palestine High School
Mr. Fessler	Principal, New Palestine Junior High School
Mr. Amones	Assistant Principal New Palestine Junior High
Mr. Meo	Principal, New Palestine Intermediate School
Mrs. McCaw	Assistant Principal, New Palestine Intermediate School
Mr. Theobald	Principal, Brandywine Elementary School
Mrs. Fosnow	Principal, New Palestine Elementary School
Mr. Giant	Assistant Principal, New Palestine Elementary School
Mrs. Kehrt	Principal, Sugar Creek Elementary School
Mr. Dehr	Assistant Principal, Sugar Creek Elementary School

**CSCSHC Mission, Vision, and Guiding Statement**

**Policy 2105**

**Mission Statement**

Through collaboration, we provide an environment in which knowledge and skills are developed so every student will achieve their personal best.

**Vision Statement**

Achieving our personal best in pursuit of excellence.

**Guiding Statement**

Students, parents, patrons, community, Board, and staff all collaborate toward the success of our Vision, mastery of the Indiana Academic Standards, and achievement of the “Expected Results of a Southern Hancock Education” through the maximization of the time and quality of instruction. We will provide the best possible environment. We will develop meaningful and appropriate policies.



**CSCSHC Educational Beliefs**

**Policy 2110**

WE BELIEVE:

- A. The purpose of public education is to ensure that each student develops the capacity to think and reason, and acquires the knowledge and skills necessary to participate fully in a diverse, democratic society operating in an information based, global economy.
- B. Every student can learn and be successful when presented with the right opportunities. Success is defined as the feeling of power over his/her own learning and future.
- C. It is the responsibility of the family, school, and community to give each student the support s/he needs to achieve their personal best.
- D. Commitments to excellence, innovation, and continuous improvement should be expected of all people and programs throughout the School Corporation.

**CSCSHC Expected Results**

**Policy 2131**

The Board of School Trustees believes that the mission of the Corporation is being accomplished when there is valid evidence that its educational programs are making it possible for students to achieve the following educational results, commensurate with their ability and potential:

A. Communicate Effectively

The Corporation graduate:

- a) reads critically and speaks and writes with clarity;
- b) processes, comprehends, and synthesizes information found in a variety of media;
- c) actively listens and responds in an appropriate manner; and
- d) uses technology/social media to communicate responsibly.

B. Think Critically

The Corporation graduate:

- a) applies research and problem solving skills in diverse contexts to make informed decisions;
- b) incorporates mathematical principles and operations in a variety of circumstances to decipher problems;
- c) integrates skills related to scientific concepts to analyze and solve world challenges; and
- d) uses technology to promote creative and critical thinking within challenging scenarios.

C. Respect diversity

The Corporation graduate:

- a) demonstrates an understanding and appreciation of world cultures;

- b) interacts well and works cooperatively with others;
- c) displays an appreciation for aesthetics and the fine arts;
- d) participates in school, community, and world programs to improve the quality of life.

D. Practice skills for success

The Corporation graduate:

- a) demonstrates skills and values necessary to be productive members of society (i.e. effort, initiative, honesty, citizenship, caring, respect, responsibility, acceptance, motivation, self-discipline, etc.);
- b) demonstrates the knowledge and skills necessary to explore and achieve post-secondary education/training and career goals;
- c) uses technology appropriately and demonstrates knowledge and skill needed to learn and compete in a digital society;
- d) demonstrates knowledge and skills necessary to promote health and wellness.

**Skills for Success**

The Southern Hancock Schools have identified the following Skills for Success to help promote a positive school climate:

<b>Motivation:</b>	Wanting to do a task
<b>Best Effort:</b>	Being willing to work hard to do your best
<b>Honesty:</b>	Telling the truth
<b>Respect:</b>	Valuing people and their property
<b>Responsibility:</b>	Doing what’s right and being accountable
<b>Initiative:</b>	Moving into action when something needs to be done
<b>Caring:</b>	Showing and feeling concern for others
<b>Citizenship:</b>	Respecting the government, laws, and symbols of the United States of America
<b>Acceptance:</b>	Respecting the difference in everyone and their right to have their own views and beliefs
<b>Self-Discipline:</b>	Living in a peaceable society and settling disputes without violence

**ATTENDANCE**

**Determination of Legal Settlement and Eligibility of Enrollment of Students Without Legal Settlement in the Corporation**

**Policy 5111**

Summary: The Board will educate, tuition free, students who have legal settlement in the Corporation, and students enrolled according to the requirements of I.C. 20-26-11. In addition to students with legal

settlement in the Corporation, students without legal settlement in the Corporation (hereafter referred to as "transfer students") will be enrolled in compliance with I.C. 20-26-11-32.

Transportation will not be provided by the School Corporation for transfer students accepted for enrollment.

No transfer student shall be accepted for enrollment for athletic reasons. Transfer students may be charged transfer tuition according to Board Policy 6150.

**Policy 5200**

Summary: (Attendance) The Board, as an agency of the State, is required to enforce regular attendance of students. Attendance shall mean to be physically present in a school or at another location where the school’s educational program is being conducted during regular school hours on a day in which the educational program in which the student is enrolled is being offered.

Summary: (Excused Absence) Exceptions to compulsory attendance that shall be recognized by the school corporation as provided by state statute are:

- A. service as a page or honoree of the general assembly (I.C. 20-33-2-14)
- B. service on a precinct election board or helper to a political candidate on the date of an election (I.C. 20-33-2-15)
- C. subpoena to appear in court as a witness in a judicial proceeding (I.C. 20-33-2-16)
- D. service in active duty with the National Guard for not more than ten (10) days (I.C. 20-33-2-17)
- E. participating as a member of the Indiana wing of the Civil Air Patrol for not more than five (5) days (I.C. 20-33-2-17.2)
- F. participating in an educationally-related, non-classroom activity which is consistent with and promotes educational philosophy and goals of the school corporation, facilitates the attainment of specific educational objectives, is part of the goals and objectives of an approved course or curriculum, represents a unique educational opportunity, cannot reasonably occur without interrupting the school day, and is approved in advance by the school principal (I.C. 20-33-2-17.5)
- G. if a student or a member of the student’s household is in good academic standing, and has an exhibit at the Indiana State Fair for educational purposes, that student may receive up to five (5) excused absences.

For any of these exceptions a student shall not be recorded as absent from school.

The Board considers the following factors for excused absences:

- A. illness verified by parent communication
- B. recovery from accident
- C. required court attendance
- D. professional appointments – Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc.
- E. death in the immediate family
- F. observation or celebration of a bona fide religious holiday

- G. military connected families' absences related to deployment and return
- H. such other good cause as is stipulated in the student handbooks or permitted by law

### **Parent/Student Responsibilities**

- A. IC 20-33-2 requires parents to ensure that their children attend school as required by compulsory attendance laws.
- B. The elementary and intermediate schools require telephone calls from parents by 10:00 am on each day a student is absent. Parents may call their student's school at any time and leave a message on the voicemail attendance line.
- C. Students are expected and required to attend all classes to which they are assigned.
- D. It is the student's responsibility to request all make up work. Failure to complete make up work in the designated time will result in no credit.
- E. Parents are expected to keep the school informed during a pupil's prolonged illness by contacting the school office every third day.

### **Attendance Expectations**

Attendance is a factor in how the district and each individual building's federal accountability grades are calculated. This change is a result of the Every Student Succeeds Act (ESSA). The federal grades use an attendance calculation for each individual student. A student is considered a "model attendee" if they miss less than eight days in a school year. The percentage of model attendees makes up the district's attendance rate for federal grades.

The Principal, or the Principal's designee, will maintain a record for each student's attendance. Repeated, unreported, or patterned absences will be referred to the school administration. Incidents of an extreme number of repeated, unreported, or patterned absences may result in the absences being reported to the Hancock County Prosecutor's Office as educational neglect.

Parents will be contacted daily by phone for any student absence that is unverified by a phone call or email.

1. After six (6) unexcused or unverified absences, parents will be notified by letter. This letter will be documented in PowerSchool. The student may be required to submit a medical note as authorized by I.C. 20-33-2-18 for absences to be considered excused. Failure to submit a medical note may result in a referral to the Hancock County Probation Department or Hancock County Welfare Department.
2. After eight (8) unexcused or unverified absences, parents will be notified by letter. This letter will be documented in Powerschool. The student may be required to submit a medical note as authorized by I.C. 20-33-2-18 for absences to be considered excused. Failure to submit a medical note may result in a referral to the Hancock County Probation Department or Hancock County Welfare Department.

3. After ten (10) unexcused or unverified absences have been accumulated, a conference will be held with the parent/guardian, student, and administrator and an attendance contract may be developed. The contract may include, but is not limited to, any or all of the following: required doctor's certificate for each absence thereafter, additional parent conferences, and/or loss of credit.
4. If a student accumulates fifteen (15) unexcused or unverified absences, the Probation Office will be notified and a letter, signed by the Probation Officer, Sheriff's Department designee, and Prosecutor, will be sent to the student's parent/guardian.
5. If a student accumulates sixteen (16) or more unexcused or unverified absences over a semester, the Probation Officer will be informed of each absence.
6. From this point, the Probation Officer will be involved in deciding consequences that will be enforced.
7. For implementation of the New Palestine High School attendance policy, study hall and academic lab are considered classes even though no credit is offered.
8. School-sponsored or sanctioned activities are exempt from, and will not count toward, the total days of absence. It is important to note that the student is responsible to make-up the missed work. (The student is also responsible for notifying his teachers when such an activity will occur.)
9. Students with excessive absenteeism and no parent contact may be recommended for expulsion from school.

### **Student Vacations During the School Year**

Students are discouraged from taking vacation during the school year. Whenever a proposed absence-for-vacation is requested, **parents must discuss it with the principal**. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence. If a student is absent for any type of vacation, the absence will be unexcused.

A student may be given assignments and materials for completion during the absence. Work completed during or after an unexcused absence for a vacation and submitted to a teacher will be counted.

### **Make Up of Missed Work Procedure**

Assignments given by the classroom teacher to students present in the classroom are due on the due date. If the student is absent on the day the previously given assignment is due, then the student is responsible for the assignment the first day he/she returns to school. When assignments are made

while a student is absent from school, the student will be allowed to make up the assignment. It is recommended that one class day be allowed for each class day absent. When an extended illness (three class days or more) occurs, the length of make-up time should be arranged with the teacher, student, and administration. After two consecutive days of absence, called-in requests for homework will be honored.

## **Unexcused Absences**

Any absence from school for any reason not included as an excused absence or a prearranged absence is an unexcused absence. Examples include, but are not limited to:

1. Car trouble
2. Oversleeping
3. Missing the bus
4. Babysitting
5. Personal business
6. Undocumented absences due to illness beyond the six (6) per semester confirmed by parent contact

## **Truancy**

Truancy is an absence without consent of a parent and/or knowledge of school officials. When a student is considered to be a truancy problem, he/she will be reported to the proper legal authorities. "Habitual truancy" is (absent without consent of parent or the school) defined as the accumulation of 10 unexcused absences from school during one school year. If a student of at least 13 years of age is a habitual truant, the student's name will be reported to the Bureau of Motor Vehicles in accordance with state law (IC 20-33-2-11) in addition to the penalties set out in this policy. Students who are truant from class period(s) will receive disciplinary consequences for their actions. Possible consequences are detention, attendance contract, in-school suspension, out-of-school suspension, and expulsion.

## **Withdrawal From School**

In order for all necessary records to be completed, parents should contact the school office, either in writing or by telephone as soon as a withdrawal date is established. Early notification will ease the transition for the student from Southern Hancock Schools to the new school. This procedure will also assist the school in providing the parents and/or receiving school with the appropriate school records. All fees must be paid before the withdrawal process is complete. Students are required to turn in all books to their teachers as they go through the schedule on their last day of attendance.

## **TECHNOLOGY**

### **Student Education Technology Acceptable Use and Safety**

**Policy 7540**

**Summary:** The Board provides Education Technology so that students can acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The Corporation's Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

This policy and the Student Code of Conduct govern students' use of the Corporation's personal communication devices and students' use of their personal communication devices (that is, according to Board Policy 5136, computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), network, and Internet connection and online educational services. Smartwatches are included under "any other web-enabled device".

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

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

**Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the Corporation with whom they are communicating for school-related projects and assignments.** Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes. Students shall not access social media for personal use from the Corporation's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

**Due Process and Discipline in the CSCSHC Technology Program**

The entire foundation and success of public school education depends on the basic concept of self-discipline that will allow all individuals to exist in a world of change and with the individual rights afforded them by our federal and state constitutions. Certain standards of conduct are necessary to assure that people seeking to express their own individual rights do not at the same time infringe upon the rights of others.

Recognizing that some users may misuse or abuse the technology of the school district, school administration may find it necessary to remove a user from the district's technology program. In this event, due process procedures according to the present code of conduct and the standing district policies will be followed as appropriate.

Intentional actions that are harmful or potentially harmful to computer, laptop case, and all accessories (i.e. throwing laptop or case on the floor or desk or defacing them in any way)

- 1<sup>st</sup> Offense: Parent/student pay for damages and parent contacted
- 2<sup>nd</sup> Offense: Parent/student pay for damages, parent contacted, and after school time assigned at the discretion of the administrator
- 3<sup>rd</sup> and Subsequent Offense: Parent/student pay for damages, parent contacted and discipline consequences at the discretion of the administrator and could include loss of the device

### **Technology Device Misuse**

#### **Inappropriate Use**

Includes but is not limited to:

- Inappropriate use of websites, iChat, iTunes, Photo Booth, or any software
- Searching or attempting to search inappropriate topics
- Taking pictures or videoing on school property when not related to an assignment
- Video chatting, emailing, or online chatting during class time (when not related to an assignment)
- Profanity

#### **Consequences of Inappropriate Use**

- 1<sup>st</sup> referral- Parent contact and automatic Discipline Detention
- 2<sup>nd</sup> referral- Parent contact and automatic Discipline Detention
- 3<sup>rd</sup> referral- Parent contact and loss of computer for 5 days

Additional referrals will result in loss of laptop use and parent conference.

#### **Unacceptable Use**

Includes but not limited to:

- Pornography (real life or cartoon)- Pornography can be a felony offense and if so will be turned over to the authorities. This includes: possession, manufacturing (using the camera to create pictures/movies), and distributing (sending to someone via email, iChat, flash drive, etc.).
- Searching or attempting to search unacceptable topics
- Taking pictures or videoing on school property when not related to an assignment and sharing the video or picture (showing it to another person, texting it, posting it to the Internet in any way, etc.
- Inappropriate use of images of weapons- these will be turned over to authorities and will be taken seriously. Weapon referral will result in an automatic counseling referral.
- Gang-related files



- Creating bootleg movies or music
- Logging into a computer application using someone else’s login information
- Cheating
- Using computer to plan a fight
- Profanity directed at faculty or staff
- Threats and/or cyber bullying
- Hacking the laptop and/ or the network

**Consequences of Unacceptable Use**

- 1<sup>st</sup> referral- Parent contact, loss of laptop for number of days to be determined by administrator, Internet loss not to exceed 30 days, up to 3 days of ISS
- 2<sup>nd</sup> referral- Parent contact, loss of laptop for number of days to be determined by administrator, Internet loss not to exceed 30 days, up to 5 days of ISS
- 3<sup>rd</sup> referral- Parent conference, loss of laptop as designated by the administrator, Internet loss for the remainder of the grading period or at least 30 days, and up to 5 days of OSS

**PLEASE REMEMBER:** Administration reserves the right to take computers at any time if they suspect misuse. Teachers may also suspend use of computers during their class times if they suspect misuse. Computers will be monitored to determine Internet violations and misuse. **Serious and/or habitual offenses may result in more severe consequences as the situation warrants.**

**STUDENT INFORMATION**

**Food Services**

The Aramark Food Service Department offers a variety of meal choices with one goal in mind: To provide outstanding service and high quality “kid-friendly” meals that meets or exceeds the latest federal and state requirements. The Food Service staff is looking forward to serving students nutritious, great-tasting meals that support their achievements in school and promote healthy lifestyles.

Detailed information can be found on the Food Service webpage on the corporation website under the information tab for the following subjects:

- Account deposit information including how to deposit money into the student’s food service account utilizing e-Funds (EFS).
- Menus and Nutrition
- Meal assistance information for Free and Reduced priced breakfast and lunch meals
- National School Lunch Program and National School Breakfast Program Facts
- Nutrition Education including Healthy For Life material that can also be found in your school cafeteria

When sending money to school, please place the student’s name in the memo portion of the check and send cash or check in an envelope labeled with the student’s first and last name.

Free and Reduced Meal Applications are available online and included in the registration packet. Please apply for free and reduced meals at the start of each school year or if there has been a change in household size or income.

**Our Mission Statement:**

To provide outstanding service and high quality meals that meets or exceeds the federal and state requirements in an informative environment that enriches and nourishes students' lives.

**Food Service Account Charges**

It is important to keep a student's food service account current to eliminate disruption to daily meal selections. With busy schedules it is easy to forget to send money. To eliminate a potential disruption with student's having a choice in offerings, parents are encouraged to sign up for a free notification via email when the student's meal account reaches a certain threshold. Notifications can be sent online through SchoolPay.

For further assistance, please call the Director of Food Service at (317) 861-4463.

**Lunchroom Behavior Guidelines**

Students will wait patiently in line and not "cut" in front of other students. Students are responsible for:

- A. Depositing all litter in the wastebaskets provided,
- B. Staying at their seat until dismissed, and
- C. Leaving the table and floor area around their place in clean condition for others.

Students are to remain in the cafeteria during the lunch period. They are not to be in the academic areas or at their lockers without permission. There is to be no open food or drinks taken from the cafeteria.

**Wellness**

**Policy 8510**

Summary: The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the Corporation's students. Research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn. Schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

## **Child Abuse**

All public employees are required to report suspected child physical and/or sexual abuse to an agency authorized to investigate such. This will be reported by the school district in accordance with the statutes of the State of Indiana. (I.C. 31-33-1 et. seq.)

## **Extended Assistance Services/Resources**

Please see your school's guidance counselor or social worker for assistance and/or additional resources:

- Feelings of hopelessness, depression, suicidal thoughts, or feeling alone;
- Drug and alcohol problems;
- Physical, sexual, or emotional abuse;
- Sexually transmitted disease and pregnancy assistance;
- Domestic violence;
- Runaway students;
- And mental health services

## **Hearing Screening Administration**

The speech-language pathologist conducts hearing screenings annually (traditionally at the beginning of the school year) for all students in kindergarten, first, fourth, seventh, and tenth grades. All students who were identified as having a hearing problem the previous year and all students newly enrolled in the school system are also tested. Students may also be referred for hearing testing by a parent or teacher at any time during the school year.

Indiana Criteria for Waiving Hearing Screening Requirement: No student shall be required to submit to a hearing test if written objection by the parent or guardian is submitted to the school principal prior to testing. (This must be submitted annually).

Any student who fails the hearing test will be rechecked within three weeks. Failures upon re-screening will be referred to the Educational Audiologist for a complete evaluation. When a referral to the Educational Audiologist is warranted, parental permission will be obtained for this additional testing.

## **Speech Therapy Services**

The speech-language pathologist screens the speech of all students in grade one, all students who were identified the previous year as needing follow-up, and all students referred by parents or teachers.

If the screening indicates further diagnostic testing should be conducted, the speech-language pathologist will obtain parental permission. After parental consent is obtained, the speech-language pathologist will conduct a diagnostic evaluation to help assess the needs of children in one or more of the following areas:

- Language (vocabulary, grammar, sentence structure, auditory processing)
- Articulation (pronunciation of speech sounds/words)
- Fluency (stuttering or abnormal rate of speech)
- Voice (voice quality, pitch, loudness)

A case conference will be conducted after testing is completed. At the conference, the speech-language pathologist interprets the results of the evaluation to the family. Eligibility for speech therapy services is determined by this Case Conference Committee, based upon the evaluation conducted by the speech pathologist, the input of all the Case Conference Committee members, and the eligibility criteria established by the state.

### Medication

The following statements define the medication guidelines for all Southern Hancock students K-12:

1. All prescription and non-prescription medication for students K-12 must be delivered to and picked up from the school nurse or school office personnel by a parent or other responsible adult age 18 or over.
2. **NO** medication is to be transported by students. This would include cough drops in accordance with state guidelines.
3. **ALL** medication must be in the original container, and all prescription medication must have the pharmacy label.
4. At the high school level, students may bring the medication to the nurse in the office, however, parents must transport to and from school any controlled substance prescription drugs (For example: Ritalin, Adderall, Dexedrine, Tylenol #3).
5. No medication shall be administered to a student without the written and dated consent of the student's parent. The parent or guardian will need to fill out the "permission to administer" form(s) to accompany the medication in order for their child to receive medication at school. The instruction from parents must contain the date, name of student, name of medication, dosage, time to be given, and must be signed by the parent/guardian. The consent of the parent shall be valid only for the period specified on the form and in no case longer than the current school or program year.
6. All prescription medicine, including injectable medicine, and all blood glucose tests by finger prick to be administered to a student, must be accompanied by a physician's prescription note, a copy of the original prescription, or the pharmacy label. The written consent of the parent and the written order of the physician shall be kept on file.
7. Medication shall be administered only by a school nurse, clinic assistant, or other employee(s) designated in writing by the Corporation Nurse. All administration of medicine shall be documented in writing. Any designated employee, who is responsible for giving an injectable insulin or blood glucose test by finger prick, shall receive proper training, which

will be documented by the Corporation Nurse. Such medication must be kept in the school clinic unless there is proper document signed by a doctor allowing a student to have an inhaler or blood glucose monitoring equipment with him/her. **The parent or guardian must complete the appropriate school authorization form for either prescription and/or non-prescription medication/treatment for their student. This completed and signed documentation will be submitted to the school clinic and kept in the student's health file.**

8. All medication will be kept in a locked area in the school clinic. Students are not allowed to keep medication in their possession at school. However, such items as asthma inhalers and blood glucose monitoring kits may be kept in the possession of the student provided a physician's statement of necessity is on file with the school nurse. If a student is found with a medication in his/her possession, his/her record should be checked to determine if the proper authorization is on file. If not, the matter is to be reported to the principal for appropriate action. The purpose of any appropriate action on this matter should be to make it clear to all students and parents that, because of its policy on drug use, the school cannot allow possession or use of any form of unauthorized drug or medication at any time.
9. If medication is to be discontinued, instruction/consent from the parent must be presented to the school nurse/school office personnel in writing. In an emergency situation, medication will be discontinued upon a phone authorization from a parent/guardian. However, this must be followed up by a written authorization. At the K-8 level, all unused medication must be picked up by a parent/guardian. The school nurse will properly dispose of all medication not picked up within 2 weeks of discontinuation. Medication not picked up, or sent home with the student at the high school level, by the last day of school, will be appropriately disposed of unless prior arrangements have been made.
10. If students do not comply with the above statements, consequences may be used with the discretion of administration.

### **Distribution of Aspirin Products**

We **DO NOT** distribute aspirin products to students due to the risk of Reye's syndrome unless there is written permission from a physician documenting its necessity.

### **Student Accidents**

All accidents in the school building, on the school grounds, at practices, or at any event sponsored by the school, must be reported immediately to the individual in charge. During the school day, the teacher will send the child to the school nurse, or the clinic assistant. Parents will be notified of serious accidents as soon as possible. In the event that parents cannot be reached, the student will be discharged to the person designated as the "medical emergency contact" on the enrollment form.

### **Medical Insurance**

The Community School Corporation of Southern Hancock County does not carry insurance to cover student accidents or injuries.

## Guidelines for Parents Visiting Classrooms

### **Policy 9150**

**Summary:** In order to protect the educational program of the schools from undue disturbance and provide a safe environment for students and staff:

- A. Persons wishing to visit a school are to make arrangements in advance through the school office.
- B. Every visitor to a school must register at the school office.
- C. No visitor may see a student in school unless it is with the specific approval of the principal. A student is never to be permitted to leave the school with anyone who is not clearly identified as his/her parent or an appropriately authorized person.
- D. Students may not bring guests to school unless permission to do so has been granted by the principal.
- E. Because classroom visitations can be distracting to the students, the following guidelines have been established:
  1. Visitations will not be allowed during examinations and independent study periods.
  2. Any comments made by individual students are to be maintained in confidence by the visitor to the activity.
  3. Use of audio or visual equipment to record classroom activities must be approved by the principal and the teacher. No visitor shall be allowed to videotape students in the classroom as it violates the privacy rights of students unrelated to the visitor.
  4. If the nature and instructional purpose of any activity calls for students to be segregated by gender, only visitors of the appropriate gender may observe those groups.
  5. If a parent or other visitor wishes to tape record a conversation with a teacher or the principal, s/he should request permission from the teacher or principal.
  6. Any comments or concerns are to be discussed with the teacher before or after the school day when students are not present. Appointments are recommended.

### **Field Trip Eligibility**

A student cannot participate in a school-sponsored field trip that will require his/her absence from a class other than the class sponsoring the field trip, if the student is not in good standing in regard to attendance and discipline.

### **Use of Chaperones/School Volunteers**

Parental support of field trips is sincerely appreciated.

One of the goals of Southern Hancock Schools is to provide the safest environment possible for all students. In keeping with this goal **criminal history background checks will be obtained on all field trip volunteers. A form for this purpose is available in each of the school offices and must be completed and returned to the building principal one week prior to going on any field trip.** This information will be valid for the current school year.

There are many field trip opportunities within the school year. As many parents as is appropriate will be scheduled to help with each trip. The destinations often have restrictions or requirements as to the number of participants, and arrangements are made well ahead of the trip. It is necessary to schedule volunteer participation to ensure a successful outing. The goal is to provide the best possible educational experience for students.

The primary role is to assist with the supervision of students. This will require the undivided attention of volunteers.

Chaperones are expected to set an example of correct school behavior at all times, therefore **smoking or the use of any other tobacco products (including e-cigarettes) is prohibited on field trips at all times.**

## STUDENT CODE OF CONDUCT

### Rights, Responsibilities, & Regulations Concerning School Behavior for Students

The responsibility for the development and maintenance of an orderly learning environment falls to a combined effort of students, parents, teachers, administrators, and to our community. Regulations for management of school behavior must be outlined by those responsible for the operation of the schools. The county has the legal responsibility for the school in which you are enrolled. The Board, in turn, sets policies and appoints administrative officers to carry them out. Authority for such Board responsibility is included in the School Powers Act and Student Due Process Code of the Indiana General Assembly, in the Policy Manual of the Community School Corporation of Southern Hancock County and in the various teacher and student handbooks. A breach of conduct may result in a variety of disciplinary strategies including a reprimand, loss of privileges, referral to special school personnel, parent conferences, behavior contracts, detentions, Friday/Saturday school, suspension, expulsion or attendance at alternative school.

### Due Process

Due process is guaranteed to individuals by the Fourteenth Amendment to the Constitution. Due process in education implies that rules and regulations of schools are published and distributed; that students know and understand these rules and regulations; that when a student is believed to have violated a rule or regulation, he or she is confronted with this belief and given the opportunity to respond to the accusation; that when rules or regulations are violated, certain consequences may occur.

The Student Due Process Code, enacted and amended by the General Assembly of Indiana, outlines in detail the procedures to be followed when a student is disciplined by expulsion or suspension. So that the rights of the student concerned are protected, a copy of this law is on file in the office of each principal, as well as the Superintendent's office, and is available to students upon request.

## Students with Disabilities

All students with disabilities will be expected to follow the rules, policies, and procedures contained in this handbook unless otherwise stated on their Individualized Educational Plan. This includes all behavior, conduct, substance abuse, and discipline rules.

## School Bus Conduct & Safety Rules

The Bus Conduct and Safety Rules are designed to promote safety on the school bus at all times. The safety of all students is our top priority. Therefore, each student is expected to cooperate fully by always obeying the rules.

The authority of the bus driver who is in charge of the bus will be recognized and supported by all. For everyone's safety, the bus driver must be heard, be able to hear traffic sounds such as sirens, and be obeyed by students quickly and efficiently.

School bus transportation is a privilege and is not guaranteed for you by law. Transportation is available; however, if students choose to disobey the rules, the privilege of riding the bus may be taken away in order to ensure safety for everyone. If transportation privileges are denied, the parents or guardians are responsible for getting their children to and from school.

**To promote a safe, orderly, efficient, and enjoyable bus ride to and from school, follow the rules:**

### At the bus stop

1. Be on time. Do not run to or from the bus. Board and leave the bus only at your regularly assigned stop, unless you have received a bus pass in advance.
2. Stay back and away from the bus until it has come to a complete stop.

### On the bus

1. Always obey the driver.
2. Observe classroom conduct.
3. Stay in your seat.
4. Be courteous and use no profane language.
5. Never push, shove, or fight; that is always unacceptable and are serious safety hazards.
6. The use of tobacco products is prohibited.
7. Keep your head, hands, feet, inside the bus and to yourself.
8. Never throw objects inside or outside the bus.
9. Do not eat or drink on the bus.



10. Never damage the bus.
11. Keep the bus clean.

### **Leaving the bus**

1. Remain seated until the bus comes to a complete stop.
2. Once off, clear the area immediately. Wait for the driver's signal before crossing in front of the bus.
3. Always cross at least 10 feet in front of the bus.

### **Student Dress**

CSCSHC students are expected to maintain an appearance that is conducive to the educational atmosphere. Whenever a school official considers a student's appearance to be inappropriate or distracting to the learning environment, the student will be expected to make the necessary changes.

Each aspect of the educational program seeks to create a learning environment, which is safe and focuses on high academic achievement for all students. A student dress code is one aspect, which supports the educational program. Therefore, the dress code will seek to accomplish the following:

- Maintain a safe and secure environment
- Focus students on their academic achievement
- Help students develop appropriate social and occupational dress and appearance skills
- Help students develop a positive and healthy self-esteem
- Create school pride

The school principal will make decisions concerning the appropriateness of any new styles in dress.

### **Expectations**

1. Clothing or accessories displaying (disruptive) messages will not be tolerated. Examples include messages containing profanity, sexual innuendo, racial or ethnic slurs, and references to drugs, alcoholic beverages, tobacco products, violent or illegal acts, weapons, secret organizations, or gangs.
2. Hats or any type of head covering are not to be worn anywhere inside the building during the school day.
3. Non-prescription sunglasses are not to be worn inside the school building.
4. Clothing which reveals undergarments or the lack of undergarments is considered inappropriate.
5. Students who are cadet teachers must dress in a professional manner (Business casual attire).
6. Students on a school sponsored field trip, attending school awards programs or participating in Commencement, will dress in a professional manner (Business casual attire).
7. Athletic events: Special dress days and colorful attire are ways of promoting school spirit. CSCSHC encourages support for its athletic teams and performing groups. Good sportsmanship and positive spirit are our goals. This can be accomplished in very creative and

enthusiastic ways, and still be within the proper dress guidelines. Students will remain fully clothed while practicing for and attending the events.

### **Shoes**

1. Appropriate shoes must be worn at all times. Open-toed shoes cannot be worn in areas or classes where the foot needs to be covered for safety reasons. Examples of these areas are the science labs, construction technology, physical education, and nutrition classes. Shoes such as beach type sandals/flip-flops, or shower type shoes are not appropriate for classes such as cadet teaching or for programs requiring a more professional dress.
2. House slippers shall not be worn.

All clothing, including shoes, must be safe for classrooms and playgrounds.

Attire required by a student's recognized religion will be deemed appropriate for school.

Face coverings may be required when state or local authorities recommend them. Face coverings may be necessary to mitigate disease spread and to continue in-person learning.

Any face coverings brought from home must comply with the district's [Policy 5511 on Student Dress and Grooming](#). Any face covering that is offensive, insensitive, or inappropriate will be confiscated. The student will be given a mask to replace it.

### **Care of the Building**

#### **Policy 5513**

Summary: Students who cause damage to school property shall be subject to disciplinary measures and restitution for damages and will be responsible for reimbursing any reward offered for the resolution of the issue. The Board reserves the right to file a civil action in a court of competent authority against parents of a student who willfully destroys Corporation property.

### **Personal Communication Devices**

#### **Policy 5136**

Summary: Students may use personal communication devices (PCDs) before and after school, and during after school activities as determined by the coach or school sponsor (e.g. extra-curricular activities). High school students may be permitted to use cell phones during their assigned lunch period, which is considered to begin and end when the student enters and leaves the cafeteria. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off and stored out of sight.

Students are prohibited from the use of cell phones during a crisis situation, unless there is no adult available or they have been specifically authorized by school staff to use phones to communicate with parents or guardians. PCDs, including but not limited to those with cameras, may not be activated or

utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. Violation of these prohibitions shall result in disciplinary action. Such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, 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 PCDs to receive such information.

Students are prohibited from recording or capturing audio or video of staff members or other students without their consent. This includes PCD as well as school-issued technology.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities 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.

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

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.

### **Consequences for Using Personal Communication Devices Not Related to School Activities**

- First Offense: The device will be confiscated and returned to the student at the end of the school day.
- Second Offense: The device will be confiscated and returned to the student at the end of the school day. A detention will be assigned.
- Third through Fifth Offenses: The device will be confiscated and returned to the student at the end of the school day. Additional consequences will be assigned per the discretion of administration.

### **Cheating**

Cheating is forbidden. All students are responsible for following their individual teachers' policies and procedures concerning cheating. Consequences include, but are not limited to the following:

- A grade of zero (0) for the assignment

- A reduction in grade
- Detention or suspension

The following is a definition of cheating:

**CHEATING:** The use of unauthorized aid to complete any classroom assignment.

- A. "Unauthorized aid" covers any means expressly forbidden by the teacher.
- B. "Classroom assignment" includes homework, laboratory work, compositions, quizzes, and tests, and computer media.
- C. Allowing others to cheat by taking tests or other materials and passing them on to other students.
- D. Plagiarism - The act of taking the literary composition of another author, or excerpts, ideas, or passages therefrom, and passing the material off as one's own creation. Theft of another person's writings or ideas. Generally, it occurs when someone steals expressions from another author's composition and makes them appear to be his own work. At its simplest and most extreme, plagiarism involves putting one's own name on someone else's work; this is commonly seen in schools when a student submits a paper that someone else has written.

### **Insubordination**

All students are expected to conduct themselves as young ladies and young gentlemen. Students will be expected to be courteous and respectful to faculty, staff members, and other students at all times. If a student feels that a request is unreasonable, he/she must, first of all, comply with the request, and later he/she may appeal the case to the principal.

Any teacher or staff member has the same authority and responsibility as the principal to discipline and correct a student at any time regardless of whether the teacher/staff member does or does not have the student in class.

### **Sexual Misconduct**

If a student engages in inappropriate verbal (oral or written), physical, or sexual contact toward another student or adult, regardless of whether it is consensual at school, at a school-sponsored activity, during a school-related activity, and/or when the Corporation has disciplinary authority, the student may be subject to disciplinary action(s) at the discretion of the administrator.

### **Threats**

A threat consists of spoken or written words (including social media), the meaning of which a reasonable person would conclude carried the threat of imminent bodily harm to oneself or to another or to property, and the means to inflict it. When a threat is given, it will be assessed for its seriousness.

This assessment may involve law enforcement if the threat is considered serious enough by school administration. Threats that are found to be a disruption to the school climate will be handled according to the discipline section of this handbook.

## **Vandalism**

Acts of vandalism are punishable by state law. Any student who destroys school property will be turned over to the proper law enforcement officials.

## **Fighting**

Fighting or provoking a fight will not be tolerated. The penalty for fighting or contributing to a fight will be severe. Fighting, including spitting, is considered battery.

## **Criminal Gangs in School**

### **Policy 5840.01**

Summary: Board policy prohibits gang activity and similar destructive or illegal group behavior on school property or school buses or at school-sponsored functions.

**"Criminal gang"** defined (per IC 35-45-9-1)- "criminal organization" means a formal or informal group with at least three (3) members that specifically:

- A. either:
  - a. promotes, sponsors, or assists in; or
  - b. participates in; or
  - c. has one of its goal; or
- B. the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (IC 35-42-2-1).

**"Gang Activity"** - a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

Consequences and appropriate remedial actions for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion.

## **Bullying**

### **Policy 5517.01**

Summary: Bullying behavior toward a student, whether by other students, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse as provided herein. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Engaging in bullying

behavior through the use of data or computer software that is accessed through a computer, computer system or computer network also is prohibited. This policy applies when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or, using property or equipment provided by the school.

Additionally, this policy applies regardless of the physical location when the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the Corporation; and the bullying behavior results in a substantial interference with school discipline or an unreasonable threat to the rights of others to a safe and peaceful learning environment.

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

- A. places the targeted student in reasonable fear of harm to the targeted student's person or property;
- B. has a substantially detrimental effect on the targeted student's physical or mental health;
- C. has the effect of substantially interfering with the targeted student's academic performance;
- D. or has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

Any student who believes s/he has been or is currently the victim of bullying should immediately report the situation to the building principal or assistant principal or the Superintendent. The student also may report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. This report may be made anonymously.

## **Hazing**

### **Policy 5516**

**Summary:** The Board believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any Corporation-sponsored event. Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

## **Accessory**

Any student who acts as a “lookout” or otherwise aids in or accompanies those participating in violation of school rules, will be viewed as a violator.

## **Use of Tobacco or Electronic Smoking Devices**

### **Policy 5512**

Summary: The Board prohibits the use and/or possession of tobacco by students at all times within or on the campus of any facility owned or leased or contracted for by the Board. The Board prohibits the use and/or possession of tobacco in all vehicles owned or operated by the Board. For purposes of this policy, use of tobacco shall mean all uses of tobacco, including cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco, as well as electronic, "vapor," or other substitute forms of cigarettes.

Students caught using and/or being in possession of any tobacco products or electronic smoking devices will be subject to the following penalties:

- **First Offense:** Three (3) days of in-school suspension and a court citation will be issued to any student under the age of eighteen (18) requiring appearance before a judge for violation of IC 35-46-1-10.5. Students will attend an approved smoking cessation class either in-person or via computer. This class is to be completed by the end of the 3rd day of suspension.
- Additional in-school suspensions may be assigned if students do not complete the smoking cessation class within the three day time frame. Administration reserves the right to refer this student to Hancock County Probation.
- **Second Offense:** Five (5) days out-of-school suspension and a court citation will be issued to any student under the age of eighteen (18) requiring appearance before a judge for violation of IC 35-46-1-10.5.

This policy applies to students who are caught on school property before, during, or after school, and at any school-sponsored activity on or off school property.

## **Controlled Drug Substances**

### **Policy 5530**

Summary: As the use of illicit drugs and the possession and use of alcohol is unlawful and harmful, the Board prohibits the use, possession, concealment, distribution, or being under the influence of any drug and any drug-related paraphernalia, including alcohol, at any time on Corporation property or at any school-related event. Disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school standards of conduct.

For purposes of this policy, "drugs" shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Indiana statute;

- B. any synthetic drug or derivative thereof defined as a controlled substance by Indiana statute;
- C. all chemicals which release toxic vapors;
- D. all alcoholic beverages;
- E. tobacco and tobacco products;
- F. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- G. anabolic steroids;
- H. any "look-alike" substances;
- I. any other illegal substance so designated and prohibited by law.

### **Drug and Alcohol Disciplinary Procedures**

The following applies to all students as noted above. Due process will be followed. The disposition of each offense listed, may be imposed at the discretion of the building principal. Proper legal authorities will be notified per IC 20-33-9-5.

#### **First Offense**

The student will be subject to a ten (10) day suspension accompanied by a recommendation to the Superintendent for his/her expulsion from school for the remainder of the current semester and the next regular school semester. If offense occurs within the last four weeks of a semester or while enrolled in summer school, the recommendation for expulsion may extend through the next two semesters if credit is awarded for the current semester.

Upon review of the student's discipline record and the circumstances of the violation, the principal may at his/her discretion, recommend to the Superintendent that the student involved be given the option to enroll in an approved educational or counseling program of at least 10 hours in duration and complete a drug assessment, which includes a laboratory analysis. Where fees for service are involved, parents must accept responsibility for payment.

The service provider must be approved by the school district and both the program and the assignment must be shared with the school upon the student's satisfactory completion. Failure to satisfactorily complete the designated program within a specific time frame established by the principal, will result in the continuation of the expulsion from school during the second semester.

The principal may authorize the student's probationary return to school after no less than the completion of the semester, providing negative drug assessment results are presented, and satisfactory evidence of completing an educational or counseling program is presented.

The student's expulsion will be held in abeyance while he/she is participating in the probationary program.

#### **Parental Responsibility**



The parents or guardian must be impressed with the need to seek professional help for the student who is involved with drugs or alcohol. In the case of any student who appears to be a user and who has been or appears likely to be expelled or excluded in connection with such use, the parent or guardian will be informed that the school will be extremely reluctant to readmit the student without evidence of professional help or medical treatment. The school will look favorably upon any progress reports from professionals who indicate that the student is ready to adjust to and resume a normal role in the educational process. Any final decision on readmission, however, will be based upon the entire body of available evidence.

### **Second Offense**

The violation will result in expulsion.

### **Counterfeit Drugs**

No student may possess, use, or transmit any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.

Students are prohibited from possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products. Students are also prohibited from possessing, using, distributing, purchasing, or selling tobacco products of any kind or in any form.

Any substance for which a student has a prescription or written permission from a parent allowing use must be brought to the school nurse or designee in the health clinic and administered or taken there.

### **Weapons**

#### **Policy 5772**

Summary: The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the Corporation.

The term "weapon" means any object which, in the manner in which it is used, intended to be used, or represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health or safety of persons. Weapons include, but are not limited to, firearms, tasers, handguns, stun guns, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, chemical weapons, metallic knuckles, martial arts weapons, ammunition, and destructive devices (bombs, incendiary, grenade, Molotov cocktail, rocket with a propellant charge of more than four (4) ounces, etc.). A "knife" is defined as "an instrument that:

1. consists of a sharp edge or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds; and
2. is intended to be used as a weapon." I.C. 35-47-5-2.5(a).

Any student who violates this policy will be reported to law enforcement and may be subject to disciplinary action, up to and including expulsion.

Students are required to immediately report knowledge of weapons and threats of violence by students and staff to the building principal. Failure to report such knowledge may subject the student to immediate suspension and potential expulsion from school.

### **Video Cameras**

Video surveillance cameras are installed in critical areas of the school to improve the security of the building. They may also be used as evidence in investigations of wrongdoing. They may or may not be monitored at any time, and may or may not be on-line at any time.

### **Rights, Responsibilities, & Regulations Concerning Searching of Lockers & Autos**

#### **Policy 5771**

**Summary:** School facilities such as lockers and desks are school property provided for student use subject to the right of Corporation administrators to enter the facility as needed to inspect, access for maintenance, and search all items in the facility. The principal may search student lockers and storage areas and the contents contained therein at any time for any justifiable reason. Students shall not have an expectation of privacy in any facility provided by the school and shall not be permitted to deny entry to a Corporation administrator by the use of a lock or other device. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal. Unapproved locks will be removed and destroyed. The principal may, at any time, request assistance of the law enforcement agency having jurisdiction over the facilities of the Corporation. The law enforcement officer must have probable cause, however, to conduct a search of the lockers and storage areas and the contents contained therein.

Prior to a search of a student's person and personal items in the student's immediate possession, consent of the student shall be sought by an administrator. If the student does not consent, such a search shall be permitted based only upon the administrator's individualized reasonable suspicion to believe that the search will produce evidence of a violation of a law, school rule, or a condition that endangers the safety or health of the student or others.

Permission for a student to bring a vehicle on school property shall be conditioned upon consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of law, a school rule, or a condition that endangers the safety or health of the student driver or others. The student shall have no expectation of privacy in any vehicle or in the contents of any vehicle operated or parked on school property.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a law or a school rule or which endangers the safety or health of any person shall be seized and utilized as evidence if appropriate.

A Corporation administrator may request the assistance of a law enforcement officer or agency in any aspect of a search or seizure based upon no less than reasonable suspicion to believe evidence of violation of a criminal or juvenile law, or school rule will be found.

Administrators are authorized to arrange for the use of breath-test instruments for the purpose of determining if a student has consumed an alcoholic beverage. Any student testing positive may be subject to disciplinary action or exclusion from school functions.

## **Seclusion and Restraint**

### **Policy 5630.01**

**Summary:** A student will not be subject to seclusion or restraint unless the student's behavior poses an imminent risk of injury to the student or others. However, significant violations of the law, including assaults on students and staff, will be reported to the police. As soon as possible after any use of seclusion or restraint, the student's parent or guardian will be informed and provided with a detailed account of the incident, including the circumstances that led to the use of seclusion or restraint.

## **Discipline Rules**

School officials may find it necessary to discipline students when their behavior interferes with school purposes, or educational functions of the school corporation. In accordance with the provisions of I.C. IC 20-33-8-9 and 20-33-8-10, administrators and staff members may take the following actions:

### **A. STUDENT REMOVAL FROM CLASS**

#### **Policy 5610.01**

**Summary:** The Board authorizes removal of a student from class in the event of a serious classroom disruption which would be grounds for suspension or expulsion. A teacher who removes a student must provide class work for the duration of the removal. If no suitable alternative setting exists within the school, the student is to be suspended utilizing the Hancock County Day Reporting Program. Teachers may still send students to the office for lesser violations of school and classroom rules however; these minor violations shall not be considered grounds for removal under this policy.

### **B. SUSPENSION FROM SCHOOL AND EXPULSION**

#### **Policy 5610**

**Summary:** A student may be suspended and/or expelled from an activity, program, or a school if his/her behavior represents misconduct or substantial disobedience while the student is on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; or traveling to or from school or a school activity, function, or event. A student may be suspended or expelled 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, or the student's removal is necessary to restore order or protect persons on school property, including

any unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions. A student may be suspended or expelled for bullying, regardless of the physical location in which the bullying occurred. The administration decisions regarding suspensions and/or expulsions are final and will not be appealed to the Board. The student or his/her parents may appeal the decision only to the circuit or superior court of the county in which the student resides.

"Suspension" means any disciplinary action that does not constitute an expulsion whereby a student is separated from school attendance for a period not to exceed ten (10) school days. A student may be suspended for a longer period of time in accordance with the provisions of I.C. 20-8.1-5.1-16 pending expulsion.

"Expulsion" means a disciplinary or other action where by a student is:

1. separated from school attendance for a period exceeding ten (10) school days;
2. separated from school attendance for the balance of the current semester or current year unless a student is permitted to complete required examinations in order to receive credit for courses taken in the current semester or current year; or
3. separated from school attendance for at least one (1) calendar year pursuant to I.C. 20-33-8-16 for possession of firearms, deadly weapons, or destructive devices, which may include an assignment to attend an alternative school, an alternative educational program, or a homebound educational program.

### **Grounds for Suspension or Expulsion**

The grounds for suspension or expulsion listed in Section B above apply when a student is:

1. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group (including summer school);
2. Off school grounds at a school activity, function, or event; or
3. Traveling to or from school or a school activity, function, or event. I.C. 20-33-8-14 b

## **STUDENT CONCUSSIONS AND SUDDEN CARDIAC ARREST**

### **Policy 5340.01**

Summary: It is the policy of the Board that the risk of student injury be considered and addressed in the planning and implementation of every student activity sponsored by the Board. The Board therefore directs and requires that before beginning practice for a high school or middle school interscholastic and intramural sports activity, the coach/sponsor of the activity provide the parent of each student participant and each student participant with the information sheet on Student Concussions and acknowledgement form issued by the Indiana Department of Education, and require the student's parent and the student to sign and return the form acknowledging the receipt of the information from the Indiana Department of Education on Student Concussions.

The Board also directs and requires that before beginning practice for an athletic activity, the coach/sponsor of the activity provide to each student athlete and his/her parent or legal guardian the information sheet on Sudden Cardiac Arrest and acknowledgement form issued by the Indiana

Department of Education and require the student athlete and his/her parent or legal guardian sign and return to the student athlete's coach/sponsor the form acknowledging their receipt of the information from the Indiana Department of Education on Sudden Cardiac Arrest.

A high school or middle school student athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from play at the time of the injury and may not return to play until the student athlete has been seen and evaluated by a licensed health care provider trained in the evaluation and management of concussions and head injuries, and the coach/sponsor receives a written clearance from the licensed healthcare provider who evaluated the student athlete that the student athlete can safely return to participation in the sport or activity.

A student athlete who is suspected of experiencing a symptom of sudden cardiac arrest in a practice for an athletic activity or in an athletic activity shall be removed from practice or play at the time that the symptom is identified, and the parent or legal guardian of the student athlete shall be notified of the student athlete's symptoms. A student athlete who has been removed from practice or play may not return to practice or play until the student athlete has been seen and evaluated by a licensed health care provider, and the coach/sponsor receives a written clearance from the licensed healthcare provider who evaluated the student athlete that the student athlete can safely return to participation in the sport or activity.

## **ANNUAL NOTICES TO PARENTS AND STUDENTS**

### **Nondiscrimination and Access to Equal Education Opportunity**

#### **Policy 2260**

Summary: The Board does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities and does not tolerate harassment of any kind.

Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this Corporation. Educational programs shall be designed to meet the varying needs of all students.

Civil Rights Coordinator, Title IX Coordinator:  
Director of Student Services, CSCSHC  
4711 South 500 West  
PO Box 508  
New Palestine, IN 46163  
(317) 861-4463

Section 504 Coordinator, Americans with Disabilities Coordinator:  
Director of Student Services, CSCSHC  
4711 South 500 West  
PO Box 508  
New Palestine, IN 46163  
(317) 861-4463

Corporation Compliance Officer:  
Superintendent, CSCSHC  
4711 South 500 West  
PO Box 508  
New Palestine, IN 46163  
(317) 861-4463

The individual may also, at any time, contact the U.S. Department of Education, Office of Civil Rights, Citigroup Center, 500 West Madison Street, Suite 1475, Chicago, Illinois 60661; Telephone: (312) 730-1530; Fax: (312)730-1576; TDD: 877-521-2172; E-MAIL: OCR.Chicago@ed.gov  
Web: <http://www.ed.gov/ocr>.

## **Nondiscrimination on the Basis of Sex in Education Programs or Activities**

### **Policy 2266**

Summary: The Board does not discriminate on the basis of sex (including sexual orientation or gender identity) in its education programs or activities and is required by Title IX of the Education Amendments of 1972 and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

The Board prohibits Sexual Harassment that occurs within its education programs and activities. When the Corporation has actual knowledge of Sexual Harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Pursuant to its Title IX obligations, the Board is committed to eliminating Sexual Harassment and will take appropriate action when an individual is determined responsible for violating this policy. Members of the Corporation Community who commit Sexual Harassment are subject to the full range of disciplinary sanctions set forth in this policy. Third Parties who engage in Sexual Harassment also are subject to the disciplinary sanctions listed in this policy. The Board will provide persons who have experienced Sexual Harassment ongoing remedies as reasonably necessary to restore or preserve access to the Corporation's education programs and activities.

The Board designates and authorizes the following individual to oversee and coordinate its efforts to comply with Title IX and its implementing regulations:

Director of Student Services, CSCSHC

4711 South 500 West  
PO Box 508  
New Palestine, IN 46163  
(317) 861-4463

## **Anti-Harassment**

### **Policy 5517**

Summary: It is the policy of the Board to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex (including sexual orientation and/or transgender identity), race, color, national origin, religion, disability or genetic information, that are protected by federal civil rights laws (hereinafter referred to as unlawful harassment) and encourages those within the School Corporation community as well as third parties who feel aggrieved to seek assistance to rectify such problems.

The following individuals shall serve as Anti-Harassment Complaint Coordinators:

Assistant Superintendent, CSCSHC  
4711 South 500 West  
PO Box 508  
New Palestine, IN 46163  
(317) 861-4463

Director of Special Education, CSCSHC  
4711 South 500 West  
PO Box 508  
New Palestine, IN 46163  
(317) 861-4463

McKinney Vento Homeless Assistance Compliance Officer:  
Director of Instructional Services, CSCSHC  
4711 South 500 West  
PO Box 508  
New Palestine, IN 46163  
(317) 861-4463

## Parents' and Students' Rights Concerning Educational Records

### **Policy 8330**

Summary: Student records shall be available only to students and their parents, eligible students, designated school officials and designated school personnel, who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. Parents/eligible students shall be provided with the opportunity to amend records when they believe that any of the information regarding the student is inaccurate, misleading, or violates the student's privacy.

The Corporation may release categories of personally identifiable student information designated as "directory information" to Corporation-Support Organizations (as defined in Policy 9211) for the benefit and educational purposes of the schools or individual students. The Board designates as student "directory information": a student's name; address; telephone number, if it is a listed number; date of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; listing on an honor roll; or scholarships. Directory information shall not be provided to any organization for profit-making purposes.

The Superintendent may allow access to a school campus or give students' directory information to organizations that make students aware of educational or occupational options. Parents and eligible students may refuse to allow the Corporation to disclose any or all of such "directory information" by submitting written notification of refusal to the Corporation. This refusal shall be placed in the student file and will remain in effect until changed by the parent or eligible student.

Photographs of athletic events or other student performances which are open to the public, and group photographs (two (2) or more students) of a general nature, may be used for public relations, media press releases, and web page display; however, individual photographs require a written approval from the parent prior to use.

## Instruction on Human Sexuality

### **Policy 2414**

Summary: Parents (and students over 18 or who are emancipated minors) have the right under Indiana law to review all materials used in connection with instruction on human sexuality and to consent or decline instruction in this area.

The Corporation shall make available for inspection by the parent of a student any instructional materials, including teachers' manuals, curricular materials, films or other video materials, tapes, and other materials, used in connection with instruction on human sexuality. Before providing instruction on human sexuality, the Corporation shall comply with state law requirements to provide a written request for consent of instruction to a parent of a student or the student, if the student is an adult or an emancipated minor.

The following individual should be contacted with any questions on instructional materials or consent:



Director of Instructional Services  
P.O. Box 508  
4711 S. 500 W  
New Palestine, IN 46163  
(317) 861-4463

## **Student Privacy and Parental Access to Information**

### **Policy 2416**

**Summary:** No student shall be required as a part of the school program or the Corporation's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating, or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation before the survey/evaluation is administered or distributed by the school to the student.

Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal.

The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

For purposes of this policy, the term "parent" includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

### **Notice of Parental Rights/Section 504**

The following rights are those afforded to the parent/guardian of a student who is believed to be disabled under Section 504 of the Rehabilitation Act of 1973:

- A. Your child will be evaluated before any decision is made regarding the initial placement or a subsequent significant change in placement in a regular or special education program. You have the right to an independent evaluation at your expense.
- B. Any placement decision will be made by a group of persons who are knowledgeable about your child, the meaning of the evaluation data, and the placement options within the school corporation.
- C. In addition to any evaluation data, the group will consider such other information as aptitude and achievement tests, teacher recommendations, physical condition, social or cultural background, and adaptive behavior when making any placement decision.
- D. Any placement of the student will be with persons who are not disabled to the maximum extent appropriate to the needs of your student.
- E. You have the right to examine your child's education records and to exercise all other rights granted to you in The Family Educational Rights and Privacy Act (FERPA).
- F. You have the right to request a hearing regarding any decision made by the school corporation with respect to the identification, evaluation, or educational placement of your child.
- G. Upon receipt of a request for a hearing, the school corporation will appoint an impartial hearing officer (one who is knowledgeable about Section 504 and who is not an employee of the school corporation). The hearing officer will advise you within a reasonable period of time of the date, time, and place for the hearing. You have the right to be represented by legal counsel or any other representative at this hearing.

A copy of the Section 504 regulations will be given to you along with this notice. Any questions regarding your rights should be directed to the assistant superintendent of this school corporation.

**Suspension:** for students with disabilities, a temporary cessation (pause) of educational or related services constitutes a suspension. Before a student can be suspended, the student must be afforded an informal hearing, wherein the student is entitled to a written or oral statement of the charges against him/her; if requested, a summary of the evidence against him/her; and an opportunity to explain his/her conduct. This informal hearing shall precede the suspension of a student unless the nature of the misconduct requires immediate removal of the student. For students with disabilities, suspensions shall not exceed five (5) consecutive instructional days or ten (10) cumulative instructional days in a school year.

**Expulsion:** Before a student can be expelled from school, the student's parent shall be afforded the opportunity for a hearing before an appointed hearing examiner. For a student with disabilities, the hearing must be preceded by a case conference committee meeting. At such meeting, the case conference committee shall review the student's behavior and determine whether the behavior is caused by, or is a manifestation of, the student's disability. If the committee determines there is such a causal relationship between the student's behavior and the student's disability, the student may not be expelled. If, however, the committee determines there is no causal relationship between the student's behavior and the student's disability, the expulsion hearing may be initiated. In the event of the expulsion of a student with disabilities, educational and related services shall not cease. The case conference committee shall determine the educational services that will be provided during the expulsion period.

## Parent Participation

A parent (including a guardian and custodian) of a dependent student shall be required to participate in any disciplinary action authorized under the Student Due Process Code, I.C.20-8.1-5.1, as well as the student discipline handbook of this school corporation, at the discretion of and upon notice by a school official.

Parent participation includes, but is not limited to meetings, conferences, hearings, supervising after-school home study time, reviewing homework, and assuring regular school attendance and attendance after school if necessary.

When a school official deems it necessary to require parent participation to resolve behavioral problems of a student, the parent shall be notified in the following manner: Written or telephone contact by a school official in advance of the meeting, conference, or hearing, followed by a letter of confirmation.

Upon receipt of proper notice, any parent, guardian, or custodian who fails to comply with the requirements of a school official to participate in the resolution of behavioral problems of a student whose conduct is repeatedly or seriously disruptive to the student's own educational progress or to the progress of others may be referred to the Hancock County Office of Family and Children and the child may be considered to be a "child in need of services" in accordance with I.C.31-6-4-3(s)(7).

## Students/Parents Pesticide Application Notice

Periodically throughout the year, it may be necessary that pesticides will be applied to internal areas of the school building and grounds. Whenever possible, pesticides will be applied during non-instructional time or school vacation periods when students and staff members are not present. For more information concerning the kinds of pesticides used, the procedures for application, and/or an application schedule, please contact the Director of Buildings and Grounds at (317) 861-2129.

## Indoor Air Quality

### **Policy 8405**

Summary (Indoor Air Quality): The Indoor Air Quality (IAQ) Coordinator shall serve as the lead contact person for matters related to indoor air quality in the facilities operated by the Corporation. The following individual shall serve as Indoor Air Quality Coordinator:

Sarah Gizzi  
4711 S. 500 W  
New Palestine, IN 46163  
(317) 861-4463

## Animals in the Classroom

Live animals shall be allowed in the classroom for educational purposes with the prior approval of the principal. Animals brought into a classroom must be humanely and properly housed in cages or leashed. Animals brought into the classroom must be known to be in good health. Animals that are poisonous, venomous, or dangerous will not be allowed in the classroom.

In advance of the animal being brought to school, a notification will be sent home with the students in that class informing parents of the type of animal that will be coming into the classroom. Parents will have an opportunity to notify the teacher or the principal if their child is allergic to the animal. If a parent responds about a concern regarding a possible allergic reaction to the animal, the principal and teacher shall discuss options that may be considered.

## Idling School Buses and Other Vehicles on School Property

### **Policy 8615**

Summary: The Board seeks to limit vehicle emissions that might be brought into school corporation buildings to reduce exposure to these emissions and to improve indoor air quality for students, staff, and visitors. This policy applies to all public and private vehicles on any school property. Drivers of vehicles are to turn off the engine if the vehicle is to be stopped for more than five (5) minutes with few exceptions.

## Response to Instruction (Rtl)

Response to Instruction is a multi-step approach to providing services and interventions to all students who may experience learning and/or behavioral challenges. The progress students make at each stage of intervention is closely monitored. The results of this monitoring are used to make decisions about the need for further research-based instruction and/or intervention in general education, in special education, or both. Due to the comprehensive and sequential nature of the process, Rtl can take several months to complete.

**Notification** - If the screenings indicate that a student would benefit from interventions the parents will be notified of the school's intent to initiate an intervention. Additionally, parents will be updated on the student's progress. If the student does not progress as anticipated the school may suggest a referral for special education evaluation, which requires a parent's written permission. Parents are an important part of a student's education and questions or concerns are welcomed. These initiatives are provided in the school at no cost to you.

**Benchmark Data & Progress Monitoring** - To implement the Rtl process the student's current levels of performance are determined using screening tests (Benchmark Data) and goals are identified for learning that will take place over time. The student's academic and/or behavioral progress is then monitored on a regular basis (weekly, bi-weekly, or monthly). Progress toward meeting the student's goals is measured by comparing expected and actual rates of learning. Based on these measurements, interventions are adjusted as needed.

**Intervention** - Using the results of the screening measures, a scientifically proven intervention is initiated to address the student's needs. Following well-developed guidelines, decisions are made concerning a student's academic and/or behavioral progress or lack of progress. Frequent progress monitoring helps determine the length and type of intervention the struggling student receives. This process ensures that the intervention is accurately and consistently administered.

**Special Education Referral** - At any point in an RtI process a parent may request a formal evaluation to determine eligibility for special education. A multi-disciplinary team of qualified professionals would conduct the evaluation with input from the student's parent. The multi-disciplinary team can include a building administrator, school counselor, general and special education teachers, school psychologist, speech/language pathologist or other specialists. As stated earlier, the RtI process is an integral part of any formal evaluation procedure. For those students who have been through the RtI process, there is a 20 school day timeline for evaluation and conference to determine special educational eligibility. For those students who have not completed the RtI process, there is a 50 school day timeline for evaluation and conference to determine special education eligibility.

## EMERGENCY PROCEDURES

Each school in the Community School Corporation of Southern Hancock County (CSCSHC) has a school safety plan that prepares for incidents, and mitigates against their occurrence, directs how the school will react to an incident, and provides a means of recovering from the incident. Such plans shall also address preparedness for natural disasters, hazardous materials or radiological accidents, acts of violence, and acts of terrorism.

Each CSCSHC school has a certified School Safety Officer that regularly inspects facilities, schedules, implements, and records all readiness exercises, and coordinates resources. State law mandates a fire evacuation readiness exercise each month, and a tornado readiness exercise twice a semester, as well as one readiness exercise per semester for man-made situations. In addition to these mandated exercises, CSCSHC schools also participate in readiness exercises that train staff and students in lockdowns and emergency responses.

During all emergency responses and exercises, students are expected to remain orderly, and quiet, and to follow all directions for the staff. Any student that interferes with the safe function of the school, or the successful implementation of a readiness exercise, may face disciplinary action. Any student that falsely reports an emergency (bomb threat, pulled fire alarm, etc.) may be suspended or expelled. In addition, school personnel will regularly meet with local, county, state, and federal first responders to plan out emergency responses. Student volunteers, with parental permission, may be used in realistic emergency simulations.

Each school's emergency operation plans are reviewed and, if necessary, updated annually.

### School Closing Announcements

In case of school closings due to severe weather, the official announcement may be heard on local TV stations. Notification will also be made using the parent alert system. Students and parents should not call the school, CSCSHC office, or individual school employees.

### **School Closing/Delay Decision Process**

CSCSHC is aware of the impact that a school closing or delay poses on families so our goal is to make this as manageable for families as possible. While inclement weather is out of our control, how we manage delays and closures is well within our control. Our administrators do not take weather decisions lightly. Each delay or closure is made with the safety of our children being the top priority. At the beginning of each school year, families are reminded that there is always a potential for weather-related changes in the child's school day. Families are encouraged to have a plan for these situations.

The Superintendent of the school corporation is always monitoring threatening weather that could result in a delay or closure of the school. All of the Hancock County Superintendents talk to one another when making the decision to delay or close school. When weather moves into the area that could cause the school to delay or close, administrators drive the roads to see what kind of travel hazards school buses may face. It is important to remember that our school corporation has some very rural areas and while the roads may seem fine in your area, they may not be accessible in some of our more remote areas. Also, it is important to factor in trying to navigate school buses through the neighborhoods. Once the roads have been evaluated, the Superintendent talks with the other area superintendents to advise of the plans our corporation has for delaying or closing, as well as to hear what the other corporations are planning to do.

Extremely cold temperatures can also affect the decision to close or delay school and guidelines for cold temperature decisions will be posted on our website during the winter months.

Inclement weather can also cause the school to dismiss early. It is important to remember your family's inclement weather plan in the event of an early dismissal and provide that information to the school so that your child, as well as the school staff, knows the plan and what your child is to do if school closes early. This information will be gathered during the school registration process.

When weather forces the school to delay, close or dismiss early you will be notified through various forms of communication. As long as you have updated your information in PowerSchool, you will receive a call through our alert system. Those messages are sent through phone, text and e-mail and based on the choices you make for how you want to receive your message. We also report our school delays/closings on the major television stations, as well as on our website, through Facebook, and via Twitter. There are many ways to receive the message and we encourage you to monitor more than one media outlet. Anytime technology is involved, there is a possibility for error. Therefore, in an effort to ensure you receive the message, we encourage you to check the places where we post information. Fortunately, we live in a time when communication can be virtually instant if you rely on more than one source.

Parents can always make their own personal decisions regarding their child's attendance when inclement weather is involved. The safety of all students is of utmost importance.