

2023-2024



Pleasant Hill
Sugar Creek
Lester B. Sommer

Elementary Student Handbook

Board approved 8-28-23

TABLE OF CONTENTS 2023-2024

Title	Page
Access to Equal Educational Opportunity	29
AHERA Standard	28
Anaphylaxis Policy	13
Athletic Eligibility	28
Attendance Policy	9
Bullying	14
Car Rider – Arrival/Dismissal	4
Care of Textbooks and Library Books	27
Computer Technology	28
Criminal Gangs and Criminal Gang Activity in School	23
Detention of Students after School	9
Directory Information (FERPA)	30
Discipline	13
Dress Code	24
Early Dismissal	5
Exceptional Learners	29
Expectations for Homework	18
Family Travel	10
Harassment	15
Head lice	12
Hearing and Vision Screening	12
Illness at School	10
Immunizations	12
Inclement Weather	5
Legend	25
Nebulizer Guidance	11
Non-Discrimination Statement	3
Notification of Rights Under FERPA	29
Parent Square Service	26
Parent and Guest Visitations	26
Parent’s Right to Know	30
Personnel	3
Pesticide Application Policy	28
Pictures and Yearbooks	27
Possessions Unsafe for School	25
Promotion, Placement and Retention	28
Public Attendance at School Events	27
Returned Checks	28
School Day	3
School Lunches/Breakfast	26
Seclusion and Restraint	13
Section 504 and ADA Coordinator	29
Sex Offenders	23
Statues Banning Possession by Minors	25
Student Belongings	22
Student Due Process	24
Student Fund Raising	27
Student Release	4
Student Success Team	29
Taking Part in Recess and Gym	26
Tardiness	10

Transportation Arrangements	6
Transportation Discipline Code, Violations and Penalties	6
Use of Prescription/Over the Counter Medication	11
Vehicle Idling	4
Volunteers & Field Trips	27

North Montgomery does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including transgender status, sexual orientation, and gender identity), disability, age, religion, military status, ancestry, or genetic information which are classes protected by Federal and/or State law, occurring in the Corporation's employment opportunities, programs and/or activities, or, if initially occurring off Corporation grounds or outside of Corporation's employment opportunities, programs and activities, affecting the Corporation environment. Inquiries regarding compliance by the North Montgomery Community School Corporation with Title IX and other civil rights laws may be directed to the Business Manager/Designee at 480 W 580 N, Crawfordsville, IN 47933 or by telephone at 765-359-2112.

PERSONNEL

Central Administration Office

480 West 580 North

Crawfordsville, IN 47933

Telephone 765.359.2112

Fax 765.359.2111

Superintendent of Schools:

Assistant Superintendent

Director of Business & Transportation:

Director of Educational Initiatives and Enrollment

Food Service Director:

Dr. Colleen Moran

Dr. Anthony Tharp

Jim McBee

Craig Reich

Karyn Elder

Pleasant Hill Elementary School

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Principal—Jennifer Moseley

Counselor – Alicia Smith

Adm. Asst. – Joan Airey

Serving the towns of Linden, New Richmond, Wingate and the north edge of Crawfordsville.

Lester B. Sommer Elementary School

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Crawfordsville, IN 47933

Telephone 765.362.3979

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Counselor – Kirstie McClamroch

Admin. Asst. – Valerie Leonard

Serving the town of Waynetown and the west edge of Crawfordsville.

Sugar Creek Elementary School

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Crawfordsville, IN 47933

Telephone 765.794.4855

Fax 765.794.4578

Principal – Cris McCoy

Counselor – Lore Apple

Admin. Asst. – Tricia Nelson

Serving the town of Darlington and the east edge of Crawfordsville.

SCHOOL DAY

SCHOOL HOURS:

Sommer 7:40 a.m. – 2:30 p.m.

Sugar Creek 7:40 a.m. – 2:30 p.m.

Pleasant Hill 7:50 a.m. – 2:40 p.m.

STUDENT RELEASE

It is the parent/guardian's responsibility to provide the school with court approved legal documentation of the student's contact restrictions. Schools are not allowed to restrict visitation and pick-up without court approved legal documentation stating otherwise.

VEHICLE IDLING

Vehicle exhaust from idling vehicles can accumulate and pose a health risk to children, drivers and the community at large. Exposure to vehicle exhaust can cause lung damage and respiratory problems. Vehicle exhaust also exacerbates asthma and existing allergies, and long-term exposure may increase the risk of lung cancer. Drivers of all public and private vehicles are to turn off the engine if the vehicle is to be stopped more than five (5) minutes in locations where signs are posted that vehicle exhaust may be drawn into the building or while on school grounds in accordance with state/district policies.

CAR RIDER ARRIVAL PROCEDURES

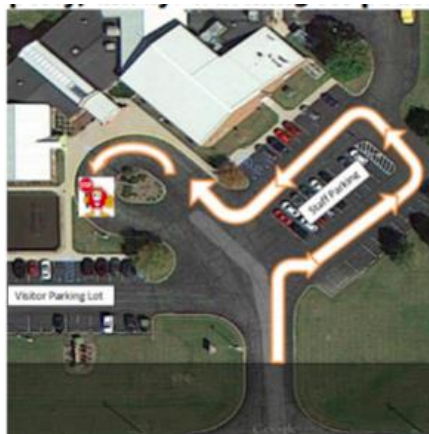
In order to make this process more safe and efficient for parents and students, *we ask that no parents enter the building during arrival and dismissal.*

1. Upon arriving at the school, drivers need to follow the arrows on the diagram below and through the front entrance circle as far as possible (single file, along the sidewalk only.) Place the vehicle in park, turn the vehicle off, and wait until the student is directed by a staff member to exit the vehicle. Vehicles need to be turned off in compliance with state policy 410-IAC 33-4-3.
2. Students will remain in their vehicle with parent supervision until 7:30 a.m. (LBS/SC) and 7:40 a.m. (PH). Drivers may NOT leave vehicles unattended in the circle drive at any time.
3. Students will exit their vehicle's passenger side only onto the sidewalk when greeted and given a signal from a staff member. Students will then walk into the main entrance.
4. As vehicles exit the circle, other vehicles in line will pull forward as far as possible and watch for a signal from a staff member before allowing children to exit the vehicle.

Visitors entering the building need to park in the visitor parking lot and escort the child to the main entrance.

No running vehicles may be left unattended at any time.

We ask that all drivers use extreme caution while driving on school property, always watching for pedestrians.



CAR RIDER DISMISSAL PROCEDURES

Again, to maintain a safer environment and make the pickup process more efficient, we ask that no parents/guardians who are picking up students enter the building during dismissal.

1. Parents/Guardians should notify the office in a timely manner (prior to 1:00 pm) if a student is being picked up at the end of the day. Verbal or written notification should include the child's name, teacher, and the name of the person picking the student up.
2. When picking up a student, all drivers will need to remain in line in the vehicle and not enter the school. No vehicles will be allowed to park in the circle at any time.
3. Parents/Guardians will need to remain in line until reaching the front entrance. When the student's name or pick up number is given to a staff member, the student will be safely escorted to the vehicle. When the student recognizes the adult as his/her ride, the staff member will assist the student in boarding the vehicle.
4. We ask that students be promptly picked up at 2:30 p.m. (LBS/SC) and 2:40 p.m. (PH) at the end of the school day.

We appreciate your support, as we all believe that student safety is our top priority!

EARLY DISMISSAL

- 1) Only principals may release a student from school before the end of the school day.
- 2) Principals may release students before the end of the day only upon presentation of a written or face-to-face request from the child's parent or for emergency reasons.
- 3) Requests for early dismissal should be submitted to the principal as early in the day as possible.
- 4) Students may be released only:
 - a) to a parent whose signature is on file in the school office;
 - b) or to a properly identified person authorized to act on their behalf.

In the event of bad weather or other problems, school may be dismissed early as decided by the Superintendent. Early dismissal will always be announced on the local radio stations and by the corporation instant alert system. Children will be delivered by bus to locations within the school district designated on the Early Dismissal form. It is very important that you complete this form accurately at the beginning of the year so that we know where your child is to go in the event of an emergency. We must have an early dismissal form on file for each student. Families will be notified via Parent Square if school will be dismissed early.

INCLEMENT WEATHER

1. Students are counted absent, but certified, if the bus does not run.
2. If the bus runs in front of the student's house, the absence is non-certified unless it is classified as certified because of being an emergency situation. Ultimately, it is the parent's responsibility to get the child to school, if at all possible.

Decisions to delay the start of school, to dismiss early, or to cancel the entire day are made entirely on the consideration of student safety. Developing conditions during a winter storm may vary from one area of the county to another, but the appropriate response is made on a corporation-wide basis. The following information may be helpful to you as you prepare the necessary contingency plan for your child.

During periods of questionable weather, we receive first-hand information from a variety of sources, including, individuals who evaluate assigned areas, state and local officials, and the National Weather Service. We will attempt to make a decision and necessary announcements via radio and television as close to 6:00 a.m. as possible. Please do not call the schools unless you have emergency information. It is essential that all school telephone lines remain open for emergency use.

A delayed start is a viable option. The volume of traffic is usually reduced and conditions may be improved due to the efforts of road crews. Please make this option a part of your contingency plan, especially if you are required to leave home before the later departure of your child.

Safety conditions may warrant an early dismissal and should be considered in your plan. We are aware of the problems early dismissal can have on families and we will avoid this decision when possible, but please be prepared. Dismissal during a storm is often the worst possible time unless we have information that conditions will become increasingly hazardous. If at all possible, we will keep children with us until road crews have had an opportunity to respond. Please note: Crawfordsville Boys and Girls Club may accept students early due to an early closing.

Regardless of the extent of our road evaluations, it is possible that your bus driver may be forced to avoid portions of a route because of a perceived threat to safety. Drivers have been instructed to make these decisions and we are depending upon your support for their judgment.

In addition, please insist that your child wear appropriate cold weather clothing. Some of our students respond more to the pressure of clothing style than to their own health. Winter weather requires that they be prepared for late buses.

In general, when school is canceled or students are dismissed early, all extra-curricular and after school activities are canceled. Please assume that this is the case unless a school official contacts you. There may be instances when it is deemed safe (improved conditions, main roads are passable, voluntary attendance, etc.) to conduct certain activities.

In all instances, the final decision as to whether it is safe or not for your child to attend school rests with you, the parent. We will work with you regarding the opportunity to make up missed work.

Our bus drivers are reliable, child-caring employees. Their driving records are exceptionally good. Please know they and our entire staff consider your child's safety as the utmost public trust.

TRANSPORTATION ARRANGEMENTS

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Parents/legal guardians should make every effort to have a regular routine in place for children in regard to arrangements for bus transportation home each day.

A change in a student's regular assigned bus stop may be granted for a special need, if a phone call/note from a parent is submitted to the school's office personnel prior to 1:00 p.m. on or before the day of the change. Failure to notify school personnel prior to 1:00 p.m. may mean the request cannot be honored. In addition, parents should clearly communicate the changes to their children. Children become confused and upset when they are not sure what to do or where to go. Parents/legal guardians may not contact bus drivers directly to arrange changes in transportation. Students will not be allowed on a different bus without a bus-o-gram/bus pass with specific information from the parent/legal guardian regarding a change in their bus transportation arrangements. In case of significant questions or serious doubt about student safety, when possible, children may be returned to the school, and the parents will be required to pick them up promptly. In extreme or emergency situations, schools must work with the Department of Child Services to make decisions on behalf of children whose parents cannot be contacted.

Parents should have a safety plan in place in the event that their children should be unexpectedly unsupervised at home or at the location of a childcare giver. Children should be taught what to do to keep themselves safe in unexpected situations.

TRANSPORTATION DISCIPLINE CODE, VIOLATIONS AND PENALTIES

Board approved 6-24-13

Indiana Law:

IC 20-27-10-2

Discipline on school bus

Sec. 2. When students are being transported on a school bus, the students are under the supervision, direction, and control of the school bus driver and are subject to disciplinary measures by the school bus driver and the governing body of the school corporation.

As added by P.L.1-2005, SEC.11.

North Montgomery School Corporation

Policy Adopted 10-27-69

Policy Amended 4-5-76, 8-31-78, 8-4-97

Note: The School Bus Driver may also establish reasonable rules in support of those rules outlined above as a means to maintain orderliness.

Level 1 – Verbal Warnings

Any student behavior that jeopardizes the safety and/or well-being of those on or near the school bus will be addressed by the driver with a verbal warning. This will be issued to insure that the behavior is stopped immediately and not repeated. Such behaviors may include, but not be limited to, the following student actions:

- Disobedience
- Disrespect
- Disruption
- Eating, drinking, littering
- Excessive mischief
- Pushing/tripping
- Throwing objects inside or outside of the bus
- Harassment
- Indecent/inappropriate behavior/clothing
- Insubordination
- Part of body out of the bus
- Rude, discourteous or annoying
- Standing/moving about
- Threatening or intimidating
- Throwing objects
- Unacceptable language/gestures
- Other minor safety or school rules violations

In addition, the driver may choose to assign the student to a specific seat until such time as the behavior issue is stopped and not repeated.

Level 2 – Written Warnings and Telephone Calls

Any student who has been verbally warned by the bus driver to stop a Level 1 behavior (see above) and continues to disregard school bus safety or school rules will be issued a written warning by the bus driver. The student is to take that warning note home and have it signed by a parent and return it to the driver the next day. A copy of that written warning will be submitted to the transportation office and the principal’s office. In addition, the driver will follow-up with a phone call to parents to discuss their child’s behavior and seek parental support and cooperation.

In addition, other behaviors including, but not be limited to, those listed below will be addressed starting at Level 2 due to the more serious nature of those safety and/or school rules violations.

- Repeated Level 1 violations and not complying with verbal warnings
- Moderate behaviors and/or distractions to the driver’s attention
- that jeopardizes everyone’s safety
- Moderately disruptive verbal and/or physical acts such as hitting or kicking
- Bullying
- Intimidation
- Use of profanity
- Theft
- Other school rule and/or safety violations which require a written warning and parent notification.

In addition, the driver may choose to assign the student to a specific seat until such time as the behavior issue is stopped and not repeated.

Level 3– One (1) Day Suspension of Bus Riding Privilege

According to state law and school board policy, riding the school bus is a **privilege**, not a **right**. Any student who has been warned either verbally and/or in writing by the bus driver to stop a Level 1 and/or Level 2 behavior (see above) and continues to disregard school bus safety rules may be suspended by the bus driver or other designated school official, for a period of one (1) day from the school bus.. The student will be released to the home or school. A copy of that One Day Suspension Notification Form will be submitted to the parent, the transportation office and the principal’s office. In addition, the driver will follow-up with a phone call to parents to discuss their child’s behavior and notify them of the student’s suspension for one day.

- Repeated Level 1 and/or Level 2 violations and not complying with verbal and/or written warnings
- Serious behaviors and/or distractions to the driver's attention that jeopardizes everyone's safety
- Continued and/or serious disruptive behaviors such as verbal attacks and/or physical acts such as fighting, hitting or kicking
- Minor damage -first offense - to seat – Restitution required
- Minimal Defacing/ vandalism - first offense - Restitution required
- Other school rule and/or safety violations which requires more than a written warning and parent notification.

STUDENT SUSPENSION PROCEDURE

One-Day Suspension: In summary, the driver will...

1. Release the student at home or school.
2. Notify the student about the suspension.
3. Notify the parents and tell them why you have taken the action.
4. Notify the Principal/designee of the school that the child attends of the action.
5. Notify the transportation office and the drivers of other buses that the student rides about the action.
(Any student suspended from one bus is suspended from all buses for that day.)

Note: Suspensions from the school bus are final may not be appealed by the student and/or parent.

Level 4– Two to Ten (2-10) Days Suspension of Bus Riding Privilege

Should the seriousness of the behavior warrant additional days of suspension, the driver shall recommend such action to the building principal or his/her designee and the transportation office to extend the period for more than one day and up to ten school days total. Those administrators/designees will make the final determination as to the total number of suspension days. Any Level 3 behavior listed above with aggravating circumstances may be grounds for an extended suspension from the school bus as well as, but not limited to, the following behaviors:

- Attack on driver
- Possession of a dangerous weapon
- Student attack
- Fighting
- Ongoing and pervasive bullying/intimidation
- Damage to seat requiring repair or replacement with restitution
- Defacing/vandalism requiring repair or replacement with restitution
- Possession of tobacco products, alcohol, illegal drugs, look-alike drugs, and/or prescription medicines without a doctor's approval
- Possession of lighters, matches, fireworks and/or other incendiary items
- Other school rule and/or safety violations which require more than a written warning and parent notification.

More than One-Day Suspension:

1. Follow all five (5) steps for one-day suspension.
2. Make recommendation to the Principal of the school the child attends for additional suspension time. The recommendation and reasons for it must be in writing. Send a copy of the recommendation to the Administration Office.
3. The Principal must, within 24 hours, or as soon as reasonably possible, send a written statement to the student's parent's describing the student's misconduct or rule violation and the reasons for the action taken. A reasonable effort to hold a conference with the parents or guardian must be made by the Principal before the student's riding privileges are restored.

Level 5– Minimum of Twenty (20) Days Suspension or One to Three (1-3) Semesters of Suspension of Bus Riding Privilege

When, in the Principal's judgment, the student is determined to be non-responsive to prior suspensions and/or commits a serious violation of school bus rules, school policy, and/or state law, that student's riding privileges will be suspended for a minimum of twenty (20) days or

the remainder of the current semester, whichever is longer. Suspensions at the end of the school year will carry over into the next school year.

DETENTION OF STUDENTS AFTER SCHOOL

Reasonable detention at the close of the school day is allowed, but such detention shall not exceed sixty (60) minutes for any student. In all cases where students are detained at the end of school, parents are to be notified in advance. In all cases involving bus riders, parents are to be notified a day in advance so that alternate transportation may be arranged. Students must be picked up promptly at the end of the detention period.

ATTENDANCE POLICY

STATE REQUIREMENT

Indiana Code (IC 20.81-3-34C) requires children between the ages of 7 and 16 years must be in attendance all days that school is in session. Parents and guardians are legally responsible for their child's school attendance and are subject to penalty under law if they neglect to meet that responsibility (IC 20-8.1-3-37). ***Excessive absences may result in retention. Parents are required to call the school to report student absences; however, a parent phoning the school is not considered official documentation. Examples of documentation include: doctor's note, dentist's note, mental health note, court/probation note, obituary or funeral notification, or prior approval form from principal.***

CORPORATION REQUIREMENTS

- All students are expected to attend school regularly and to be on time for classes to receive the maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.
- Students who have good attendance generally achieve higher grades, enjoy school more, and are much more employable after leaving school.
- Attendance shall be required of all corporation students during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.
- Repeated infractions of the Board's policy on attendance may result in the suspension or expulsion of a student.
- Each day a child is absent, a portion of our school's accreditation and funding criteria are penalized. ***Therefore, parents are urged to please ensure their child's regular and prompt attendance at school.***

ATTENDANCE GUIDELINES FROM INDIANA DEPARTMENT OF EDUCATION

Pursuant to IC 20-33-2-3.2, "attend" means to be physically present: (1) in a school; or (2) at another location where the school's educational program in which a person is enrolled is being conducted; during regular school hours on a day in which the educational program in which the person is enrolled is being offered."

Habitual Absence

Under IC 20-33-2-25, the "Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court or the department of child services. The intake officer or the department of child services shall proceed in accord with IC 30-40."

Additionally under IC 20-33-2-14, the "governing body of each school corporation shall have a policy outlining the conditions for documented and undocumented absences. The policy must include grounds for documented absences (Sections 15-17.5 of this chapter of another law). Any absence that results in a person not attending at least one hundred eighty (180) days in a school year must be in accordance with the governing body's policy, to qualify as a documented absence.

Documented Absences

Documented absences are defined as absences that the school corporation regards as legitimate reasons for being out of school, as included in the school policy. These absences will count towards the five day limit. These include:

- medical or dental: parents are encouraged to schedule medical, dental, legal and other necessary appointments anytime, other than during the school day. Since this is not always possible, when a student is to be absent for part of the day, the student shall report back to school immediately after his/her appointment if school is still in session. Failure to do so may result in an undocumented absence. Appointment verified by note from physician.
- Exclusion from school because of exposure to a communicable disease
- Religious observance
- Part-time religious instruction with an established church or group of churches (maximum 120 minutes per week as by law)
- Family funeral – (obituary or visitation card may be requested)

- Court appointments
- Military connected families (e.g. absences related to deployment and return)
- Emergency or unusual situations if approved by the administration (Example: parent taken to hospital)

NMCS follows these IDOE guidelines and reserves the right to require verification of illness by a physician when the absence is due to illness is frequent or chronic.

Exempt

Under certain circumstances, the law requires the school to authorize the absence and excuse of a student:

- When student is subpoenaed to court

TARDINESS

- A. Students who are tardy to school must report to the main office to sign in.
- B. Students who arrive after 11:15 a.m. to school will be considered absent for ½ day.

Action Steps for Undocumented Absences

The following actions steps are based on a per semester calendar.

- ***Undocumented absences 1 through 4:*** Monitored by building attendance designee.
- ***Undocumented absence 5:*** A letter sent home as a reminder.
- ***Undocumented absences 6 through 9:*** Monitored by building attendance designee.
- ***Undocumented absence 10:*** A second letter sent home as a final reminder.
- ***Undocumented absence 11:*** Department of Child Services and Montgomery County Prosecutors Office is notified of all undocumented absences for the semester and a court summons may be issued.

FAMILY TRAVEL

The position of the school is that the academic program is of such importance that family vacation days should be scheduled at times other than while school is in session. Unavoidable absences of this kind must be pre-arranged with the school and the following conditions met:

- A. The parent must personally file a request with the school in person at least seven (7) days prior to the absence. The length of absence should be made clear, and those involved should have the opportunity to express their views on the potential effects of the absence. Dates requested cannot be scheduled during standardized testing time.
- B. The student must accompany the immediate family to qualify for pre-arranged family travel.
- C. The student may be given daily assignments. The student can be given his/her books and the approximate material and pages to be covered.
- D. Class work missed must be made up promptly on return or in advance (teacher option). The time missed will be counted as an undocumented absence, but shall not be a factor in determining grades.
- E. The absence will be considered undocumented, with make-up work allowed and count towards the five (5) absences allowed.

ILLNESS AT SCHOOL

Students should not come to school if they are suspected to be ill. If students come to school with symptoms of illness such as vomiting, diarrhea, and/or serious injury or extreme pain or with a fever of greater than or equal to 100.4 degrees F, parents may be called by the office to pick up their child. A student should be free of fever (<100.4 degrees F) for 24 hours without the use of fever reducing medication prior to returning to school. A student should also be free of vomiting and diarrhea for 24 hours in order to return to school.

In order to best serve students with chronic illness, we require physician documentation of their illness annually and updates with any

change of medical care. Students may be excluded from extracurricular activities and/or field trips if medical documentation is not provided. Students who are absent during the school day due to illness may not attend or participate in after school events.

USE OF PRESCRIPTION/OVER THE COUNTER MEDICATION

In those circumstances where a student must take prescribed medication during the school day the following guidelines are to be observed.

The term “medication” is not limited to prescription medication, but includes any over the counter medication.

Prescription Medication

The Medication Request and Authorization Form 5330 F1 must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours. Medication will only be given at school when there is a written physician order and parental consent. In the event that your physician changes the dosage, an updated physician order will be needed. A Medication Request and Authorization Form 5330 F1 may be obtained from the school nurse.

All medication must be registered with the nurse. Please remember that medication must be in the proper containers, with correct labeling. A two to four week supply of medication is recommended.

The parent will assume responsibility for safe delivery of all medication to school. **Students are not permitted to deliver or take home any medication to or from school.** Medication that is brought to the office will be properly secured. Medication is to be kept in the clinic at all times, not on the student. Exceptions include prescriptions for emergency medication for allergic reactions, or for conditions that require immediate emergency treatment (i.e. asthma inhaler/diabetes supplies/Epi-pen). Parental consent and a written statement from the student’s physician are required for the student to carry and self-administer emergency medication.

Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.

The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time. A log will be maintained for each medication given; the personnel giving the medication, the date and time of day will be recorded.

No staff member will be permitted to dispense prescription or over the counter medications to any student without the authorization of a physician and consent of a parent/guardian. Exceptions would be if a teacher or adult administers emergency medication to prevent death or serious injury to a student or employee (this is allowed by the state statute). The school medical advisor may also issue standing orders to the school nurse regarding the administration of medication.

Non-Prescription Medication

In the case of non-prescription medications, parents must complete the nurse permissions provided during registration for your child to be able to receive over the counter stock medications that may be appropriate for their symptoms. This documentation shall be kept on file in the office of the school administrator/nurse.

NEBULIZER GUIDANCE

Prior to Covid, nebulizer treatments were often given by the school nurse in the school clinic. In response to Covid and concerns related to aerosolizing procedures in the nurse clinic, guidance has been provided to **avoid use of nebulizer treatments whenever possible during the school day**. If a doctor determines that **nebulizer treatments** are necessary, they **should be done at home** and an inhaler used during the school day (adding spacer and mask for younger children). If a child is too ill to be at school due to chronic lung disease with increased complications, school attendance may not be in his or her best interest.

Indiana 2023-2024 Required and Recommended School Immunizations

Grade	Required	Recommended
Pre-K	3 Hepatitis B 4 DTaP (Diphtheria, Tetanus & Pertussis) 3 Polio	1 Varicella (Chickenpox) 1 MMR (Measles, Mumps & Rubella) 2 Hepatitis A
K-5th Grade	3 Hepatitis B 5 DTaP 4 Polio	2 Varicella 2 MMR 2 Hepatitis A
6th-11th Grade	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 1 MCV4 (Meningococcal) 1 Tdap (Tetanus, Diphtheria & Pertussis)
12th Grade	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 2 MCV4 1 Tdap

HepB: The minimum age for the 3rd dose of Hepatitis B is 24 weeks of age.

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

Polio*: 3 doses of Polio are acceptable if the 3rd dose was given on or after the 4th birthday and at least 6 months after the previous dose.

*For students in grades K-10, the final dose must be administered on or after the 4th birthday and be administered at least 6 months after the previous dose.

Varicella: Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 12th grade. Parent report of disease history is not acceptable.

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

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

Hepatitis A: The minimum interval between 1st and 2nd dose is 6 calendar months. 2 Doses are required for all grades Pre-K through 12.

COVID-19 vaccine is recommended for all students five years of age and older per CDC and FDA's Emergency Use Authorization. **Review required after FDA full approval.**

**Indiana Department of Health Immunization
Division**

**1-800-701-
0704**

HEARING and VISION SCREENING

Students in grades K, 1, and 4 will receive hearing screens. Hearing screens will be done for new students and other grades upon request. All K students will be screened by volunteer eye doctors using modified clinical technique. Vision screens will be done for 1st, 3rd, & 5th grade students. Vision screens will be done for new students in grades 2 & 4, or upon request. If those conducting the screening feel that the results warrant further medical consultation, the parents will be advised. Speech therapy is another service available to students. Those with problems are referred to the speech clinician. If you do not wish for your child to receive screenings, please notify the school in writing.

HEAD LICE

Head lice are mainly acquired by direct head-to-head contact with an infested person's hair, but may infrequently be transferred with shared combs, hats, and other accessories. Neither able to fly or jump, lice are also unlikely to wander far from their preferred habitat, which is the human scalp.

Head lice rarely (if ever) cause direct harm, and they are not known to transmit infectious agents from person to person. Thus, they should

not be considered as a medical or a public health problem. Furthermore, current research does not support the conclusion that enforced exclusion policies result in reduced transmission of head lice.

It is the position of North Montgomery Community School Corporation that lice policies which disrupt the educational process should not be viewed as essential strategies in the management of head lice at school. Parents are encouraged to focus on the education and treatment of their child should an incident of head lice arise.

ANAPHYLAXIS POLICY

Students come to school with diverse medical conditions; some serious and even life threatening; that can impact their learning and their health. For example, exposure to an allergen can create an emergent situation where the student faces life-threatening anaphylaxis within moments. It is vital for the school district and building team to form a partnership with parent(s)/guardian(s) to assist in the development of a comprehensive plan of care for the allergic student at school, as well as a strategy for keeping students with undiagnosed allergies safe.

Some of the most common causes of anaphylaxis are foods, insect venoms, medications, latex, exercise, and immunotherapy. The most common food allergies include peanuts, shellfish, fish, tree nuts, eggs, milk, soy, and wheat. Recently, there has also been a dramatic increase in the number of people who have developed a natural rubber latex allergy.

Reactions can include any combination of symptoms ranging from mild skin irritations to severe anaphylaxis that result in shock or sudden death. It is common for symptoms to be different with each reaction, so prior episodes do not predict future reactions. If foods are authorized for use in class, full ingredient lists must be provided for items. Only mylar balloons may be used in the schools. All natural rubber latex balloons are prohibited. Class projects and/or decorations that require any foods or latex (balloons) are prohibited without prior authorization from administration. Food and drinks are not to be consumed on school buses except by students with special needs such as diabetes.

Please refer to the board approved Anaphylaxis Policy and First Aid Guidelines North Montgomery Community School Corporation has developed to assist in protecting students with known and unknown allergies.

DISCIPLINE

It is necessary that children learn to develop self-discipline in order to further their learning. We ask that you discuss with your child the importance of and need for appropriate behavior and a positive attitude while at school.

We will not tolerate fighting, bullying, intimidation, fear, disrespect toward others, obscene language, or destruction of school property. Students who break rules continuously will receive an Elementary Discipline Referral and be sent to the office to receive appropriate discipline action. Any office visit for disciplinary reasons may result in paperwork sent to the student's parents. This is done so that parents can remain aware of their student's behavior in school. If problems recur, parents will be called to meet with the principal and the student's teachers in order to help resolve the problem. In addition, parents are encouraged to contact teachers and/or principal for a conference to discuss their concerns. It is always preferable to establish communication between school and home so that students receive maximum educational benefits. The staff hopes to work with parents closely so that we can correct small misunderstandings and problems before they become larger ones.

The administration of North Montgomery understands it is not possible to list every example of student actions that could result in disciplinary measures, and therefore, holds the right to discipline anyone whose actions are contrary to the best interest of our schools, its employees, or students.

SECLUSION AND RESTRAINT

The school must maintain an orderly, safe environment that is conducive to learning. There are times when it becomes necessary for employees to use reasonable restraint and/or seclusion to protect a student from causing harm to themselves, others or physical property. Seclusion and physical restraint is defined in Corporation guidelines and should be used only as means of maintaining a safe and orderly environment for learning and only to the extent necessary to preserve the safety of students and others. Parents may request a copy of the Seclusion and Restrain Plan from the school office.

BULLYING

The School Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. 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:

- A. the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the School Corporation; and
- B. 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; or
- D. 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.

This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It includes, but is not limited to, such behaviors as stalking, intimidation, menacing behavior, coercion, name-calling, taunting, making threats, and hazing. It also includes the use of digital or electronic communications to engage in such behaviors.

However, Indiana law exempts the following from the definition of "bullying":

- A. Participating in a religious event.
- B. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
- C. Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.
- D. Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one or more adults.
- E. Participating in an activity undertaken at the prior written direction of the student's parent.
- F. Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

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. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President. A parent may file a complaint on behalf of a student in the same manner.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above. Staff members who fail to report bullying or who fail to conduct an investigation when assigned that duty are subject to disciplinary action, up to and including discharge.

All complaints about bullying behavior that may violate this policy shall be promptly investigated.

If, during an investigation of reported acts of bullying and/or harassment, the investigator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on sex, race, color, national origin, religion, or disability, the investigator will report the act of bullying and/or harassment to one (1) of the Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

If the investigator finds an instance of bullying behavior has occurred, prompt and appropriate action or responses shall be taken to address the behavior wherever it occurs including, as appropriate, disciplinary action, up to and including expulsion for students, discharge for employees, exclusion for parents,

guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Bullying acts shall be reported to law enforcement officials immediately upon determining that a report to law enforcement is necessary.

The parents of the targeted student and the reported bully shall be notified of the alleged bullying incident at the beginning of the investigation, the findings of the investigation at the conclusion of the investigation, and, as appropriate, any remedial action that has been or will be taken to the extent disclosure is permitted by law. In addition to discipline, remedial action may include support services for the targeted student and bullying education for the bully, among other actions.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and making intentionally false reports may result in disciplinary action as indicated above.

For a definition of and instances that could possibly be construed as hazing, consult Policy 5516.

The Corporation shall maintain a link on its internet website to the internet website resource page maintained by the Indiana Department of Education that provides parents and school officials with resources or best practices regarding the prevention and reporting of bullying and cyberbullying.

Confidentiality

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

Safe School Committee

In accordance with State law, there shall be a *Safe School Committee* in each school within this Corporation (see Policy 8400 - School Safety).

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

HARASSMENT

It is the policy of the School Board of the North Montgomery Community School Corporation to maintain an education and work environment that is free from all forms of unlawful harassment occurring in the Corporation's educational opportunities, programs, or activities, or, if initially occurring off Corporation grounds or outside the Corporation's educational opportunities, programs, and activities, affecting the Corporation environment (hereinafter referred to collectively as 'unlawful harassment'). This commitment applies to all Corporation operations, educational opportunities, programs, and activities. All students, administrators, teachers, staff, and other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment occurring in the Corporation's educational opportunities, programs, or activities, or, if initially occurring off Corporation grounds or outside the Corporation's educational opportunities, programs, and activities, affecting the Corporation environment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct affects the Corporation environment.

The Board will vigorously enforce its prohibition against unlawful harassment that is based on race, color, national origin, sex (including gender status, sexual orientation and/or gender identity), religion, disability, military status, ancestry, or genetic information, which are classes protected by Federal and/or State civil rights laws (hereinafter referred to as 'Protected Classes'), and encourages those within the Corporation community as well as Third Parties who feel aggrieved to seek assistance to rectify such problems occurring in the Corporation's educational opportunities, programs or activities, or, if initially occurring off Corporation grounds or outside the Corporation's educational opportunities, programs and activities, affecting the Corporation environment.

All Corporation employees, including administrators, professional staff and support staff, shall report any incident of alleged unlawful harassment that the employee observes or which is reported to the employee.

The Corporation will investigate all allegations of unlawful harassment and, in those cases where unlawful harassment is substantiated, take steps immediately to end the harassment, prevent its recurrence, and remedy its effects.

Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action, up to and including termination of employment or expulsion from school.

Furthermore, Corporation employees who fail to report any incident of alleged unlawful harassment that the employee observes or which is reported to the employee also are subject to appropriate disciplinary action, up to and including termination of employment.

Other Violations of the Anti-Harassment Policy

The Corporation also will take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's duties.

Sexual Harassment covered by Policy/AG 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, i.e., sexual harassment prohibited by Title IX, is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266/AG 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities.

Notice

Notice of the Board's policy on anti-harassment in the educational environment and the identity of the Corporation's Compliance Officers will be posted throughout the Corporation and published in any Corporation statement regarding the availability of employment, staff handbooks, and general information publications of the Corporation as required by Federal and State law and this policy.

Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant is the individual who alleges or is alleged to have been subjected to unlawful harassment, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.

Respondent is the individual who is alleged to have engaged in unlawful harassment, regardless of whether the Complainant files a formal complaint or is seeking an informal resolution to the alleged harassment.

Corporation community means students, Corporation employees (i.e., administrators and professional and classified staff), and Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties include but are not limited to guests and/or visitors on Corporation property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with or seeking to do business with the Board, and other individuals who come in contact with members of the Corporation community at school-related events/activities (whether on or off Corporation property).

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the Corporation office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

Bullying

Bullying rises to the level of unlawful harassment when one (1) or more persons systematically and chronically inflict(s) physical hurt or psychological distress on one (1) or more students with the intent to harass, ridicule, humiliate, intimidate or harm that/those student(s) based upon sex, race, color, national origin, religion, or disability, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment, cause discomfort or humiliation, or unreasonably interfere with the individual's school performance or participation and may involve:

- A. teasing;
- B. threats;
- C. intimidation;

- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. sexual violence;
- I. theft;
- J. sexual, religious, or racial harassment;
- K. public humiliation; or
- L. destruction of property.

In the bullying context, "harassment" means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student that:

- A. places a student in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- C. has the effect of substantially disrupting the orderly operation of a school.

Bullying that rises to the level of Sexual Harassment is covered by Policy/AG 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, i.e., sexual harassment prohibited by Title IX, and is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266/AG 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of: interfering with the individual's educational performance; creating an intimidating, hostile, or offensive learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may include but is not limited to conduct directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references regarding racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of: interfering with the individual's educational performance; creating an intimidating, hostile, or offensive learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may include but is not limited to conduct directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involving religious slurs.

National Origin Harassment

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of: interfering with the individual's educational performance; creating an intimidating, hostile, or offensive learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may include but is not limited to conduct directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of: interfering with the individual's educational performance; creating an

intimidating, hostile, or offensive learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may include but is not limited to conduct directed at the characteristics of a person's disability, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Corporation Compliance Officers

The Board designates the following individuals to serve as the Corporation's Compliance Officers (also known as 'Anti-Harassment Compliance Officers') (hereinafter referred to as the 'COs').

Director of Business or Designee
480 W. 580 N. Crawfordsville, IN 47933
765-359-2112
HR1@nm.k12.in.us

The names, titles, and contact information for the COs will be published annually on the Corporation's website.

The Compliance Officer(s) are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding harassment on the basis of a protected class.

The COs will oversee the investigation of any complaints of harassment based on a protected class which may be filed pursuant to the Board's adopted internal complaint procedure (see below) and will attempt to resolve such complaints. The Board will provide for the prompt and equitable resolution of complaints alleging harassment based on a protected class.

Reports and Complaints of Unlawful Harassment and Retaliation

Students and Corporation employees are required, and all other members of the Corporation community and Third Parties are encouraged, to promptly report incidents of harassment based on a protected class to an administrator, supervisor, or other Corporation official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other Corporation employee or official who receives such a complaint shall file it with the CO within two (2) business days.

Members of the Corporation community, which includes students, who believe they have been unlawfully harassed by another member of the Corporation community or a Third Party are entitled to utilize the Board's complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the Complainant's participation in educational or extra-curricular programs. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 - Bullying, the Principal believes that the reported misconduct may have created a hostile educational environment and may have constituted unlawful harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior and/or harassment to one of the COs, who shall investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, the matter will be handled in accordance with the grievance process and procedures outlined in Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities. While the CO investigates the allegation or the matter is being addressed pursuant to Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, the Principal shall suspend the Policy 5517.01 investigation to await the CO's written report or the determination of responsibility pursuant to Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities. The CO shall keep the Principal informed of the status of the Policy 5517 - Anti-Harassment investigation and provide the Principal with a copy of the resulting written report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities grievance process.

The COs will be available during regular school/work hours to discuss concerns related to 'unlawful harassment' on the basis of a protected class, to assist students who seek support or advice when informing another individual about 'unwelcome' conduct, or to intercede informally on behalf of the student. COs shall accept complaints of unlawful harassment directly from any member of the Corporation community or a Third Party and reports that initially are made to another Corporation employee. Upon receipt of a report of alleged harassment, the CO will contact the Complainant and begin either an informal or formal process (depending on the Complainant's request and the nature of the alleged harassment) or designate a specific individual to conduct such a process.

The CO will provide a copy of this policy to the Complainant and Respondent. In the case of a formal complaint, the CO will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the Corporation community must report incidents of harassment based on a Protected Class that are reported to them to the CO within two (2) business days of learning of the incident/conduct.

Any Corporation employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to a CO within two (2) business days. Additionally, any Corporation employee who observes an act of unlawful harassment is expected to intervene to stop the harassment unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Corporation employees and/or local law enforcement officials, as necessary, to stop the harassment. Thereafter, the CO or designee must contact the Complainant if age eighteen (18) or older or the Complainant's parents/guardians if the Complainant is under the age of eighteen (18) within two (2) days to advise of the Board's intent to investigate the alleged harassment. Additionally, if the alleged harasser is a student, the CO or designee must contact the Respondent if age eighteen (18) or older, or the Respondent's parents/guardians if the Respondent is under the age of eighteen (18), within two (2) days to advise of the Board's intent to investigate the alleged harassment.

Investigation and Complaint Procedure (see Form 5517 F1)

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex Education Program or Activities, any student who alleges to have been subjected to unlawful harassment based on a Protected Class may seek resolution of the complaint through the procedures described below. The formal complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, time lines are flexible for initiating the complaint process; however, individuals are encouraged to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily within fifteen (15) business days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education, Office for Civil Rights ('OCR') or the Indiana Civil Rights Commission ('ICRC'). The Chicago Office of the OCR can be reached at John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor Chicago, IL 60604; Telephone: 312-730-1560; FAX: 312-730-1576; TDD: 800-877-8339; Email: OCR.Chicago@ed.gov; Web: <http://www.ed.gov/ocr>.

Informal Complaint Procedure

The goal of the informal complaint procedure is to stop inappropriate behavior promptly and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who alleges unlawful harassment or retaliation. This informal procedure is not required as a precursor to the filing of a formal complaint.

The informal process is available only when the Complainant and the Respondent mutually agree to participate in it.

The Complainant may proceed immediately to the formal complaint process, and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complaints involving a Corporation employee, any other adult member of the Corporation community, or a Third Party and a student will be formally investigated.

As an initial course of action, if a Complainant feels comfortable and safe in doing so, the individual should tell or otherwise inform the Respondent that the alleged harassing conduct is unwelcome and must stop. The Complainant should address the allegedly harassing conduct as soon after it occurs as possible. The COs are available to support and counsel individuals when taking this initial step or to intervene on behalf of the Complainant if requested to do so. A Complainant who is uncomfortable or unwilling to approach the Respondent directly about the allegedly inappropriate conduct may file an informal or a formal complaint.

In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the CO may advise against the use of the informal complaint process.

A Complainant who alleges harassment based on a protected class or retaliation may make an informal complaint, either orally or in writing to: 1) a building administrator; 2) one of the COs; or 3) to the Superintendent or other Corporation-level employee.

All informal complaints must be reported to one of the COs who either will facilitate an informal resolution as described below or appoint another individual to facilitate an informal resolution.

The Corporation's informal complaint procedure is designed to provide the Complainant with a range of options designed to bring about a resolution of the Complainant's concerns. Depending upon the nature of the complaint and the wishes of the Complainant, informal resolution may involve but is not limited to one or more of the following:

- A. Advising the Complainant about how to communicate the unwelcome nature of the behavior to the Respondent.

- B. Distributing a copy of Policy 5517 - Anti-Harassment as a reminder to the individuals in the school building or office where the Respondent works or attends school.
- C. If both parties agree, the CO may arrange and facilitate a meeting or mediation between the Complainant and the Respondent to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the CO or a designee is directed to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint.

If the Complainant is dissatisfied with the results of the informal complaint process, the Complainant may proceed to file a formal complaint. And, as stated above, either party may request that the informal process be terminated at any time to move to the formal complaint process.

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, the Complainant elects to file a formal complaint from the outset, or the CO determines the allegations are not appropriate for resolution through the informal process, the formal complaint process as described below shall be implemented.

A Complainant may file a formal complaint either orally or in writing with a Principal, the CO, the Superintendent, or other Corporation official.

Due to the sensitivity surrounding complaints of unlawful harassment and retaliation, timelines are flexible for initiating the complaint process; however, individuals are encouraged to file a formal complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, Principal, Superintendent, or other Corporation official, either orally or in writing, about any complaint of harassment or retaliation, that employee must report such information to the CO within two (2) business days.

Throughout the course of the process, the CO should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All formal complaints of unlawful harassment or retaliation must include the following information to the extent known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter, the CO will prepare a written summary of the oral interview and the Complainant will be asked to verify the accuracy of the reported complaint by signing the document.

Upon receiving a formal complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including but not limited to a change of building or class assignment or class schedule for the Complainant and/or the Respondent. In making such a determination, the CO should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the Compliance Officer still may take whatever actions are deemed appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the CO or designee will initiate a formal investigation to determine whether the Complainant has been subjected to unlawful harassment or retaliation.

Simultaneously, the CO will inform the Respondent that a formal complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including Policy 5517 - Anti-Harassment. The Respondent also must be informed of the opportunity to submit a written response to the formal complaint within five (5) business days.

Although certain cases may require additional time, the CO or designee will attempt to complete an investigation into the allegations of harassment based on a Protected Class or retaliation within fifteen (15) business days of receiving the formal complaint.

The investigation will include:

- A. interview(s) with the Complainant;

- B. interview(s) with the Respondent;
- C. interviews with any other witnesses who reasonably may be expected to have any information relevant to the allegations;
and
- D. consideration of any documentation or other information, presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the CO/designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Respondent engaged in unlawful harassment of or retaliation against the Complainant. The CO's recommendations must be based upon the totality of the circumstances, including the age and maturity level of any student involved. In determining if unlawful harassment or retaliation occurred, a preponderance of the evidence standard will be used.

The CO may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO/designee, the Superintendent either must issue a decision regarding whether the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) business days. At the conclusion of the additional investigation, the Superintendent must issue a written decision as described above.

If the Superintendent determines the Respondent engaged in harassment of or retaliation toward the Complainant, the Superintendent must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the harassment or retaliation. The corrective action should be reasonable, timely, age-appropriate, effective, and tailored to the specific situation.

The decision of the Superintendent shall be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment or retaliation regardless of whether the Complainant pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

The parties may be represented, at their own cost, at any of the above-described interviews/meetings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies, such as the filing of a complaint with the OCR or the ICRC, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of the complaint procedures is not a prerequisite to the pursuit of other remedies.

Privacy/Confidentiality

The Corporation will employ all reasonable efforts to protect the rights of the Complainant, the Respondent, and the witnesses to the extent possible, consistent with the Corporation's legal obligations to investigate, take appropriate action, and comply with any discovery or disclosure obligations.

All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided the Complainant's identity.

During the course of a formal investigation, the CO or designee will instruct all members of the Corporation community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that is learned or provided during the course of the investigation.

Remedial Action and Monitoring

If warranted, appropriate remedial action shall be determined and implemented on behalf of the Complainant, including but not limited to counseling services, reinstatement of leave taken because of the discrimination, or other appropriate action.

The Board may appoint an individual, who may be a Corporation employee, to follow up with the Complainant to ensure no further discrimination or retaliation has occurred and to take action to address any reported occurrences promptly.

Sanctions and Disciplinary Action

The Board shall vigorously enforce its prohibitions against unlawful harassment/retaliation by taking appropriate action reasonably calculated to stop the harassment and prevent further misconduct.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of any relevant collective bargaining agreement or student code of conduct. Any discipline of students with disabilities will be in accordance with the Individuals with Disabilities Education Act ("IDEA") and the Federal and State regulations implementing the IDEA.

When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the age and maturity level of any student involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of any relevant collective bargaining agreement or student code of conduct.

Where the Board becomes aware that a prior disciplinary action has been taken against the Respondent, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effects.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws or this policy, or exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Allegations Constituting Child Abuse/Criminal Conduct

State law requires any teacher or school employee who knows or suspects that a child under the age of eighteen (18) is a victim of child abuse or neglect to immediately report that knowledge or suspicion to the Department of Child Services ('DCS'). If, during the course of a harassment investigation, the CO or designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant, a report must be made in accordance with State law and Board Policy.

If the CO or designee has reason to believe that the Complainant has been the victim of criminal conduct as defined under State law, a report must be made to local law enforcement.

Any reports made to DCS or local law enforcement shall not terminate the CO's or designee's obligation and responsibility to continue to investigate a complaint of harassment. While the CO or designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies.

Education and Training

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent shall provide appropriate information to all members of the Corporation community related to the implementation of this policy and shall provide training for Corporation students and staff where appropriate. All training and information provided regarding the Board's policy and harassment in general will be age and content appropriate.

Retention of Investigatory Records and Materials

The CO is responsible for overseeing the retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ('ESI'), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but are not

limited to:

- A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- C. any documentation that memorializes the actions taken by Corporation personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the Corporation's response to the alleged violation of this policy;
- D. written witness statements;
- E. narratives, notes from, and audio, video, or digital recordings of witness interviews/statements;
- F. e-mails, texts, and social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
- G. notes and summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
- I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
- J. documentation of any supportive measures offered and/or provided to the Complainant or the Respondent, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;
- K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- L. copies of the Board policy and procedures/guidelines used by the Corporation to conduct the investigation and any documents used by the Corporation at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks);
- M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment.

SEX OFFENDERS

Recognizing that the safety and welfare of students is of paramount importance, The North Montgomery School Corporation School Board hereby declares that, except in limited circumstances as defined in Board Policy, the North Montgomery School Corporation ("NMCS") will not permit sex offenders to be present on NMCS property. Please refer to the Central Administrative Office for more information or the website at www.nm.k12.in.us and click on the Community tab.

CRIMINAL GANGS AND CRIMINAL GANG ACTIVITY IN SCHOOLS

The Board of School Trustees of the North Montgomery Community School Corporation prohibits gang activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions and prohibits reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of gang activity and similar destructive or illegal group behavior.

The following definitions apply to this policy:

Criminal Gang means a group with at least three (3) members that specifically:

- (1) Either:

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

Gang Activity means 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.

Per state law, a school employee shall report any incidence of suspected criminal gang activity, criminal gang intimidations, or criminal gang recruitment to the principal and the school resource officer. The principal and the school resource officer may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services.

DRESS CODE

Our policy on dress and appearance has been adopted with the main interest of creating a positive learning atmosphere and wholesome attitude for each individual and the school as a whole. School is preparation for adult life and life's work. Our policy is designed to form proper dress and appearance habits for ones future as well as creating a daily positive attitude and not disrupt the educational atmosphere.

If a manner of dress, grooming, and or appearance disrupts the normal educational process or presents a physical hazard, school administrators shall take necessary action to correct the situation.

There will be no:

1. No muscle, tube tops, spaghetti strap tops, no bare midriffs. Tank Tops with 1-2" straps are permissible.
2. No spandex shorts.
3. No alcohol or tobacco advertisements, profanity, or suggestive sayings on clothing.
4. No sandals without heel straps, high heeled shoes, skate shoes, heeies, or shoes with rollers.
5. Dresses, skirts or shorts must be of moderate length.
6. Artificial nails are discouraged and if in use, must be appropriate length to complete school related tasks.
7. Hats and hoods cannot be worn inside the building unless specified by Administration.

STUDENT DUE PROCESS

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or rape in a Corporation building or on Corporation property, including school buses and other school transportation.

For purposes of this policy, a dangerous weapon is defined as a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Disabled students under IDEA of Section 504 shall be expelled only in accordance with Board's Policy 2461 and Federal due process rights appropriate to disabled students.

A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines that are available in the principal's office.

The Board of Education of the North Montgomery Community School Corporation has this legal responsibility for the school in which each student is enrolled. The Board, in turn, has set policies and has appointed 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.

A breach of discipline may result in reprimand, corporal punishment, probation, referral to special personnel in the school, parent conferences, suspension, or expulsion. This School Board Policy specifies those circumstances that may apply to expulsion from school. A student may be expelled from school for:

1. The use of violence, force, noise, coercion, threat, intimidation, passive resistance, or other conduct constituting an interference with

school purposes. S/he may be expelled for urging other students to engage in the above conduct. Damage or theft involving school and/or private property, intentionally causing bodily harm to fellow students or school employees, intimidating any student with the intent of obtaining money, possessing weapons, and failing in a substantial number of instances to comply with directions of teachers and/or rules of the school.

2. Possessing or providing to another person, or being under the influence of any substance which is or contains alcohol, marijuana, a stimulant, an intoxicant, a narcotic, a depressant, or hallucinogen whether prescription or sold over the counter without a prescription; or any substance represented by the provider to be any of the listed substances on school grounds at any time or at any school-sponsored activity at any location including the school bus. Use of medication by a student prescribed by a medical doctor, a dentist, or other health care provider authorized by law to prescribe medication for that student, does not violate this rule.
3. Possessing or providing to another person anything used or designed to be used primarily for the storage, processing, delivery, or consumption of alcohol, marijuana, stimulants, intoxicants, narcotics, depressants, amphetamines, barbiturates, or hallucinogens; on school premises at any time or at any school-sponsored activity at any location including the school bus.
4. Possessing or using any substance which the student has reason to believe is or which has been represented to her/him as, a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind; on school premises at any time or at any school-sponsored activity at any location including the school bus.
5. Possessing, using, transmitting, or being under the influence of caffeine-based pills, substances containing phenylpropanolamine (PPA), or stimulants of any kind whether they are available with or without a prescription, or any substance the contents of which are unknown to the student if that student is under the impression that the substance may be used as a mood-altering device; on school premises at any time or at any school-sponsored activity at any location including the school bus.
6. Using tobacco in any form or providing it to others; on school premises at any time or at any school-sponsored activity at any location including the school bus.
7. Repeated failure to comply with the directions of teachers or other school personnel when properly under supervision where the failure constitutes interference with school purposes or an educational function; on school premises at any time or at any school-sponsored activity at any location including the school bus.
8. Violating any of the validly adopted rules of the school corporation under the provisions of IC 20-8.1-5-2 and IC 20-8.1-5-3; on school premises at any time or at any school-sponsored activity at any location including the school bus.
9. Possessing, using or transmitting pills, potions, or powders without the prior written approval of school authorities; on school premises at any time or at any school-sponsored activity at any location including the school bus.
 - ◆ In order to insure that the rights of the student(s) concerned are protected, a copy of the law is on file in the offices of the North Montgomery Community School Corporation administration and is available upon request.

STATUES BANNING POSSESSION BY MINORS

Item Possessed	Statue
Alcoholic Beverage	I.C. 7.1-5-7-7
Firearm	I.C. 35-47-10-5
Lottery Ticket	I.C. 4-30-12-1
Tobacco	I.C. 35-46-1-10.5

POSSESSIONS UNSAFE FOR SCHOOL

Any type of a gun (air gun, pellet gun, BB gun, etc.), live or spent ammunition, pocket knife or any other item that could be used as a weapon shall not be taken to school. This would include items taken as show and tell.

STUDENT BELONGINGS

Students should have all belongings marked for proper identification. Please do not allow students to bring toys or items of great value to school since school staff cannot always supervise the use of these items and they may get broken, lost or stolen. Often such items become a distraction in the learning environment. All items found at school will be kept in the office Lost and Found. Any lost or stolen items are not the responsibility of the school.

We strongly discourage children from carrying cell phones and other electronic devices for before or after school needs. However, while at school the cell phone or electrical device must be turned off and stored in the student's backpack. If this policy is violated, the device will be confiscated until the parent or legal guardian can pick it up at school.

- Balloons and flowers are not to be delivered to students at school.
- Trading cards, Pokemon, baseball, etc., may not be brought to school.

TAKING PART IN RECESS AND GYM

All students are expected to participate in recess and physical education classes. If a student has been ill, or injured, a note from a parent that day stating s/he are not to participate in gym and/or recess is required.

If a student will not be participating in gym and/or recess for a period of three days, or more, s/he will need to have a signed doctor's statement turned into the office.

SCHOOL LUNCHESES/BREAKFAST

Lunch and breakfast are self-serve style with an offer versus served menu. Students are encouraged to take three or more of the five food items offered.

Payments are accepted in the form of cash or check at the school cafeteria and through online payments at www.myschoolaccount.com. Instructions for setting up an online food service account are listed on the food service page of the corporation website at www.nm.k12.in.us. Parents are encouraged to pay online or by check, for record keeping purposes. The check should be made to the individual school food service with the student's name in the check memo. If sending cash, please seal in an envelope and place the same information on the outside of the envelope. A returned check will be assessed a \$25.00 fee.

- Soft drinks are not allowed in the cafeteria during breakfast or lunch. This would include any outside restaurant food brought into the cafeteria.
- If a student has a negative lunch account balance, the student shall not be permitted to charge à la carte pre-packaged, convenience, or beverage food items.

Further information concerning North Montgomery Food Services nutritional analysis, menu, modifications, wellness, charging procedures, and food service contacts can be found at www.nm.k12.in.us, under the parent tab, under food services.

PARENT AND GUEST VISITATIONS

We want to encourage parents and guests to visit our schools. The safety and well-being of your child is of the utmost interest to the staff of the school; therefore, it is important for us to know who is in the building at all times. **ALL VISITORS & PARENTS** to our school are **REQUIRED** to have background check on file for the current school year. In addition, all parents/visitors must bring a state issued I.D. and stop in the office before visiting classrooms or taking children from the building. Parents who wish to visit or observe in their child's classroom during the instructional day must prearrange an appointment with the Principal. Please check with your child's school to follow any Classroom Visit Procedures that may be in place. Also, remember that no pictures may be taken of children on school grounds without direct and expressed permission from the school principal.

If your child is going home with someone, not riding his/her normal bus, or being picked up by you or someone else, you must send a note to the school office indicating this situation. Any pick-up or delivery of students should be made in accordance with the school's car rider procedures. According to corporation policy, children who are not North Montgomery Community School Corporation students and who are not accompanied by an adult are prohibited from visiting the school during school hours.

PARENT SQUARE SERVICE

North Montgomery Community School Corporation provides instant message services to families with enrolled children. This service is called Parent Square. Parent Square is an automated communication system that allows parents/guardians to receive important information quickly. Automated messages may contain a variety of announcements such as school closings, upcoming school events, and if

needed, emergency information.

If parents/guardians are not receiving the automated messages, they may call the school's secretary for assistance in updating their PowerSchool account. This will enable the Parent Square to deliver information promptly.

Parent Square also provides a student absence service. School personnel take student attendance promptly each day. It is the parent/guardian's responsibility to inform the school regarding all student absences and provide the reason for each absence. Parents/guardians must call their child's school to provide this information by 10:00 a.m. on the day of the absence. If the school has not received a parent call and a student is absent, Parent Square will call the student's contact telephone number and leave a message requesting a return phone call to explain the absence. Thank you for encouraging your child to have responsible school attendance.

VOLUNTEERS & FIELD TRIPS

North Montgomery Community Schools require a SafeVisitor check on all adults attending a field trip, adults volunteering at school or other school functions. SafeVisitor checks are valid for five years and valid across all schools in the district. School Principals reserve the right to restrict field trip chaperones when appropriate based on information obtained in the SafeVisitor report. A comprehensive background check must be conducted at the volunteer's expense of \$17.95 – subject to change.

PUBLIC ATTENDANCE AT SCHOOL EVENTS

The following regulations are to be observed with respect to the conduct of school events:

- A. All laws regarding public assemblies must be strictly complied with. Use of tobacco in any place of public assembly in any school building is absolutely prohibited. The sale, possession, or consumption of any form of alcoholic beverages or prohibited drugs in or on any part of the school buildings or grounds is absolutely prohibited.
- B. Wagering on any aspect of an athletic event will not be tolerated but participation in raffles and other such forms of fund-raising for school-related events is permissible, if the Superintendent authorizes the event.
- C. A schedule of fees for all school events shall be prepared by the principal and approved by the Superintendent.
- D. Students who are absent from school during the day may not participate or attend activities after school.

CARE OF TEXTBOOKS AND LIBRARY BOOKS

Students are responsible for all textbooks and library books issued to them during the school year. Payment must be made for all lost or damaged books. All monies collected are recorded by the school and paid to the proper fund for replacement purposes. If a lost book is found and is in good condition, a partial or full refund may be made.

PICTURES AND YEARBOOKS

School pictures will be taken in the fall. Yearbooks will be available in the spring.

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers:

- 1. Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
- 2. A student will not be allowed to participate in a fund-raising activity for a group in which s/he is not a member without the approval of the student's principal.
- 3. No student may participate in fund-raising activities off school property without the consent from the parents.
- 4. A staff member will monitor any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for . . ." in order to prevent a student from over extending himself/herself to the point of potential harm. No student may participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal.

RETURNED CHECKS

A return charge of \$25.00 will be assessed to checks not accepted by the bank.

ATHLETIC ELIGIBILITY

A student's academic performance can be affected adversely by excessive emphasis on participation in athletics. If a child is having difficulty with his or her schoolwork, it may mean that more careful planning and effort should be placed on school assignments that might result in athletic probation. Decisions regarding athletic probation will be made by the coaches and school principal on an individual student basis.

Students, who are performing at a level 1 or 2 on their report card prior or during an athletic season, may not be eligible to participate in athletics for that grading period.

PESTICIDE APPLICATION NOTICE FOR PARENTS AND/OR STUDENTS

Periodically throughout the year, it may be necessary that pesticides be applied to external or internal areas of the school building and grounds. If you wish to be given notice of such pesticide applications, please notify the principal's office. You will be given a form to fill out and you will be notified of any pesticide application with at least a 48-hour advance notice. Pesticide applications will not be done when children, staff members, or any other people are present in the area to be treated.

AHERA Standard

In accordance with the US EPA's AHERA Standard (ref: 40 CFR 763.80), all information concerning asbestos-containing materials in the schools of North Montgomery Community School Corporation is available for review and copying by students, staff and guardians during normal business hours.

EXPECTATIONS FOR HOMEWORK/eLearning Days

Any student who leaves school during the day for a dentist or doctor appointment is expected to get the assignments for school work, tests, etc., and be prepared for the following school day.

If a student will be out even for one day, either he/she or the parents should call the school immediately to make arrangements for picking up or obtaining the assignments. Homework may be picked up only at the close of the school day.

Students are expected to follow the district's eLearning policy. Students are required to complete all eLearning assignments within two (2) school days upon returning to school. Failure to complete eLearning tasks will result in unexcused absence(s). Students will have access to the district WIFI to submit work when returning to the school campus.

COMPUTER TECHNOLOGY

Before any student may enhance his/her school career through participation in the school's computer network, s/he and his/her parents must sign an agreement, which defines the conditions under which the student may participate. Failure to abide by all the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action up to and including suspension from school or referral to law enforcement authorities.

PROMOTION, PLACEMENT, AND RETENTION

The personal, social, physical, and educational growth of children will vary; they should be placed in the educational settings most appropriate to their needs at the various stages of growth. Therefore, each student must move forward in a continuous pattern of achievement and growth that is in harmony with his/her own development. Such patterns should coincide with the system of grade levels and the instructional objectives established for each of the following guidelines:

- A. A student will be promoted to the succeeding grade level when s/he has:
 1. completed the course requirements at the presently assigned grade;
 2. achieved the instructional objectives set for the present grade, in the opinion of the professional staff, and;
 3. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade.

- B. A student enrolled in special education shall be promoted or retained based on the opinion of the case conference committee and the student's I.E.P. The awarding of marks and decisions relative to promotion or retention of students is the sole and serious responsibility of their respective teachers and principals. It is very important that parents be consulted and well informed at an early date when retention is advisable. Every effort should be made to encourage parents to visit the school and confer regarding their children.

Elementary school principals are authorized, with the approval of the superintendent of schools, to place any student in grades K through 5 at a grade level that is commensurate with the child's abilities, training, and social development so as to be conducive to the child's success in school. The parents or guardians of any child whose grade level needs to be altered should be advised of this in a personal conference. Every effort should be made to encourage parents to collaborate and confer with the school regarding their children.

EXCEPTIONAL LEARNERS

The school provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA) and Article 7 (Indiana's Special Education Rules). A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school encourages the parent to be an active participant. To inquire about the procedure, a parent should contact the school counselor or principal.

STUDENT SUCCESS TEAM

The Student Success Team (SST) is a problem solving and coordinating structure that assists students, families, and teachers to seek positive solutions for maximizing student potential. The SST focuses in-depth on one student at a time, and invites the parent and student to participate in finding solutions. To inquire about beginning the SST process for your child, a parent should contact the child's teacher, school counselor, or principal.

ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

The School Board declares it to be the policy of this Corporation to provide an equal opportunity for all students regardless of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the Corporation, or social or economic background to learn the curriculum offered in this Corporation.

SECTION 504/ADA COORDINATOR

If any person believes that the North Montgomery Community School Corporation or any of the Corporation's staff has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, and (3) Section 504 of the Rehabilitation Act of 1973, s/he may bring forward a complaint, which shall be referred to as grievance, to the building Principal.

NOTIFICATION OF RIGHTS UNDER FERPA

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

- 1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask North Montgomery Community School Corp. to amend a record that they believe is inaccurate or misleading. They should write the principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent of the eligible student when notified of the

right to a hearing.

- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District, an administrator, supervisor, instructor, or support staff member (including health and medical staff and law serving enforcement unit personnel); a person serving the School Board; a person or company with whom the District contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

(Optional) Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- 4) Where disclosure is to a state or local juvenile justice agency and related to the ability of such agency to serve before adjudication the student whose records are being released and such agency receiving the information certifies in writing that the agency has agreed not to disclose it to a third party without the consent of the student's parent, guardian, or custodian. Such information may not be used to aid in the supervision of a delinquent child.
- 5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-1605

DIRECTORY INFORMATION (FERPA)

Each year the Corporation will make available, upon request for legitimate reasons, certain information known as "directory information". The Board designates as student "directory information": a student's name; address; date and place of birth; photograph; videotaping; 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; grade level; awards received; listing of an honor roll; and scholarships.

The primary purpose of directory information is to allow North Montgomery Community School Corporation to include this type of information from a student's educational records in certain school publications. Examples include, but are not limited to, the annual yearbook, graduation programs, performing arts programs, and athletic rosters.

Directory information may also be disclosed to outside organizations without a parent's prior written consent. Organizations might include, but are not limited to, companies that manufacture class rings or publish yearbooks.

The school, in compliance with federal law, is required to provide military recruiters, upon request, with three directory categories – name, address, and telephone listing.

Parents and adult students may refuse to allow the Corporation to disclose any or all of such "directory information" upon written notification to the corporation within ten (10) calendar days after receipt of this public notice.

PARENT'S RIGHT TO KNOW

In accordance with the Elementary and Secondary Education Act, Section 1111(h) (6) *PARENTS' RIGHT TO KNOW*, this is a notification from North Montgomery Community School Corporation to every parent of a student in a school that receives Title I funding that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. Please know that North Montgomery only hires those teachers that meet the requirements of highly qualified under the federal law. You may find the teacher's qualifications by going to the following link, entering your child's school name, and then selecting the Teacher Roster link: doe.in.gov

The information regarding the professional qualifications of your student's classroom teachers shall include the following:

- If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which Indiana qualifications and licensing criteria are waived;
- The teacher's baccalaureate degree major, graduate certification, and field of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications

If at any time your student has been taught for four or more consecutive weeks by a teacher that is not highly qualified, you will be notified by the school of this information.

If you have questions or concerns, please feel free to contact the school principal.